

ANNUAL PROGRAM REVIEW SUMMARY for Automotive 04-05

Full Review Due: 2010-2011

MISSION: Does program meet the District's mission and established core competencies? Does program reflect the District's diversity?	Status					
	05-06	06-07	07-08	08-09	09-10	10-11
Current Recommendations						
a) The Program needs to strive for diversity in the faculty whenever the opportunity to hire new faculty arises.		P	P	I		
b) Develop a more comprehensive training program that uses a root series of classes that lead to distinct branch specialties.		I	C	-	-	-
c) Add a cooperative training element to the Program that provides in-class training in labor laws and rights and provides guidance and oversight for students at the job site.		P	P	C	-	-
d) Develop a new long-range plan that reflects the input of the new faculty dynamic and the expected addition of new vocational buildings.		I	I	I		
New Recommendations						

ANNUAL PROGRAM REVIEW SUMMARY for Automotive 04-05

Full Review Due: 2010-2011

NEED: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?	Status					
	05-06	06-07	07-08	08-09	09-10	10-11
Current Recommendations						
a) Establish an industry involved committee to develop final plans for new building construction to meet the future needs of the industry.		C	-	-	-	-
b) The current Automotive buildings (Tech A, D, and E) have been designated for tear-down and replacement. New buildings will allow the individual Automotive classes to consolidate the lab experience into a more centralized location for improved supervision by faculty. Individual labs will ease scheduling and provide for growth of the program as the student population grows at Citrus College. The Automotive faculty need to be intimately involved in the planning for of the new buildings. This will ensure the most efficient use of allowable square footage while meeting the goals of the Education and Facilities Master Plans. The faculty needs to continue their discussions with the Building Project Coordinator regarding construction schedules and transition space utilization.		C	-	-	-	-
c) Develop a plan for program continuance during proposed construction.		C	-	-	-	-
d) The Automotive Program currently has the assistance of a part-time student assistant who handles secretarial work for the Program. With the current and expected workload is recommended that the Automotive Program find a means to fund a full-time office assistant.		P	P	P		
e) Develop an assessment process in coordination with the Counseling Department to provide advisement to students in an effort to increase student retention and success.		P	I	I		
f) Develop a plan for increased output of T-TEN completers to meet the demand as established by Toyota Motor Sales.		I	I	I		
g) When the new vocational buildings are completed, the Automotive Program would benefit from a lab assistant who is capable of performing preventive maintenance and tracking and maintaining upgrades to test equipment.		P	P	I		

Status key: C: Completed I: Incomplete N/A: No longer applicable P: Pending (not yet undertaken)

ANNUAL PROGRAM REVIEW SUMMARY for Automotive 04-05

Full Review Due: 2010-2011

New Recommendations (NEED)						
NEW: Develop short-term 4-12 hour update training courses to meet industry needs.		P	C	-	-	
NEW: Explore new corporate partnerships as new building nears completion.		P	P	I		
NEW: Develop learning communities with Reading/English for Technical reading and writing; revised technical math.		I	I	I		
NEW: Determine the feasibility of incorporating automotive diesel technology training into the automotive programs.		P	I	I		

New: Citrus needs an articulation policy and revised regulation or procedures (high school articulation with VocTech programs).

New: Develop BAR emissions referee station in new building.

<p>QUALITY: Are lec/lab unit values appropriate? Have the course outlines been reviewed/updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?</p>	Status					
	05-06	06-07	07-08	08-09	09-10	10-11
Current Recommendations						
a) Develop a timeline for rewriting all course outlines to include Student Learning Outcomes.		I	I	I		
b) Develop appropriate compensation for individual program coordination or provide reassign time for one individual to coordinate all the Automotive Programs. There are currently individual coordinators for the T-TEN, ASC FastTrack, and HPI Programs.		P	I	I		
c) Insure that planning of new facilities provides for student supervision by an instructor at all times. Space limitations currently place students in more than one location while in a lab setting. This means an instructor has to move from one location to another and leaves students unattended for short periods of time.		C	-	-	-	-
d) Reassess certificate and skill award requirements to make certain that the standards are reasonable, feasible, and able to be accomplished by students.		I	I	C	-	-
e) Review the process for certificate and skill award application to encourage more eligible students to complete.		I	I	C	-	-
f) Explore the possibility of an annual meeting with colleagues from other colleges in order to share information with other Automotive faculty and discuss regional issues.		P	P	P		
g) Revise syllabi to reflect the writing components currently required in each class.		I	C	-	-	-
h) Explore the possibility of tracking pass rates for students' ASE certifications.		P	P	P		

ANNUAL PROGRAM REVIEW SUMMARY for Automotive 04-05

Full Review Due: 2010-2011

New Recommendations (QUALITY)						
NEW: Sequence courses and add appropriate prerequisites to insure student success within the program.		I	I	I		
New: Budget line for required NATEF training.						

FEASIBILITY: Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?	Status					
	05-06	06-07	07-08	08-09	09-10	10-11
Current Recommendations						
a) Program needs up-to-date computers in each lab, connected to the network, with access to the software in the computer lab.		P	I	I		
b) Classrooms need to be equipped with built-in audio-visual equipment/computers to eliminate the set-up/tear-down time for each class. This also eases the use of technology by adjunct faculty members.		P	I	I		
c) Equipment purchases need a budget that would allow prioritizing the purchase of larger pieces of equipment (i.e. those items that cost in excess of \$20,000).		N/A	P	P		
d) Program needs to purchase software for the <u>proposed</u> Service Consultant/ Management program.		P	N/A	N/A		
e) Credit revenue (FTES X annual reimbursement rate) comparison to Program costs has decreased from 137% in 1997-98 to 100% in 2003-04, indicating that the Program is just “breaking even” prior to indirect costs of facilities and maintenance, business and administration, student services, etc. The change in ratio is due, in part, to higher full-time faculty costs, fewer adjunct with temporary program reduction, and equipment purchases to keep the program current with industry standards. Cost benefit analysis should be monitored as we serve the community.		I	I	I		
f) Cost per FTES (Program Costs ÷ FTES) has increased from \$1857 in 1997-98 to \$2791 in 2003-04, bringing the ratio with credit reimbursement rate (credit reimbursement rate ÷ cost per FTES) down from 137% in 1997-98 to 100% in 2003-04. The change in ratio is due, in part, to higher full-time faculty costs, fewer adjunct with temporary program reduction, and equipment purchases to keep the program current with industry standards. Cost benefit analysis should be monitored as we serve the community. NEED NEW NUMBERS FOR THIS RECOMMENDATION – Need to be calculated from data.		I	I	I		

ANNUAL PROGRAM REVIEW SUMMARY for Automotive 04-05

Full Review Due: 2010-2011

New Recommendations (FEASIBILITY)						
New: With completion of new building there will be a need for designated client parking outside of the building complex.						
New: Develop an improved method of handling customer repair orders – possibly through the hiring of a clerk to process paperwork, invoices, etc.						
New: Installation of anchors for chassis dyno to allow safe operation.						
New: Full-Time Clerk to assist with student tracking and completion						
Program Coordinator, industry contact, "live work"						

COMPLIANCE: Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?	Status					
	05-06	06-07	07-08	08-09	09-10	10-11
Current Recommendations						
a) Develop plan for all adjunct faculty to complete all their ASE certifications. Suggest that the Dean receive a yearly report from all faculty as to their ASE certification status.		I	I	I		
b) Write program approval packet for Service/Consultant/ Management option.		P	N/A	N/A		
c)						
d)						
e)						
f)						
New Recommendations						
New: Establish a stipend for one faculty member to coordinate NATEF certification, which is required every five years.						
New: Additional lab technicians are needed for evening classes to assist faculty in insuring environmental compliance, lab set-up and teardown.						

PROGRAM SLOs	Cycle Stage					
	05-06	06-07	07-08	08-09	09-10	10-11
1. Communication						
a)						
b)						
c)						
2. Computation						
a)						
b)						
c)						
3. Creative, Critical, and Analytical Thinking						
a)						
b)						
c)						
4. Community/Global Consciousness and Responsibility						
a)						
b)						
c)						

PROGRAM SLOs	Cycle Stage					
	05-06	06-07	07-08	08-09	09-10	10-11
5. Technology/information competency						
a)						
b)						
c)						
6. Discipline/Subject area specific content material						
a)						
b)						
c)						