

**NAME of Program (Degree, Certificate, or Pathway):**

Automotive Technologies

**Name of Faculty Lead and/or Faculty Responsible for Program Review Update:**

Eric Blaine

**Date Submitted:**

11/05/2012

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**Faculty: Do not fill in below this section**

**Received by appropriate Dean/VP**

Dean (name and date):

Vice President (name and date)::

**Date sent to IEC, if applicable:**

## Instructional Program Review: Annual Update

1. Have there been any changes in the program over the past year that have had a significant impact on it goals and/or effectiveness? If so, please describe the changes and their impact. *(Refer to questions 1 and 2 in the most recent Program Review.)*

The square footage of the auto/ diesel shop has increased dramatically, as did the amount of equipment. Although these were goals meet from the most recent program revue, instructors failed to realize the time involved in maintaining, servicing, and house cleaning. Also, as we receive more equipment and labs become more difficult and hands-on, we find preparation time has increased a great deal.

2. Summarize the progress the program has made on SLO measures which have been applied since the last Program Review and any improvements made as a result of the outcomes assessment process. *(Refer to question 6.B. in the most recent Program Review.)*

All student learning outcomes have been assessed for each course taught. This is the first year we have developed SLOs for the auto/ diesel program. We will continue to asses each class as it is taught.

In addition, describe the plan for assessing the SLOs that have not been assessed at this time.

Our program has determined that all student learning outcomes are assessed each time the course is taught.

3. Provide a status update on meeting the program goals and objectives identified in the last Program Review. *(Refer to question 8 in the most recent Program Review.)*

The goal of hiring another full time instructor has regressed, as 3 adjuncts now play the part of one full time instructor. We now have the proper square footage and are beginning to see an increase in equipment needed, though we still need vehicles.

4. a. Revise and update as needed the [Goals/Objectives/Actions](#) table, entering the specific program goals and objectives which have been formulated to maintain or enhance strengths, or to address identified weaknesses. New goals and objectives may be created, and/or goals and objectives from last year may be carried over in original or modified form.

**Goal 1:** Hire full time instructor

- Objective 1: Provide support this program needs
- Objective 2: Develop well needed advisory committees
- Objective 3: advisor for students

**Goal 2:** Develop an individual 2 year degree for the Diesel program

- Objective 1:** Our community will become more aware that a diesel program does exist at BCC.
- Objective 2:** Revolves around community demand for Diesel Mechanics

**Goal 3:** Training for alternative fuel, hybrids, and electrical vehicles

Objective 1: Keep our program current

Objective 2: Offer courses

Objective 3: Purchase Vehicles and equipment

**Goal 4:** Hire part time lab technician

Objective 1: Provide lab set-up

Objective 2: Maintain shop

Objective 3: Weekly Inventory

- b. In addition, enter any [resources required](#) to achieve each objective. (Refer to question 9 in the most recent Program Review.)

*Human Resources will need to fly a position to hire a new full time faculty member: see Goals/Objectives/Actions.*

*CTE Department will need to submit a purchase order for the equipment and training needed*

5. If there is anything else that should be taken into consideration in evaluating the program's Annual Update, please describe it.

In order for the auto/ diesel program to grow and fulfill the needs of our community (which are highly dependent on diesel mechanics: Santa Fe, Northrup Grumman, IAP, Raytheon, MCLB, etc...), we must have a full time instructor dedicated to image, growth, and advertisement of our program, a part time instructor to support overload courses, and a lab technician dedicated to lab set ups, house cleaning, weekly inventories, and the everyday running of our shop. In order for the auto shop to stay current we can use additional funding for alternative fuels vehicles, Hybrids, and electric vehicle training.

### Goals\*/Objectives/Actions

*\*Indicate how each Goal is aligned with the College’s Strategic Priorities*

GOAL		ALIGNMENT*	OBJECTIVE	OUTCOMES/MEASURES	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	Date Completed/or Status
#1	Hire a full-time instructor to support the Automotive Department	<ul style="list-style-type: none"> <li>x1. Foster innovative learning environment</li> <li>x2. Provide Successful college learning experience</li> <li>x3. Promote and support student engagement</li> <li>x4. Cultivate and enhance local partnerships</li> <li>x5. Attract/ develop excellent employees</li> <li>x6. Strengthen college planning/ decision making</li> </ul>	#1) Teach Courses	Teach Auto courses 51a-60	a) Create Position	Ongoing
					b) Hire	Ongoing
					c)	
			#2) Provide support for the Auto/ Diesel Program and become the advisor to students	- Attend CTE meetings, Training - Have counseling hours set during the day for all Auto/ Diesel students	a) Attend meetings	Ongoing
					b) Attend training	Ongoing
					c) Set day hours and be present	Ongoing
			#3) Develop well needed advisory committees	Keep an ongoing relationship with the businesses we support	a) Set up a meeting twice a year	Ongoing
					b) Meet with individual reps at least once a month	Ongoing
					c) Ask for input	Ongoing
#2	Develop an individual 2 year degree for the Diesel program/ split Auto and Diesel	<ul style="list-style-type: none"> <li>x1. Foster innovative learning environment</li> <li>x2. Provide Successful college learning experience</li> <li>x3. Promote and support student engagement</li> <li>x4. Cultivate and enhance local partnerships</li> <li>x5. Attract/ develop excellent employees</li> <li>x6. Strengthen college planning/ decision making</li> </ul>	#1 Support Community Needs	Well trained employees	a) Split Diesel from Auto	Ongoing
					b) Develop 2 year plan	Ongoing
					c)	
			#2 Entice More Students	Higher enrollment	a) Put 2 year plan in course cataloge under Diesel Tech	Ongoing
					b) Notify high school counselors	Ongoing
					c)	
			#3 Make Community Aware of Program	Businesses take note of our program and provide training info	a) Put together advisory commity ASAP	Ongoing
					b) Develop new advisory relations	Ongoing
					c)	
#3	Training for alternative fuel, hybrids, and	<ul style="list-style-type: none"> <li>x1. Foster innovative learning environment</li> <li>x2. Provide Successful college learning experience</li> <li>x3. Promote and support</li> </ul>	#1 ) Keep program current	Attract more grants, donations, and students	a) Get training grants	Ongoing
					b) Get donations from dealerships	Ongoing
					c)	

electrical vehicles	student engagement x 4. Cultivate and enhance local partnerships x 5. Attract/ develop excellent employees	#2 Stay competitive	Compete with surrounding colleges ( VVC, Valley College, etc...)	a)	Offer courses	Ongoing
		#3 Purchase vehicles	Training tools	b)	Look at other programs	Ongoing
				c)		
	a)			Provide experience	Ongoing	
	x 6. Strengthen college planning/ decision making	b)				
		c)				

**Goal #4**

Hire part time lab technician

**Alignment**

- x 1. Foster innovative learning environment
- x 2. Provide Successful college learning experience
- x 3. Promote and support student engagement
- 4. Cultivate and enhance local partnerships
- x 5. Attract/ develop excellent employees
- x 6. Strengthen college planning/ decision making

**Objective**

- #1. Set up labs

#2. Maintain shop

#3. Weekly inventory

### **Outcomes**

Gives Instructor more lecture and training time.

Keep shop clean and organized.

Keeps equipment and tools in order and Keeps theft down

### **Actions**

- a) Instructed to set up labs pertaining to lecture
- b) Lab will be set up before arrival
- c) Lab put away and cleaned before end of class

- a) Prevent equipment damage
- b) Prevent safety hazards and injuries
- c) Allows the following instructor to proceed with out clean-up

- a) Keeps tools clean
- b) Prevents injuries
- c) Will be able to identify problems with theft

**Date Completed**

Ongoing

## Resources Required

Goal #	Objective #	Resource Required	Rationale*	Estimated Cost
#1	#1, #2, & #3	Hire full time Auto/ Diesel Instructor	In order for the auto/ diesel program to grow and fulfill the needs of our community (which are highly dependent on diesel mechanics: Santa Fe, Northrup Grumman, IAP, Raytheon, MCLB, etc...), we must have a full time instructor dedicated to image, growth, and advertisement of our program	\$83,040.00
#4	#1, #2, & #3	Hire part time lab technician	lab technician dedicated to lab set ups, house cleaning, weekly inventories, and the everyday running of our shop.	\$20.00 Hour

**\*Rationale:** For each resource listed, enter the reason(s) the resource is needed to achieve the objective.

A **BUDGET ALLOCATION PROPOSAL** must be completed and submitted for **EACH** new resource requested.





## Budget Allocation Proposal

Originator:	Eric Blaine	
Program or Department Name:	Automotive Department	
Dean/Vice President/Supervisor:	Ken Eaves	
Amount Requested:		
Date:	11/05/2012	One-time funding: <input type="checkbox"/> Ongoing Funding: <input checked="" type="checkbox"/>

### 1) What are you requesting? Why is the request being made? Where was the need identified?

I am requesting funding for a full time instructor and part time lab technician.

In order for the auto/ diesel program to grow and fulfill the needs of our community (which are highly dependent on diesel mechanics: Santa Fe, Northrup Grumman, IAP, Raytheon, MCLB, etc...), we must have a full time instructor dedicated to image, growth, and advertisement of our program. We need a lab technician dedicated to lab set ups, house cleaning, weekly inventories, and the everyday running of our shop. As our program continues to grow, there are areas being identified that we need additional support in order to better meet the needs of our students and create a learning environment that provides them with the opportunity to be successful.

I identified the need in the program review.

Request #1 - full time instructor - ongoing expenditure  
 AA in Automotive Technology or AA/ AS/ BA/ BS and 10 years of Experience - starting range depending upon experience can be from \$55,488.00 to \$63,794.00 plus an additional \$27,552 for benefits/insurance. Average of \$83,040.00.

Request #2 - Part Time Lab Technician - ongoing expenditure  
 Certificate or AA in Automotive Technology.  
 Starting Range: \$20.00 hourly/ 30-35 hours a week  
 - \$600.00-\$700.00 weekly  
 Roughly \$2600.00- \$2800.00  
 \$28,000.00 Annually

2) Indicate how your request is supported by your:

a) Program Review/Annual Update

**AND**

b) Student Learning Outcomes/Program Learning Outcomes/Service Area Outcomes

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*Your thoughts, decisions, and actions should be imbedded in the fundamental belief that it will have a positive affect on student learning and achievement.*

3) Describe the goal(s) for this proposal. How will this impact students or institutional services?

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*Your thoughts, decisions, and actions should be imbedded in the fundamental belief that it will have a positive affect on student learning and achievement.*

4) What are some measurable outcomes that will lead to meeting this goal(s)?

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*Your thoughts, decisions, and actions should be imbedded in the fundamental belief that it will have a positive affect on student learning and achievement.*

5) What steps will be taken or need to be taken to implement this proposal?

(Much of the material in this form has been adapted from resources available at the Mt. San Jacinto College website.)

*Your thoughts, decisions, and actions should be imbedded in the fundamental belief that it will have a positive affect on student learning and achievement.*

## 6) Describe how your request is aligned with the college's Strategic Priorities:

<p><b>1. Foster an innovative learning environment that respects diversity.</b></p> <p>a. Offer programs and services for emerging student populations that are appropriate to and in support of individual students' needs.</p> <p>b. Advance a culture of inclusion that respects and appreciates the human condition.</p>
<p><b>2. Provide students a successful college learning experience.</b></p> <p>a. Plan and implement instructional programs based upon student learning needs and career paths.</p> <p>b. Augment current and emerging technologies to foster student learning in on-campus and alternative learning modalities.</p>
<p><b>3. Promote and support student engagement.</b></p> <p>a. Facilitate student growth and development by assisting students to set, monitor and evaluate educational goals.</p> <p>b. Expand and sustain an efficient, attractive and welcoming campus environment that supports teaching and learning.</p>
<p><b>4. Cultivate and enhance local partnerships.</b></p> <p>a. Market and enhance the college image in high desert region and on the world wide web.</p> <p>b. Promote positive community and economic growth through greater outreach to local schools, business and industry, governments, service organizations and military.</p>
<p><b>5. Attract, retain, and develop excellent employees.</b></p> <p>a. Implement practices to attract a diverse pool of highly qualified applicants for employment opportunities.</p> <p>b. Provide employees with a wide range of training and development opportunities to foster their professional growth.</p>
<p><b>6. Strengthen college planning and informed decision-making.</b></p> <p>a. Maximize physical, human, fiscal and technological resources using program review and outcomes assessment results.</p> <p>b. Expand interactions and collaborations among faculty and staff using data and evidence.</p>

*Your thoughts, decisions, and actions should be imbedded in the fundamental belief that it will have a positive affect on student learning and achievement.*

**ADMINISTRATIVE USE**

**Administrator:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Comments/Recommendations:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Comments/Recommendations:**

**Priority Ranking:** \_\_\_\_\_ of \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Your thoughts, decisions, and actions should be imbedded in the fundamental belief that it will have a positive affect on student learning and achievement.*