

ANNUAL PROGRAM REVIEW Worksheet for Heating & Air Conditioning 03-04 Year: 2008 – 2009

MISSION: Does program meet the District’s mission and established core competencies? Does program reflect the District’s diversity?

| a) ... none... | | | | Impact | | | | | |
|--|-------------|--------------------|--------|--------|------------|-----------|------------|-----------------|-------|
| Action/Activities | Target Date | Person Responsible | Status | FNIC | Facilities | Soft-ware | Equip-ment | Other Personnel | Other |
| There are three faculty teaching the Heating & Air Conditioning classes and they do represent the district diversity, though all are male. | | | C | | | | | | |
| The program meets the District’s mission for career preparation and economic development. | | | C | | | | | | |
| Program SLOs have been established and include core competencies. | | | C | | | | | | |

NEED: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

| a) Program growth is not recommended at this time, due to the larger program at a neighboring college. | | | | Impact | | | | | |
|--|-------------|--------------------|--------|--------|-------------------------------------|-----------|------------|-----------------|-------|
| Action/Activities | Target Date | Person Responsible | Status | FNIC | Facilities | Soft-ware | Equip-ment | Other Personnel | Other |
| Enrollment has increased from 114 in 2006-2007 to 199 in 2008-2009, further straining the facilities. Funding for equipment and alternate facilities are being explored. | | Kim Holland | I | | Facilities do not meet current need | | | | |
| Despite redoubled efforts, it is difficult to get industry representatives to attend the Advisory Council. Efforts continue. | | Kim Holland | I | | | | | | |

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| Labor market demand continues to be high. | | | | | | | | | | Funding does not meet current need for classes |
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| b) Students should be encouraged to visit the Job Placement office to receive help in resume writing, interviewing skills, and job placement. | Impact | | | | | | | | | |
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| Action/Activities | Target Date | Person Responsible | Status | FNIC | Facilities | Soft-ware | Equip-ment | Other Personnel | Other | |
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| Faculty have begun to add a statement about the Student Employment Office on their syllabi. | | Faculty | C | | | | | | | |

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| c) ... New recommendation ... It was recommended that a fourth evening course be offered each semester to assist students in completing their Certificate and to relieve the crowding in the existing classes. | Impact | | | | | | | | | |
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| Action/Activities | Target Date | Person Responsible | Status | FNIC | Facilities | Soft-ware | Equip-ment | Other Personnel | Other | |
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| Course offerings are being reduced for fall 2009; as fiscal issues are relieved, this will be explored. | Spring 2010 | Kim Holland | P | Add- tional adjunct | | | | | Funding does not meet current need for classes | |

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?

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| a) Coursework in sales for the industry could provide an excellent bridge into other relevant careers. | Impact | | | | | | | | | |
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| Action/Activities | Target Date | Person Responsible | Status | FNIC | Facilities | Soft-ware | Equip-ment | Other Personnel | Other | |
|---|-------------|--------------------|--------|------|------------|-----------|------------|-----------------|-------|--|
| It was determined that sales curriculum in no longer applicable to the program. | | | N/A | | | | | | | |

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| Course offerings and Certificate of Achievement requirements are reviewed annually at the Heating & Air Conditioning Advisory Council meeting. In 2008-2009, the Electricity for Heating & Air Conditioning class was moved from "elective" to "required" for the Certificate of Achievement and approved by the Curriculum Committee. | | Kim Holland | C | | | | | | |
| Though faculty development is not funded for adjunct, a Summer Faculty Workshop is planned for the Public Services Department to assist faculty with classroom support, technology, etc. | | Kim Holland | I | | | | | | Should increase quality of instruction |

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?

| a) Tech D, the building in which all the Heating and Air Conditioning classes and labs are held, lacks a proper air conditioning and heating system which can make learning challenging in the summer and winter. Temperature control in these rooms would provide a more appropriate learning environment. However, this building is scheduled for demolition when the new Technology building is approved. | | | | Impact | | | | | |
|--|-------------|--------------------|--------|---------------|------------|----------|-----------|-----------------|-------|
| Action/Activities | Target Date | Person Responsible | Status | FNIC | Facilities | Software | Equipment | Other Personnel | Other |
| Alternative facilities are being explored. | | Kim Holland | I | | | | | | |

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?

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| a) Progress has been made on prior recommendations from the 1997-1998 program review. | Impact | | | | | | | | |
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