

Entry #: 77 - Career, Technical and Extended Education

Status: Submitted

Submitted: 3/26/2024 6:11 PM

**DRAFT****OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR INSTRUCTIONAL PROGRAMS**

Program Review and Planning is about evaluating and assessing programs and documenting plans for improving student success rates. Through review of and reflection on key program elements, Program Review and Planning identifies program strengths and strategies necessary to improve the academic discipline, program, and/or services to support student success.

The College also uses Program Review and Planning as the conduit to request resources (human, technology, facilities and funding) to further help improve and support programs.

**ALL PROGRAMS WILL COMPLETE AN ANNUAL PROGRAM REVIEW FOR 2023-2024.**

**BASIC PROGRAM INFORMATION****Division Name**

Career, Technical and Extended Education

**Department Name**

Trade and Industry

**Microsoft\_List\_ID****Discipline Name**

Auto Body Technology (AB)

**Department Chair Name**

Ashley Wolters

**Department Chair email**

awolters@palomar.edu

**Please list the names and positions of everyone who helped to complete this document.**

David Wright

**Website address for your discipline**<https://www2.palomar.edu/pages/ab/>**Discipline Mission statement**

The Mission of Palomar Auto Collision Repair Technology is to foster a safe learning environment for the preparation of men and women for potential career paths as a collision repair technician and related positions in the auto repair industry. Palomar college is using state of the art equipment to provide students with the knowledge and skills necessary to gain entry level positions in the ever changing Collision Repair Industry.

[\(Click here for information on how to create a mission statement.\)](#)

**Does your discipline have at least one degree or certificate associated with it?**

Yes

**Are any of your programs TOP coded as vocational (CTE/CE)?**

Yes

**List all degrees and certificates offered within this discipline.**

AS, Certificate of Achievement.

## BASIC PROGRAM INFORMATION: FACULTY AND STAFFING RESOURCES

In this section, you will identify how many faculty and staff support your discipline's programs. This information is considered when you request permanent staff and faculty hires. It is also useful as you evaluate your program and the human resources and talent you have to support our students.

To help you answer questions in this section, you will need the links shown in red.

### Enter the number of permanent or full-time faculty support your discipline (program)?

1

**For this past fall semester, what was your Full-time FTEF assigned to teach classes?**

0.30

**For this past fall semester, what was your Part-time FTEF assigned to teach classes? (Part-time FTEF = PT hourly and overload.)**

0.50

**List the classified and other permanent staff positions that support this discipline. If possible, include number of months and percentage workload.**

N/A

**List additional hourly staff that support this discipline and/or department. Include weekly hours.**

Adam Suitts, Adjunct, 6 hours per week

## COURSE INFORMATION

In this section, you will review how students perform in the courses you offer as part of your program. The Chancellor's Office Vision for Success goals focus on eliminating equity gaps and increasing timely completions. Examining, reflecting upon, and developing strategies to improve course success rates is one way to help the college meet its Vision for Success Goals and support our students in reaching theirs.

Data are provided to help you examine differences in course success rates (C or better) across student demographic categories (e.g., gender) and course type (e.g., face-to-face, online).

After you complete your review of course success data, you are asked to confirm that you have assessed each course SLO within the past three years.

[Link: Course Data](#)

## COURSE SUCCESS AND RETENTION

**Have your overall course success rates increased, decreased, or stayed the same over the last 5 years?**

Decreased

**Was this expected? Please explain.**

Unexpected, I have noticed a Post Covid student, they are less motivated and less likely to follow through.

**Have your overall course retention rates increased, decreased, or stayed the same over the last 5 years?**

Decreased

**Was this expected? Please explain.**

Expected, Covid has played a roll in the retention rates.

**Are there differences in success or retention rates in the following groups? (choose all that apply)**

**Please share methods that your department is using to improve retention and success rates in your courses. If you are focusing on a specific group like online students or a demographic group please include that information in your answer.**

Being more intrusive, reminding students to keep up on their course work and do not drop behind. Encouraging them to apply themselves and continue to complete the course.

## COURSE STUDENT LEARNING OUTCOMES (SLOs)

**Excluding courses that haven't been offered in the last three years, do you confirm that all of your courses have been assessed since August 2020 (Result Summary Date)?**

Yes

**Upload a copy of your SLO report from Nuventive ("Report 0. Last Result Date and Action Date for All Active Course Outcomes")**



[AB 50 Results v5.8.1.mhtml](#)  
1.2 MB



## PROGRAM INFORMATION

In this section, you are asked to consider and evaluate your programs, including the annual number of completions, and their program learning outcomes,

## PROGRAM COMPLETIONS

Student success is at the core of what we do in assisting students in achieving their goals.

The Chancellor's Office Vision for Success stresses the importance of Program Completion as a major goal for our students. In addition, transfer and career readiness are key components of Palomar College's mission statement.

Link: [Program Completions](#)

**Access the link above titled "Program Completions" and copy and paste five years of completion data for each of your discipline's degrees and certificates.**

AB is not listed in Program Completions section list.

## PROGRAM LEARNING OUTCOMES

**Do you confirm that all of your programs have been assessed since August 2020 (Result Summary Date)?**

Yes

**Upload a copy of your SLO report from Nuventive ("Report 2. Last result, action, and follow-up date for each active program outcome").**



[Home v5.8.1 Program Review.mhtml](#)  
1.1 MB



## Program Review Reflection and Summary

In this section you are asked to evaluate your programs by considering their program learning outcome assessments, the annual number of completions, and any other internal or external factors that had an impact on your program.

**What factors have contributed to the success of your program(s)? Describe how they have contributed.**

With what has been evaluated here the program has been on a even trend. I have started a cooperative education class with a local auto body repair shop and have been contacted by two other repair shops in the interest of cooperating to get students employed. With these partnerships it is my goal to get more students interested and involved to start ramping up the program and improving program outcomes.

**What factors have presented challenges for your program(s)? Describe the impact of these challenges.**

Many of the students are getting their degree in other programs such as Welding and Auto Mechanics and are taking the Auto body Repair classes as electives, many of the students are just wanting to getting their certificate of completion and then get employed. Due to full employment in the work place, students are wanting to work before finishing school as a priority.

## CAREER AND LABOR MARKET DATA

The Chancellor's Office Vision for Success stresses the importance of increasing the percent of exiting students who report being employed in their field of study. It is important for us to consider how **all** of our programs connect to future careers.

Go to this website <https://www.onetonline.org/> and enter your discipline in the bubble on the top right for ideas about potential occupations. Click on an example to see more detail.

**The following websites are for CTE related data:**

- [Centers of Excellence](#) (many other data resources besides supply and demand) Password: GetLMI
- [LaunchBoard](#)
- [LaunchBoard Resource Library](#)
- [Chancellor's Office Data Mart](#)
- [Career Coach-San Diego Workforce Partnership](#)
- [EDD Labor Market Info](#)
- [Career One Stop](#)

**What kinds of careers are available for people who complete your programs (and/or transfer)? (Refer to O\*net Link below) Are there any new or emerging careers? If so, how would the new or emerging careers impact your future planning?**

49-3021.00 - Automotive Body and Related Repairers,  
 13-1032.00 - Insurance Appraisers, Auto Damage  
 49-9098.00 - Helpers--Installation, Maintenance, and Repair Workers  
 49-3022.00 - Automotive Glass Installers and Repairers  
 51-9124.00 - Coating, Painting, and Spraying Machine Setters, Operators, and Tenders

**What are the associated knowledge, skills, abilities (KSA's) needed for the occupations listed above? (click examples in the link above to get ideas)**

Knowledge: Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Skills: Repairing — Repairing machines or systems using the needed tools. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. Operation and Control — Controlling operations of equipment or systems. Speaking — Talking to others to convey information effectively. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. Abilities: Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects. Near Vision — The ability to see details at close range (within a few feet of the observer).

**How does your program help students build these KSA's?**

By having curriculum, tasks, and hands on learning in the program that directly corresponds with industry needs, it gives the students opportunity to build these qualities. I am also including GE type of work to assist the student with their GE studies throughout the semester and especially at mid-terms and finals

The following four questions are for CTE programs only. If you are not a CTE program, please go back to the BASIC INFORMATION tab and select "no" for "Are any of your programs TOP coded as vocational (CTE/CE)?"

**What is the regional three-year projected occupational growth for your program(s)?**

California's projected growth is 8%

**What is being done at the program level to assist students with job placement and workforce preparedness?**

In the past I have contacted industry owners or they have contacted me to place students in part time employment. I am now working with Palomar's internship and job placement staff to let the students and industry partners know of the opportunity and assistance available. I offer CE100 as an elective, and this is exciting to the students to get credit while working. I was working closely with Bruce Reaves the job placement coordinator, he is no longer at Palomar. I have not worked with the new coordinator. At the program level much of the curriculum and lab tasks prepare students with knowledge and experience for what is required of them in the industry.

**When was your program's last advisory meeting held? What significant information was learned from that meeting?**

November 2023, Skilled technicians are getting harder to find, modern vehicles are getting harder to repair, inflation still increasing, supply chain delays with parts still plays an issue with cycle times for repair.

**What are the San Diego County/Imperial County Job Openings?**

112 annual job openings.

## PROGRAM GOALS

**Progress on Prior PRP Goals**

In the most recent PRP cycle, you identified a set of goals. Provide an update to your most recent PRP goals.

[Click here for previous PRPs with goal information.](#)

**Prior PRP Goals****Prior Year PRP Goal 1****Brief Description**

Increase student success and completion rate to 70%

**Goal Status**

Ongoing

**Add any comments related to your work on prior goal (e.g., success, challenges, reasons for eliminating a goal). Describe Outcomes, if any.**

I will always continue with this goal until accomplished. I have had a slight increase with the pass rate last couple of semesters. I must continuously remind the students to keep up with their required work for the course, this is having a positive outcome on the success rate.

**Describe any changes to your goals or three-year plan as a result of this annual update.**

**Do you have any new goals you would like to add?**

Yes

## Establishing New Goals and Strategies for the Next Three Years

### Goal 1

#### Brief Description

Purchase and implement new equipment to be used in the lab for a cleaner safer work/lab environment. Sanding produces airborne particles, equipment is needed to reduce airborne particles. Painting produces VOC's, more efficient paint guns would produce less VOC's.

#### How will you complete this goal? Include Strategies and Timeline for Implementation.

By purchasing and using this new equipment, safety of work/lab environment would be improved. Could be implemented as soon as equipment was in use.

#### Outcome(s) expected (qualitative/quantitative)

New equipment would reduce hazards in the environment in the lab/work area producing a cleaner lab/work environment.

#### How does this goal align with your department mission statement, the college Vision Plan 2035, and /or Guided Pathways?

Safety is always a top priority, reducing hazards and having a clean safe work/lab environment is something we always strive for.

#### Expected Goal Completion Date

8/1/2024

## RESOURCES



Congratulations! You are nearing completion. In this section, you will consider the resources you need to implement your three-year program review plan and/or address any findings from your assessment of your discipline.

The section is organized into the following five parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology Needs

PART 4: Facilities Needs

PART 5: One Time Request for Other Needs (NonTechnology Equipment, Supplies, Operating Expenses, Travel)

Reflect upon the three year plan you created above, your current operations, and any upcoming factors (retirements, changes in legislation, and changes in policies or procedures) that will impact your unit. How will you allocate resources to implement your plan? Describe additional resources needed to improve the effectiveness of your unit/program. All resource requests must be aligned with the College's [Vision Plan 2035](#).

Summarize any reallocation/re-organization of resources you are making based upon your three-year plan, your current operations, and any other factors (e.g., legislation). Describe the impact of the reallocation of resources to your unit.

**NOTE: All requests listed in the PRP will be reviewed by deans and supervisors, then forwarded to the appropriate review group for prioritization. A resource requests approved to move forward in the review process does NOT guarantee a position or funding.**

## PART 1: STAFFING NEEDS

Requests for faculty will follow the prioritization process currently in place in the Faculty Position Prioritization committee, which reports to the Education, Equity, and Student Success Council. Requests for new staff positions will be prioritized at the division level and reviewed at Exec.

**Are you requesting additional full-time faculty?**

No

## REQUEST FOR ADDITIONAL FULL-TIME FACULTY

### Faculty Request 1

**Title of Full-Time Faculty position you are requesting**

**How will this faculty position help meet district (Guided Pathways, Strategic Plan, Strategic Enrollment Management etc.), department and/or discipline goals? Please be sure to tie this back to your PRP goals and three year plan.**

**Is there a scarcity of qualified Part-Time Faculty (for example: Specialized degree/experience, emerging/rapidly changing technology, high demand)?**



**Are you requesting this position for accreditation, regulatory, legislative, health and safety requirements? Please explain.**

**Utilizing your PRP data, please summarize the discipline productivity, efficiency, and any regional career education needs for this discipline.**

**Is your department affected by faculty on reassigned time? If so, please discuss.**

**Are you requesting AA, CAST for Classified Staff?**

No

## **PART 2: BUDGET REVIEW**

Request that your ADA provide you with your *Available Budget Report* and complete this section.

Review your recent Budget/Expenditure reports and consider your three-year PRP plan.

**Do you have any ongoing needs or needs to augment your regular budget?**

Yes

**What budget considerations would you like your dean/supervisor to be aware of or to consider? Describe the need and the amount of the adjustment.**

Inflation has increased recently, all materials, goods and services increased. Request 50% increase in budget to keep up with increasing costs.

## **PARTS 3, 4 and 5 – TECHNOLOGY, FACILITIES AND OTHER NEEDS**

1. One-Time Fund Requests. Through the PRP process the college implements an approach for prioritizing and allocating one-time needs/requests. Prioritization takes place through the appropriate groups, leadership, and the Budget Committee. The executive team and Resource Allocation Committee consider various sources for funding PRP requests. Resource requests also inform the larger planning process like Scheduled Maintenance Plans, Staffing Plans, and institutional strategic planning.

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the webpage).

If you are a CTE program and think you may qualify for CTE funds for your PRP request(s), you are STRONGLY encouraged to answer the call for Perkins/Strong Workforce grant applications in February. Contact the Dean of CTEE for additional information.

Consider submitting one-time requests only if you have verified that you cannot fund the request using your general discretionary funds or other funds.

1. Technology and Facilities Review. Requests for technology and facilities are assessed by the Deans and then, if appropriate forwarded to the proper institutional group (e.g., technology review committee, or facilities) for review and feedback.

### PART 3: TECHNOLOGY NEEDS

**Will you be requesting any technology (hardware/software) this upcoming year?**

No

### PART 4: FACILITIES REQUESTS

**Do you have resource needs that require physical space or modification to physical space?**

No

### PART 5: OTHER ONE-TIME NEEDS

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#). Please check with your department chair on the availability for this cycle.

**Do you have one-time requests for other items (e.g., Non-technology equipment, supplies, operating expenses, travel) that your budget or other funding sources will NOT cover?**

Yes

#### Requests

##### Item 1

##### **What are you requesting?**

Equipment to provide cleaner/safer work/lab environment. Sanding in the repair of automobiles produces air born particles, requested equipment would provide a cleaner/safer work/lab environment. Painting produces VOC's, equipment requested would provide a cleaner/safer work/lab environment.

##### **Provide a detailed description of the the request. Include in your response:**

##### **a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)**

SLO assessment.

##### **b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)**

All students, employees and staff in the work/lab area when students are performing auto body repair tasks.

##### **c. What are the expected outcomes or impacts or implementation?**

Provide a cleaner/safer work/lab environment for everyone in the program. Control hazardous operations which is required by the EH&S department.

##### **d. Timeline of implementation**

Implementation will be immediate upon setup of equipment.

##### **What is the anticipated cost for this request? If any, list ongoing costs for the request (additional equipment, support, maintenance, etc.).**

\$10,000, supplies to run and maintain equipment.

##### **Do you already have a budget for this request?**

No

**What PRP plan goal/objective does this request align with?**

Goal #2

**What Educational Vision Plan 2035 Goal/Objective does this request align with?**

1:3

1:4

1:7

**If you have multiple requests for facilities and had to prioritize, what number would you give this? (1 = Highest)****What impacts will this request have on the facilities/institution (e.g.,water/electrical/ADA compliance, changes to a facility)?**

No impact on facilities.

**Will you accept partial funding?**

Yes

**Budget Category**

Non-technology Equipment (acct 600010 and per unit cost is &gt;\$500)

**Please upload a copy of the quote, if available.**[Auto Supply Quote Order1205050.pdf](#)

16 KB

[Auto Supply Quote Order1201738.pdf](#)

16.4 KB

**I confirm that all full-time faculty in this discipline have reviewed the PRP. The form is complete and ready to be submitted.**

Yes

**Enter your email address to receive a copy of the PRP to keep for your records.**

dwright@palomar.edu

**Feedback and Review****Department Chair****I confirm that the PRP is complete.**

No

**Department Chair Name****Date**