

2017 Automotive Technology Annual Program Plan

AUTO Automotive Technology

I.A. Describe the program(s) to be reviewed. What is the purpose of the program and how does it contribute to the mission of Skyline College? **(Program Profile: Purpose)**

Narrative

Automotive Mission Statement:

An Automotive Technology program that inspires and guides students toward rewarding technical careers in the transportation service industry.

Goals:

1. To provide three levels of technical training as guided by our advisory board and community employers: Career Advancement Academy, Comprehensive Program, and In-Service training;
2. Play a central role in the preparation of a future workforce and to expand networks and partnerships with the local business community, Audi of America, Subaru University, and the Joint Apprenticeship Council;
3. Enhance the student's ability to perform analytical and technical analysis, service and repair of transportation systems.

We believe this compliments the college's Mission Statement To empower and transform a global community of learners.

II.A. Describe the progress made on previously established program objectives (goals) including identification of achievements or areas in which further effort is needed. Programs which have not yet established CPR/APP objectives should discuss progress on program implementation or activities. (**Analysis: Progress on Prior Program Objectives (Goals) and Activities**)

Narrative

Our previous goals:

"The Automotive Technology Program is committed to maintaining and upgrading the quality of the program. We will continue to address and assess the community needs as well as SLOs, PSLOs, and ISLOS. "

Specifically:

1. We feel we have maintained our program mission with the college mission statement.
2. We have stayed in tune with current industry trends, program productivity, student success and retention.
3. We are constantly evaluating the courses we are offering. Many are still very relevant and there are a few we will be looking to update, add or remove.
4. We continue to adhere to our NATEF (National Automotive Technicians Education Foundation) task list which is our accreditation body and assure they align with our SLOs, PSLOs and ISLOs.
5. We continue to evaluate and upgrade our labs and equipment needed to provide industry standard lab assignments to our students.
6. We continue to evaluate our budget to ensure we are providing a quality educational learning environment for all students.

II.B. Describe any recent external or internal changes impacting the program or which are expected to impact the program in the next year. Please include when the specified changes occurred or are expected to occur. (**Analysis: Program Environment**)

Narrative

I'm uncertain if changes will take place in the next year or not. The automotive program is under pressure to reduce the number of units it takes for a student to complete their education in automotive technology. It is our belief in automotive with support from industry that the vehicles are getting more complicated, not simpler and to produce a qualified and employable student more training is needed not less. Skyline Automotive graduates are highly sought after because of our reputation for graduating qualified students. The idea of breaking a 15 unit class into multiple smaller classes would jeopardize the block of time needed to provide the quality hands-on lab experiences our employers and our community expects from our program and our students. We feel reducing the number of units of education in this area would do more harm than good to the industry, the students, and our program reputation.

The Automotive department within the next 5 years will most likely be retiring 3 instructors. We will be seeking full time replacement instructors for these positions. We are uncertain we will be granted full time replacement instructors for our retired instructors. Trying to piece together a program of this magnitude with part time instructors (if possible) would most likely harm the quality of our program and our reputation with the industry and our employers.

- II.C.** (1) Instructional Programs Only: Describe what was learned from the assessment of course SLOs for the current and past year.
- (2) Student Service Programs Only: If PSLOs are being assessed this year (3-year cycle), describe what was learned. If no assessment was done because this is an off-cycle year, please state that this item is not applicable. (**Analysis: Student Learning Outcomes (SLOs and PSLOs)**)

Narrative

The SLOs provided us with a tool to reflect and the assurances that we are on-track and in alignment with our industry, advisory board, local employers and our community. They help to reaffirm that we are proceeding on a path for student and program success.

III.A. Consider the previous analysis of progress achieved, program environment, and course-level SLOs or PSLOs (if applicable). What are the key findings and/or conclusions drawn? Discuss how what was learned can be used to improve the program's effectiveness. **(Reflection: Considering Key Findings)**

Narrative

From the annual success and retention data (attached documents) we have found that over the past 5 recorded years (2011-2012 to 2015-2016) our success rate is at 85.3% and our retention rate is at 94.6%. These numbers support that what we are doing is in direct alignment with student and industry needs. In addition our program has been recognized as a "CTE STAR" program by the State Chancellor's Office for having a living wage employment rate of 71% and a 100% reported employment rate in the students field of study.

We constantly modify our course content to remain relevant to 21st century vehicles but we do not make official curriculum changes every time we update content. The success, retention and CTE STAR data shows that we do not currently need to make any major curriculum changes to any of our daytime career track courses.

When evaluating enrollment and program load it is important to separate daytime career track and CAA class load from the in-service evening & weekend class load. The data shown (attachments) is from a load sheet that was provided to me by the division dean. It shows that the career track day classes have been strong (above 506) until fall 2015 and spring 16 where load dropped to just over 410 and then dropped again to 392 the following semester. Spring 2017 the day load increased to 431 due to our extensive outreach efforts indicating a turnaround is starting to take effect. We are expecting Fall 2017 to increase some more as outreach efforts continue.

On the same document the evening & weekend classes indicate that for some reason when apprentices are added into the load value our overall load for evening classes drop significantly. Apprentice classes are cross listed with the open population classes so I'm uncertain why this is causing a negative effect. I will be working with the administration to determine why this is because apprentices just add to the student head count and this should increase load values, not decrease them.

Evening and weekend class data indicates that it is difficult to achieve a load above 500 which we have not achieved in the last 5 year data report with apprentices added into the equation. However when apprentices are removed we had a few good semesters with load values above 515. Our evening and weekend classes provide an important source of education to our community and our apprenticeship partners. It is important that some of these classes are held even with lower than desirable load results. It is important to note that when the State Chancellor's office implemented the no reputability policy our evening enrollment numbers started to decrease. It was very common for technicians working in automotive to take our evening classes multiple times with one or two years in-between to update their skills and knowledge. Originally we allowed each student to repeat a class up to 3 times. The data shows the decline since no repeatability was implemented and the major impact this has had on our evening and weekend enrollment numbers.

III.B. If the program participated in assessment of ISLOs this year:

- (1) What are the findings and/or conclusions drawn?
- (2) Does the program intend to make any changes or investigate further based on the findings? If so, briefly describe what the program intends to do. (**Reflection: ISLOs**)

Narrative

We did not participate in ISLO assessment although we did make an alignment with SLOs, PSLOs and ISLOs in Tracdat.

IV.A. Indicate whether the program is continuing implementation of the last CPR strategy or revising the strategy. Please describe the modifications if revisions are intended.

Note: Any new strategies should be linked to Institutional Goals through creation of objectives in the next section. If the program has not yet participated in comprehensive program review, an annual or multi-year strategy can be defined in this item. **(Strategy for Program Enhancement: Continuation/Modification)**

Narrative

Our Multi-year strategy is to accelerate, enhance and optimize our outreach to improve enrollment and maintain the integrity of our program.

Working with our advisory board and within NATEF guidelines we will constantly review course curriculum content and student lab exercises. Feedback from our advisory board states that they support our longer 15 unit classes and feel there is a huge benefit to both the student and the employer. The key findings narrative section showing great retention and success data along with being “CTE STARTS” with the State Chancellor’s office supports that our program is still on track. The way we stay on track is by having a strong advisory board and being flexible enough to make minor adjustments to stay in alignment with industry standards while keeping students and employer’s needs in mind.

As addressed in our key findings section the day and evening class load should be evaluated separately. Since the inception of no repeatability our evening class enrollment has slowly been declining. These classes are designed to provide automotive education for the working technician and entry level technician working in an automotive repair facility. Working technicians would often repeat a class every 3 to 4 semesters. They did this because we are always updating the content within a class to current technology. We often update our course content and curriculum without making an official course number change. Students who can no longer repeat a class lose out on the education of new course content. I will be working with the instructors of these evening classes and evaluating how we can attract more students possible through official curriculum changes. I will also be looking for funding for very specific outreach to the technicians, manager and owners of local automotive repair facilities to find out what courses we need offer that will be of interest to them. I believe this targeted outreach would result in an increase evening course enrollment. I would also like to work with the administration on evening course cancellation enrollment numbers. When trying to recover a declining sector like our evening program it’s difficult to attract and retain new students if every time they enroll in a class it gets canceled due to low enrollment. Automotive needs some latitude to run some classes with low numbers so we can have a chance to build trust and reputation with new technicians who discover our evening and weekend classes for the first time. This will get them to return for more classes and tell their friends about the positive experience they had at Skyline College.

Every good program (see our success numbers) is only as good as the personal, instructors and administration. It is known in the circles of automotive programs that programs with full time instructors tend to produce higher results than programs primarily taught by adjunct instructor. There are always exceptions and we always seek to hire those exceptions for our evening classes whenever a full time instructor cannot teach the additional load. With that in mind we will be expecting 3 full time instructors to retire over the next 4 years. We will be seeking replacement hires for these 3 full time instructor. If our next retiring instructor is not replaced we will close the afternoon Asian Technology classes and move that instructor to the morning program. If we do that our enrollment will be impacted and load numbers



will go up. With this change we will not have any room for growth and the school will lose the potential to improve FTES.

Thought this entire process we want to make sure to stay true to our mission and goals listed here.

Mission Statement: An Automotive Technology program that inspires and guides students toward rewarding technical careers in the transportation service industry.

Goals:

1. To provide three levels of technical training as guided by our advisory board and community employers: Career Advancement Academy, Comprehensive Program, and In-Service training.
2. Play a central role in the preparation of a future workforce and to expand networks and partnerships with the local business community, Audi of America, Subaru University, and the Joint Apprenticeship Council.
3. Enhance the student's ability to perform analytical and technical analysis, service and repair of transportation systems.

IV.B. Based on the most recent CPR and any desired modifications, develop an annual action plan with related resource requests. No narrative response will be entered in this section, but the objectives you create will be printed automatically in the APP report under this item.

(1) To begin, click on PLANNING at the top of the page, then CREATE A NEW OBJECTIVE. To view previously created objectives, click PLANNING at the top of the page, then VIEW MY OBJECTIVE.

(2) **IMPORTANT!** Make sure to associate each objective to this standard in the APP. Need help? Contact the PRIE Office for further instructions. **(Strategy for Program Enhancement: Action Plan and Resource Requests)**

Associated Objectives

-  [199-Advisory Board Course Objective & Curriculum Review](#)
-  [104-Enrollment](#)
-  [200-Professional Development](#)

Task Details Report

Planning Year: 2017-2018

Planning Unit: Automotive Technology

Unit Manager: Broxholm, Thomas

Objective: 104 - Enrollment

Objective Description:

To increase enrollment in day, afternoon and evening classes.

Start Date:
8/14/2017

Task Type:
Department/Division/Unit

Priority Level:
High

Task Order:
1

Due Date:
5/31/2018

Completion Date:

Task Status:
New/Pending

Budget:
\$0

We plan to establish a comprehensive organized calendar and method for scheduling off site visits. Our next semester goal is to perform 15 or more off site visits to High Schools, Community centers, Adult schools and libraries promoting automotive as a career and promoting Skyline College Automotive Career Track program as the recommended pathway.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
8/14/2017

Task Type:
Department/Division/Unit

Priority Level:
High

Task Order:
2

Due Date:
5/31/2018

Completion Date:

Task Status:
New/Pending

Budget:
\$0

Host a minimum of 2 onsite Automotive Career Pathway days (one each semester) targeting San Francisco and San Mateo High Schools for students interested in Automotive Technology. We will need funds to offer busing to and from Skyline College for interested high schools.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:
8/14/2017

Task Type:
Department/Division/Unit

Priority Level:
Medium

Task Order:
3

Due Date:
5/31/2018

Completion Date:

Task Status:
New/Pending

Budget:
\$0

Visit and survey a minimum of 15 automotive repair shops or dealerships to determine evening educational course needs and encourage technician update class participation. This would take place after official school duties and hours. Compensation would need to be provided in order to accomplish this task.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Automotive Technology

Unit Manager: Broxholm, Thomas

Objective: 199 - Advisory Board Course Objective & Curriculum Review

Objective Description:

Over the course of several advisory board meetings we will be evaluating which NATEF task objectives each course should be focusing on while staying within the the NATEF accreditation priority guidelines.

Start Date: 8/14/2017	Task Type: Department/Division/Unit	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: Ongoing	Budget: \$0

We host 2 advisory board meeting each year. One in the fall and one in the spring. At each meeting we will discuss the instructors outline and task list of one ASE area of discipline and compare it to the required P1, P2 and P3 NATEF tasks. Our goal is to ensure we are meeting the needs of our community and our advisory board while staying within our NATEF accreditation body guidelines.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
8/14/2017

Task Type:
Department/Division/Unit

Priority Level:
High

Task Order:
2

Due Date:

Completion Date:

Task Status:
Ongoing

Budget:
\$0

Each instructor will prepare a detailed outline of instruction and lab tasks for his or her courses. Additionally the instructor will provide details on which P1, P2 and P3 NATEF tasks they complete for each ASE course area.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Automotive Technology

Unit Manager: Broxholm, Thomas

Objective: 200 - Professional Development

Objective Description:

Each instructor is required to complete 20 hours of automotive training to meet the requirements of our NATEF certification. In addition each instructor will be encourage to participate in flex day activities and enroll in additional CTTL courses.

Start Date:
5/1/2017

Task Type:
Department/Division/Unit

Priority Level:
High

Task Order:
1

Due Date:

Completion Date:

Task Status:
Ongoing

Budget:
\$0

Each instructor needs to maintain a log of professional development and number of hours for NATEF.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
5/1/2017

Task Type:
Department/Division/Unit

Priority Level:
Medium

Task Order:
2

Due Date:

Completion Date:

Task Status:
Ongoing

Budget:
\$0

Each instructor should constantly watch for CTTL course that could improve their ability to be more effective in the classroom.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	
