

Instructional Program Review – Annual Update Template

Instructional Program

Indicate if AA; AS; AA-T; AS-T; Certificate

Program Name: Industrial Maintenance Electrical and Instrumentation

Submitter: Toby Hill

Academic Year: 2024-2025

Annual Update #1 #2

An Annual Update must be submitted each year that a Program Review is not submitted.

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

A) List your Program Level Outcomes:

- 1.) Students will be able to apply the skills necessary to implement electrical circuits following the National Electrical Code (NEC) guidelines.
- 2.) Students will be knowledgeable about the required materials of the trade and have the ability to install them properly.
- 3.) Students will have the skills necessary to potentially receive industry-recognized certifications in a variety of crafts.

B) Summarize the progress made on Program Level Outcomes (PLOs):

The program course success rate was 79.7% in 2023-2024, down from 2022-2023 at 88.5%. The higher enrollment at 240 in 2023-2024 may have affected success rate, it was only 165 in 2022-2023. There were 5 Awards for this program in 2022-2023, no report yet for 2023-2024. Program Efficiency (WSCH/FTEF) was 170.5 in 2022-2023 and went to 238.1 in 2023-2024. Efficiency (FTES/FTEF) was 5.7 in 2022-2023 and went to 7.9 in 2023-2024. Currently in 2024 the PLO data and recommendations show to be making improvements to the programs success. Overall enrollment has gone up significantly. The program courses are on track to provide the skills necessary in the electrical trade. Research and planning have begun to purchase or build hands-on simulators and work stations. The skill trade programs combined with industry partners continue to produce career paths for students.

C) Summarize the progress made on course level outcomes and assessments (SLOs):

SLO reports for 2023 show that students are meeting and exceeding expectations in the learning outcomes at 84.0%. There are no current reports for PSLO's. The courses are providing the necessary material for retention, but larger class size creates challenges for lab work. Lab performance tasks are required by all students, this is challenging with one instructor and courses with twenty plus students. These are individual demonstrations with limited equipment/simulators, managing this portion of the program may benefit with the use of an assistant. Student learning outcomes are being met with success and students are gaining a

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good understanding of the electrical trade. Reports on equity success rates don't show any significant deficiencies. All students are given the chance to thrive in CTE courses equally and marketing is in place to encourage enrollment to all interested.

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

Course scheduling has been improved to make the program courses more available to students. Hands-on simulators and work stations are still being researched to purchase in order to fulfill demand. We have met with Klein representatives to discuss our simulator needs. It will be beneficial to have multiple simulators of the most popular units and additional simulators that align with new industry needs. A new CTE building has been built to better facilitate the needs and growing size of the program.

- E) Reflecting on the responses for B) and C) above, what will you implement for the next assessment cycle?

Continued work is needed to link skill trade students with aligned career paths. I would like to provide a flow chart for the certificate and degree programs to students. After meeting with Pathway leaders, we can direct students through the program with a clear path for the IMEI Associates Degree. I need to work with team members to choose and purchase simulators that can expand the hands-on (lab) portion of this program. The larger class sizes will require better organization and flow for the lab hands-on work.

II. Progress towards Achieving Goals

For Existing Goals, copy and paste each goal from your Program Review, or from your Annual Update #1 if revised since your full Program Review.

Existing Goal 1

Increase enrollment in this program as demand in the field is continually expanding.

Progress

Marketing for this program has been ramped up and greatly improving enrollment. Courses have been at capacity due to incentive programs and the popularity of our new CTE facility.

Resource Requested?

No

Existing Goal 2

Build up course lab equipment to meet the student demand.

Progress

We are still in the process of researching equipment and simulators that will best suit our needs. This is also limited to the size of our facility, so choosing equipment must be strategic by highest priority.

Resource Requested?

Yes

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Existing Goal 3

Click or tap here to enter text.

Progress

Click or tap here to enter text.

Resource Requested?

Choose an item.

Existing Goal 4

Click or tap here to enter text.

Progress

Click or tap here to enter text.

Resource Requested?

Choose an item.

Existing Goal 5

Click or tap here to enter text.

Progress

Click or tap here to enter text.

Resource Requested?

Choose an item.

For New Goals, complete the below information.

New Goal #1

New technology and industry trends, such as automation, need to be incorporated into our training programs.

Objective 1

Need to seek the latest technology and training being used in the electrical field. Possibly introduce new material and equipment into the program.

Actions, Tasks

Research publishers and industry leaders for training on new equipment.

Outcomes, Measures, Assessment

Assess current program with other CTE programs to compare our technology.

Objective 2

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

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Outcomes, Measures, Assessment

Click or tap here to enter text.

Objective 3

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)

Strategic Priority 4: Achieve Sustainable Excellence in all Operations

Choose an item.

Choose an item.

Choose an item.

New Goal #2

Click or tap here to enter text.

Objective 1

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

Objective 2

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

Objective 3

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

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Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)

Choose an item.

Choose an item.

Choose an item.

Choose an item.

New Goal #3

Click or tap here to enter text.

Objective 1

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

Objective 2

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

Objective 3

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)

Choose an item.

Choose an item.

Choose an item.

Choose an item.

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New Goal #4

Click or tap here to enter text.

Objective 1

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

Objective 2

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

Objective 3

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)

Choose an item.

Choose an item.

Choose an item.

Choose an item.

New Goal #5

Click or tap here to enter text.

Objective 1

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

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Objective 2

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

Objective 3

Click or tap here to enter text.

Actions, Tasks

Click or tap here to enter text.

Outcomes, Measures, Assessment

Click or tap here to enter text.

Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)

Choose an item.

Choose an item.

Choose an item.

Choose an item.

III. Resource Requests: What does the program need to meet its goals and objectives?

List all significant resources needed to achieve the objectives shown in your action plan, 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.

IMPORTANT: [A BUDGET ALLOCATION PROPOSAL](#) must be completed and submitted for **EACH** new resource requested.

Goal #	Objective #	Resource Required	Estimated Cost	BAP Required? Yes or No	In No, indicate funding source
1	1	Training Seminars	\$\$\$	Yes	Click or tap here to enter text.

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