



Barstow Community College
**INSTRUCTIONAL
PROGRAM REVIEW**

(Refer to the Program Review Handbook when completing this form)

PROGRAM:

Academic Year: **FULL PROGRAM REVIEW** **Date Submitted:**

Academic Year: **ANNUAL UPDATE** **Date Submitted:**

By:

Faculty Lead:

Members:

1. Mission and Vision
2. Description and Overview
3. Program Data
4. Curriculum
5. Internal Factors
6. External Factors
7. Continuing Education and Professional Development
8. Prior Goals and Objectives
9. Action Plan: Goals/Objectives/Actions
10. Resources

1. Program Mission and Vision

A. Program Mission

This program will strive to provide a learning environment conducive to the success of the student to achieve the basic working knowledge in Industrial Maintenance/Electrical and Instrumentation as it is applicable to the progressive nature and technological changes in industry today.

B. Program Vision (Where would you like the Program to be three years from now?)

Providing career and technical education and workforce development programs and courses that give students the opportunity to obtain NCCER/National Center for Construction, Education and Research credentials, stackable Industry Certifications, as well as obtaining an AS/Associate of Science degree in Industrial Maintenance.

C. Describe how mission and vision align with and contribute to the College's [Mission](#) and [Vision](#)

Offering programs to prepare students in basic skills, career and technical education, lifelong learning opportunities, and comprehensive lower division courses that meet articulation agreements for student to have the opportunity to transfer to upper division and industry leading institutions. Partnering with local agencies, businesses, schools, and military bases to promote positive community skilled work force development and economic growth.

DATE: September 24, 2016

ANNUAL UPDATE #1: The development of the program has increased to where we have hired a new adjunct faculty member to teach our electrical portion of IMMT.

2. Program Description and Overview

Assume the reader does not know anything about the Program. Describe the Program, including—but not limited to—the following:

- A. Organization, including staffing and structure
- B. Who do you service (including Demographics)?
- C. What kind of services does your program provide?
- D. How do you provide them?

The IMMT program will provide the student with a broad base of technical skills in IMMT, and an added emphasis in Electrical and Instrumentation with Mechanical Technology and Applications. It will prepare students to enter the maintenance construction field in a variety of trades and positions which include Residential, Commercial and Industrial, general industrial laborer, industrial helper second class to journeyman status. IMMT was birthed in CTE/Career Technical Education to fill an industry shortage in skilled craftsmen and to develop a skilled workforce in today's ever changing technical professional environment. This program is led by the dean of CTE and three faculty, one fulltime with 37 years of Industrial Maintenance experience and two part-time Adjunct instructors with over 17 years' experience each. Classes are open to any currently admitted student. Classes are designed with flexibility to accommodate the employed student who desires more training and education, as well as unemployed student learners. The program is offered through a contract training program also.

DATE: September 24, 2016

ANNUAL UPDATE #1: We have hired a new Adjunct to teach our Electrical High Voltage sections of the IMMT/ IE curriculum. This will give BCC more depth in the IMMT program.

3. Program Data

A. PERFORMANCE DATA

Discuss the program's performance on the specific data items listed below:

1) Full-time/Part-Time Faculty Ratio

FT faculty = 1 / 100%,
Part-time faculty = 2/50%

2) Course Completion Rate

	TRADITIONAL	ONLINE
a) Full-time:	100% for IMM 60 series	N/A
b) Part-time:	50% for IMM 68, 69	N/A

3) Course Success/Retention Rate

	TRADITIONAL	ONLINE
a) Full-time:	100% for IMM 60 series Enrolled: 21 Successful: 21 Success: 100%	N/A
b) Part-time:	98% for IMM 68, 69 Enrolled: 18 Successful: 17 Success: 98%	N/A

4) WSCH/FTEF Ratio

	TRADITIONAL	ONLINE
a) Full-time:	Not Applicable	Not Applicable
b) Part-time:	All fulltime	Not Applicable

5) Fill Rate

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	TRADITIONAL	ONLINE
a) Full-time:	1 st Day/Max: 0% Census/Max: 100% EOT/Max: 100%	Not Applicable
b) Part-time:	1 st Day/Max: 0% Census/Max: 98% EOT/Max: 96%	Not Applicable

Discussion: The IMM 60 courses are in series (60, 62 ,64, 66, 68 and 69) with the 60 series spring of 2016 having 6 different subject matter classes with the above averaged retention rate data from the IMM 60 series classes.

DATE:

ANNUAL UPDATE #1: The IMMT program has successfully offered and completed the 60 series through con-current enrollment with BHS, along with the 70 series IMMT and the 70 ELCT series for spring of 2016. We are currently offering the 80 series for fall 2016.

B. Progress on Program Level Outcomes (PLOs) and Student Learning Outcomes

- 1) Summarize the progress your program has made on program and/or course level SLO measures. (Include *Outcome Statements* in this summary.)

Program Learning Outcomes:

1. The students will be able to identify and demonstrate the proper use of basic industrial maintenance tools
2. The student will be capable of identifying and using various types of fasteners commonly used in industrial maintenance.
3. The student will be capable in demonstrating the use of various types of test equipment.

1.) All student learning outcomes were assessed for each course taught. We plan to continue to assess each class as it is taught. Program outcomes provide the students with a broad base of technical skills in maintenance, with an added emphasis on performance evaluation that will prepare students to enter the maintenance field in a variety of positions such as construction /industrial laborers, helpers, second class and Journeyman.

- 2) Describe any program, course, and/or instructional changes made by your program as a result of the outcomes assessment process.

IMMT 60 was new for spring 2015 with an average retention rate of 89%, The IMMT 60 series had a retention rate of 100% for spring of 2016. I believe as the program progresses the number of students will climb through word of mouth and through outreach, marketing and advertising. I will strive to meet the student’s needs in training, personal development and growth and commitment to the program.

- 3) Reflecting on the responses for #1 and #2 above, what will you implement for the next assessment cycle?

All SLOs will be re-assessed on the course outlines when courses are revised or created. IMM classes will be revised to align with new technology and curriculum through NCCER including safety, welding and other associated fields.

- 1.) Do to lack of internet data and power in bay E we were not able to utilize our computer based amatrol program we will be asking for funding to upgrade the system. Because the program is new we are now aquirering additonal simulators and consummables.

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- 2.) CTE has coordinated field trips to local industries to introduce the student learner to become familiar with the local job market and to get a first hand look inside these industries.
- 3.) Evaluate students through actual hands on NCCER Performance Evaluations that give them the skills to perform work in the field.

DATE: Sept 28, 2016

ANNUAL UPDATE #1: We have acquired New simulators from grant funds to expand the hands on portion of the training.

Commented [SE1]: How has this helped students achieve your SLOs and PLOs? What has SLOAC said about your SLOs and PLOs?

C. Supporting Assessment Data (See Handbook for additional information)

- 1) Provide a list of any additional measures (not included in 3.A.) that you have chosen to gauge your program's effectiveness (e.g.: transfers, degrees, certificates, satisfaction, student contacts, student headcount, Perkin's data, etc.).

With increasing demand for skilled labor we have added more classes such as the 70 series and 70 series electrical. New for fall 2016 are the 80 series. All classes have module tests per chapter of learning followed up by a hands on performance evaluation by a ICTP NCCER approved instructor, resulting in a pass or fail grade for NCCER or third party credentials.

- 2) Summarize the results of these measures.

12 students have achieved a second level credential from NCCER for IMMT, The Performance Evaluations resulted in some students not qualifying for credit through NCCER for credentials as the module tests require a 70% or better and an instructor approval when performing the hands on portion, the performance evaluations do not affect the students final class grade, however it does require the student to have actual hands on performance skills.

- 3) What did you learn from your evaluation of these measures, and what improvements have you implemented, or do you plan* to implement, as a result of your analysis of these measures? (*List any resources required for planned implementation in #10: Resources.)

The Performance Evaluations instill proper safety usage of Industrial equipment and test the student's ability to apply the learned knowledge along with a performance of the proper application of trouble shooting and repair. This has resulting in my increasing and changing or adding to the performance profile. The student success rate is high with students encouraged to review and retest to meet qualification to succeed.

- 4) Include DCP Program Assessment Benchmarks, providing analysis of data on long term goals and objectives.

N/A

DATE: Sept 28, 2016

ANNUAL UPDATE #1: The first co-horts of the IMMT program are at the fourth semester level and will be completing the 80 series in the fall of 2016. The degree program is in the chancellor's office nearing approval.

Commented [SE2]: How many of the original cohort are still taking classes?

D. Two-Year Scheduling Plan

- 1) What is the program's Two-Year Scheduling Plan? What changes, if any, have been made since the last Program Review?

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The two year scheduling plan as implemented would take a student from IMM 60 to 80 series with an emphasis on obtaining an A/S degree in Industrial maintenance or Stackable certificates along with NCCER credentials.

- 2) **How effective has the Two-Year Scheduling Plan been in meeting student needs and educational goals?**

With a 100% retention rate for spring of 2016 the program effectiveness is on track to meet student needs and educational goals as long as the program continues to be approved through the chancellor's office.

- 3) **Reflecting on these results, what are the goals for the next assessment cycle?**

To update the infrastructures electrical and internet data speed so we can utilize the Amatrol program for Industrial maintenance and to increase the number of students graduating with Associates Degrees in IMMT.

DATE: Sept 28, 2016

ANNUAL UPDATE #1: The A/S degree and certificates are on the chancellor's desk and should be approved by end of 2016.

4. Curriculum

- A. **List any new courses or program changes since the last program review. Be sure to include any newly approved prerequisites or corequisites.**

The IMMT program was new for spring of 2015 with IMMT 60 series being launched January 2015 and IMMT 70 series fall of 2015, a new adjunct instructor was added to the program for fall of 2015 along with a new Adjunct instructor to teach IMMT series 80 for fall of 2016. Con-current enrollment has been added for the 60 series to attract new students who missed the spring 60 series.

- B. **Explain the current evaluation process. How and when was the curriculum last evaluated? (Appropriateness, archiving, deleting, revising, etc.)**

The curriculum for IMMT was evaluated in 2014-2015 and 2016 resulting in the new SLOs on the course outlines. The curriculum process at this time, relies on CTE training, program review and curriculum updates from NCCER. The IMMT program was new for spring of 2015.

- C. **List any courses not in full compliance with Curriculum Committee Standards, including those that have not been updated in the past six years (see [Curriculum Manual](#) for additional information, if necessary).**

All courses have been in full-compliance at this time. With pre-requisites added and validated.

- D. **Curriculum Development: What is the plan for maintaining the currency and viability of your curriculum (including all modes of delivery)?**

The IMMT program is primarily lecture, lab and hands-on and there are no plans to change mode of delivery at this time. We are presently using the Contren Learning Series developed for NCCER. (National Center for Construction, Education and Research)

DATE: Sept 28, 2016

ANNUAL UPDATE #1: All curriculum from NCCER is updated as released from the publisher.

5. Internal Factors *(see Handbook for worksheet)*

A. Strengths

Qualified Experienced full time Faculty and adjuncts, "high success rates" Well developed curriculum that follows in series for student growth and learning. Support and commitment from the Dean of CTE, VP and President of BCC.

B. Weaknesses

Lack of Facilities electrical power and internet speed, the program needs more marketing, advertising and outreach to inform the general public, returning students along with the college staff / counselors on what the program is all about.

DATE: September 28, 2016

ANNUAL UPDATE #1: The program has been marketed through outreach, manufacturing conferences and through career fair programs along with word of mouth through student interaction.

6. External Factors *(see Handbook for worksheet)*

A. Opportunities

We have an opportunity to increase enrollment by promoting the fact that IMMT can lead to employment or enhance a craftsman's skill to obtain higher wages or employment in the field of maintenance. An through Advisory recommendations and contacts.

B. Threats

State funding short falls, Budget cuts, low student turnout.

DATE: Sept 28, 2016

ANNUAL UPDATE #1: Advisory meetings have shown that the IMMT program has a bright future and should be promoted to achieve its maximum potential.

7. Continuing Education/Professional Development

A. What continuing education and/or professional development activities have program/unit members participated in during the current cycle?

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IMMT instructors regularly attend the Barstow Community College CTE training and curriculum workshops, All CTE instructors are NCCER certified with the IMMT instructor holding a Master Instructor title. Both Adjuncts are industry trained and currently holding maintenance positions With BNSF, NCCER trained and qualified to lead the program.

B. What are the continuing education and/or professional development plans for the upcoming cycle?

As curriculum changes staff will take advantage of workshops, distant learning seminars to develop personal growth and to strengthen our existing workforce as budgets and time permits.

DATE: Oct 3, 2016

ANNUAL UPDATE #1: One instructor has completed an AWS welding seminar. Along with attending manufacturing conferences and advisory meetings.

8. Prior Goals/Objectives

Briefly summarize the progress your program/ has made in meeting the goals and objectives identified in the most recent Program Review or Annual Update. (Include measurements of progress or assessment methods.)

The IMMT program was new for 2015 school year early success and retention rates have allowed the program to grow and add new instructor and program series, however more robust media, marketing and recruiting is needed to maintain student enrollment.

DATE: Sept 28, 2016

ANNUAL UPDATE #1: Our con-current enrollment with BHS has allowed us to train and enlist new students to the program, however we need a strong commitment from BHS to ensure future growth continues. We may look to other institutions for students in the future.

9. Goals/Objectives/Actions (ACTION PLAN)

- A. **GOALS:** Formulate Program Goals to maintain or enhance program strengths, or to address identified weaknesses.
- B. **ALIGNMENT:** Indicate how each Goal is aligned with the College's [Strategic Priorities](#).
- C. **OBJECTIVES:** Define Objectives for reaching each Goal.
- D. **ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE:** Create a coherent set of specific steps (Actions/Tasks) that must be taken to achieve each Objective.
- E. **OUTCOMES:** State intended Outcomes and list appropriate measures and assessment methods for each Outcome.
- F. **ADDITIONAL INFORMATION:** This area provides for the additional communication of information necessary to further "close the loop" on the goal or action plan, as it relates to Institutional Planning. This may include references to other institutional documents, such as governing or compliance documents (i.e. Board Policy, Administrative Procedures, Title V), institutional planning documents

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(i.e. [Strategic Plan](#), [Educational Master Plan](#), [Facilities Plan](#), [Technology Plan](#)), or Board, Presidential, Supervisory or Departmental recommendations or goals, etc. *(See Handbook for additional examples.)*

Complete the following table with your Program’s ACTION PLAN, which must include a minimum of 3 goals:

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES <small>(click link for list of Strategic Priorities)</small>	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
#1 Research how the classes could become transferable to attract more Students	<i>List all that apply:</i> - Foster innovative learning environment - Provide Successful college learning experience - Promote and support student engagement - Cultivate and enhance local partnerships - Attract /develop excellent employees - Strengthen college planning/decision making	#1 Contact CSU to determine what direction their IMMT program is heading and what they are looking for in new students	- Work with dean of CTE to update IMMT program curriculum to help the students meet requirements of CSU program.	OUTCOMES: To have the students better equipped when entering CSU program MEASURES: ASSESSMENT: Enrollment numbers and Class survey on why students are taking class and where they heard about the program
		# 2 Have counselors and other student contacts become more engaged in the IMMT / CTE department activities and goals for student enrollment.	- Outreach to other areas on campus by attending meetings when possible or trying alternative methods of discussions if necessary.	OUTCOMES: more students being informed of IMMT program MEASURES: ASSESSMENT: Enrollment numbers and Class survey on why students are taking class and where they heard about the program
		#3 Promote in the community Through outreach and advertising.	- Work with dean of CTE to outreach and Public Information officer to promote in amore venues or in more ways	OUTCOMES: More community acknowledgement of IMMT program MEASURES: ASSESSMENT: Enrollment numbers and Class survey on why students are taking class and where they heard about the program
<i>Additional Information:</i>				
DATE: <input type="text" value="SEPT 28, 2016"/>	ANNUAL UPDATE #1:	Increase the welding program by informing the IMMT student and automotive student that welding is a big part of their overall training needs in either discipline. Based on advisory recommendations.		
#2 Provide resources upgrade facilities infrastructure along with learning	<i>List all that apply:</i> - Foster innovative learning environment (Amatrol learning systems)	#1 Install more power to building and upgrade the internet speed and data.	Review current class schedules and update and revise.	OUTCOMES: More community acknowledgement of IMMT program MEASURES:

Commented [SE3]: This doesn't tell me much. What progress have you made on the objectives above?

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES (click link for list of Strategic Priorities)	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
Facilitate programs and environment that ensures student success.	<ul style="list-style-type: none"> - Provide Successful college learning experience - Promote and support student engagement - Cultivate and enhance local partnerships - Attract/develop excellent employees - Strengthen college planning/ decision making 	#2		ASSESSMENT: Enrollment numbers and Class survey on why students are taking class and where they heard about the program
		#3		
<i>Additional Information:</i>				
DATE: <input type="text"/>	ANNUAL UPDATE #1: <input type="text"/>			
#3 Actively support and promote local economic growth and community development.	<p>List all that apply:</p> <ul style="list-style-type: none"> - Foster innovative learning environment - Provide Successful college learning experience - Promote and support student engagement - Cultivate and enhance local partnerships - Attract/develop excellent employees - Strengthen college planning/ decision making 	#1 Determine the educational and training needs of the community through advisory.	- Work with dean of CTE to outreach at employers to determent their requirement	<p>OUTCOMES: More community acknowledgement of IMMT program</p> <p>MEASURES:</p> <p>ASSESSMENT: Enrollment numbers and Class survey on why students are taking class and where they heard about the program</p>
		#2 Establish CTE programs that meet educational and training needs of local employers	- Outreach to community and business in the local and sounding areas by attending meetings when possible or trying alternative methods of discussions if necessary.	<p>OUTCOMES: More community acknowledgement of IMMT program</p> <p>MEASURES:</p> <p>ASSESSMENT: Enrollment numbers and Class survey on why students are taking class and where they heard about the program</p>
		#3 Provide career exploration opportunities to college and high school students.	- Work with dean of CTE to outreach and Public Information officer to promote in amore venues or in more ways	<p>OUTCOMES: More community acknowledgement of IMMT program</p> <p>MEASURES:</p> <p>ASSESSMENT: Enrollment numbers and Class survey on</p>

Commented [SE4]: What progress on Goal 2?

ACTION PLAN				
GOAL	ALIGNMENT WITH BCC STRATEGIC PRIORITIES <small>(click link for list of Strategic Priorities)</small>	OBJECTIVE	ACTIONS/TASKS REQUIRED TO ACHIEVE OBJECTIVE	OUTCOMES, MEASURES, and ASSESSMENT
				why students are taking class and where they heard about the program
<i>Additional Information:</i>				
	DATE: <input type="text"/>	ANNUAL UPDATE #1: <input type="text"/>		
#4		<i>List all that apply:</i> -	#1	
			#2	
			#3	
<i>Additional Information:</i>				
	DATE: <input type="text"/>	ANNUAL UPDATE #1: <input type="text"/>		
#5		<i>List all that apply:</i>	#1	
			#2	
			#3	
<i>Additional Information:</i>				
	DATE: <input type="text"/>	ANNUAL UPDATE #1: <input type="text"/>		
#6		<i>List all that apply:</i>	#1	

Commented [SE5]: What progress on Goal 3?

10. Resources Required

List all significant resources needed to achieve the objectives shown in the table above, including personnel, training, technology, information, equipment, supplies, and space. Every request for additional resources must support at least one objective.

Also list any resources required to implement planned improvements noted in 3.C.

IMPORTANT: A [BUDGET ALLOCATION PROPOSAL](#) must be completed and submitted for **EACH** new resource requested. (Click the link to access the form.)

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source
1	1,2,3	Time and support for outreach – also holding meetings with counselors and other key contacts on campus and in the community	?		
2		Upgraded electrical power and upgraded internet speed and data for use with Amatrol learning system.	?		
3		Planned field trips to local employers and guest speakers.	?		
4		CTE control of consumable purchases for class room demos and practice training. The advanced 70 and 80 series will benefit from having supplies on hand.	?		

ANNUAL UPDATE #1: _____ DATE: _____

Commented [SE6]: Need update here.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	If No, indicate funding source