



## Instructional Program Review Update Template

Directions: Enter your narrative responses after the questions. Upload report(s) that you reference in each narrative.

Submitter: Thomas G Broxholm

Submission Date: 11/19/2021

DIVISION: Business, Education, and Professional Programs

PROGRAM NAME: Automotive

### 1.A. STATUS OF PRIOR GOAL – Goal # 1

*Complete the section of questions for each goal, for instance 1.A. for the first goal, 1.B. for the second, and so on. If there are more than five goals, please contact the [Office of Planning, Research, and Institutional Effectiveness \(PRIE\)](#) to add sections.*

#### GOAL, YEAR INITIATED, AND MEASURE OF SUCCESS IF NOT REFERENCED IN GOAL

[Advisory Board Curriculum Review](#)

**STATUS:**  Ongoing  Revised for this cycle  New  Completed  Discontinued

**SUPPORTING NARRATIVE FOR EACH GOAL'S STATUS** (*Recommend length: not to exceed 250 words*)

- Ongoing
  - a) Roughly how much of the goal has been implemented – 25/50/75%?
  - b) What has been accomplished thus far?
  - c) What has been the impact of resources that were provided?  Not Applicable
  - d) What are challenges not already documented?  Not Applicable
- Revised – Explain how and why the goal has been revised: implementation plan? timelines? measures of success?
- New – Briefly explain the need for the goal, and how it aligns with the College Values.
- Completed – Note the accomplishments and to what extent the measure of success was met.
- Discontinued – Explain why.

[Due to Covid limitations we have completed approximately 50% of this during our last 2 advisory board meetings.](#)

[Work with the advisory board to update curriculum to benefit students who seek employment in the automotive industry. Student success is measured by surveying employers about students retaining employment during school and after graduation. Surveys will be sent out 3 months and at 6 months after employment.](#)



## Instructional Program Review Update Template

### IMPLEMENTATION STEP(S) AND TIMELINE – FOR ONLY *ONGOING, REVISED, & NEW* GOAL(S)

List *remaining* and/or *new* implementation steps and timelines for ongoing and/or revised goals.

List implementation step(s) to achieve new goals, which can include intended changes, professional development, and/or further inquiry.

We hold 2 advisory board meetings per year.

### GOAL ALIGNMENT WITH COLLEGE VALUE(S) – FOR ONLY *NEW* GOAL(S)

- Social Justice
- Campus Climate
- Open Access
- Student Success and Equity
- Academic Excellence
- Community Partnership
- Participatory Governance
- Sustainability

### RESOURCE REQUEST RATIONALES FOR *ONGOING, REVISED, & NEW* GOALS

*(Recommended length: not to exceed 150 words for each goal)*

- No Resource Request Needed

Which additional resources are needed (e.g., services from or partnerships with other areas of campus, instructional equipment, facilities, personnel, etc.)? How will they help to support the goal?

**Note:** Referencing the goal and implementation step(s), submit the request(s) that require funding to your dean by November 15.

### 1.B. STATUS OF PRIOR GOAL – Goal # 2

#### GOAL, YEAR INITIATED, AND MEASURE OF SUCCESS IF NOT REFERENCED IN GOAL

Enrollment Outreach with a goal to increase enrollment in general into automotive classes as well as to increase the enrollment of diversified and under privileged students.

Data provided by PRIE on an annual basis can be used to measure progress and success.

## Instructional Program Review Update Template

**STATUS:**  Ongoing  Revised for this cycle  New  Completed  Discontinued

**SUPPORTING NARRATIVE FOR EACH GOALS' STATUS** (*Recommend length: not to exceed 250 words*)

- Ongoing
  - a) Roughly how much of the goal has been implemented – 25/50/75%?
  - b) What has been accomplished thus far?
  - c) What has been the impact of resources that were provided?  Not Applicable
  - d) What are challenges not already documented?  Not Applicable
- Revised – Explain how and why the goal has been revised: implementation plan? timelines? measures of success?
- New – Briefly explain the need for the goal, and how it aligns with the College Values.
- Completed – Note the accomplishments and to what extent the measure of success was met.
- Discontinued – Explain why.

(a) Covid added restrictions on recruitment however we have used some alternative methods and we have completed approximately 50% despite the lack of funding.

(b) Virtual career/Driving Your Future day which included all high schools and a virtual tour of the facility.

We are working with the San Mateo County Educational Department, South San Francisco Unified School District, and Jewish Vocational Services (JVS) to secure cohorts for our entry level program.

(c) Covid.

(1) We will revise visiting high schools and instead attend career events off site and host career events on our campus. This change is due to Covid, time constraints on staff and funding.

We will be implementing during the spring 2022 and Fall 2022 semesters and success will be measured by enrollment during the fall 2022 and spring 2023.

(2) Create a social media calendar and a high school counselor tool kit using a hired student assistant.

### IMPLEMENTATION STEP(S) AND TIMELINE

Ongoing outreach to our high schools and community.

Work with JVS on enrollment for underrepresented community



## Instructional Program Review Update Template

### GOAL ALIGNMENT WITH COLLEGE VALUE(S) – FOR ONLY *NEW* GOAL(S)

- Social Justice
- Campus Climate
- Open Access
- Student Success and Equity
- Academic Excellence
- Community Partnership
- Participatory Governance
- Sustainability

### RESOURCE REQUEST RATIONALES FOR *ONGOING, REVISED, & NEW* GOALS

*(Recommended length: not to exceed 150 words for each goal)*

- No Resource Request Needed

Which additional resources are needed (e.g., services from or partnerships with other areas of campus, instructional equipment, facilities, personnel, etc.)? How will they help to support the goal?

**Note:** Referencing the goal and implementation step(s), submit the request(s) that require funding to your dean by November 15.

Funding support for buses, swag, off campus compensation outside of our contractual obligations.

Funding to pay a student assistant to create and implement a social media calendar and a high school counselor tool kit.

### 1.C. STATUS OF PRIOR GOAL – Goal # 3

#### GOAL, YEAR INITIATED, AND MEASURE OF SUCCESS IF NOT REFERENCED IN GOAL

ASE Student Success. Our goal is to have every student successfully pass a minimum of 4 ASE Student certifications tests before they complete the program.

**STATUS:**  Ongoing  Revised for this cycle  New  Completed  Discontinued

**SUPPORTING NARRATIVE FOR EACH GOALS' STATUS** *(Recommend length: not to exceed 250 words)*

- Ongoing
  - a) Roughly how much of the goal has been implemented – 25/50/75%?
  - b) What has been accomplished thus far?

## Instructional Program Review Update Template

c) What has been the impact of resources that were provided?  Not Applicable

d) What are challenges not already documented?  Not Applicable

- Revised – Explain how and why the goal has been revised: implementation plan? timelines? measures of success?
- New – Briefly explain the need for the goal, and how it aligns with the College Values.
- Completed – Note the accomplishments and to what extent the measure of success was met.
- Discontinued – Explain why.

(a) Unable to complete any student evaluation during spring 2020 to spring 2021 due to Covid. 0% completed for this cycle.

Our advisory board support student ASE certification.

### IMPLEMENTATION STEP(S) AND TIMELINE

We are scheduled to resume this fall 2021 either virtually or in-person.

### GOAL ALIGNMENT WITH COLLEGE VALUE(S) – FOR ONLY NEW GOAL(S)

- Social Justice
- Campus Climate
- Open Access
- Student Success and Equity
- Academic Excellence
- Community Partnership
- Participatory Governance
- Sustainability

### RESOURCE REQUEST RATIONALES FOR ONGOING, REVISED, & NEW GOALS

*(Recommended length: not to exceed 150 words for each goal)*

- No Resource Request Needed

Which additional resources are needed (e.g., services from or partnerships with other areas of campus, instructional equipment, facilities, personnel, etc.)? How will they help to support the goal?

**Note:** Referencing the goal and implementation step(s), submit the request(s) that require funding to your dean by November 15.



## Instructional Program Review Update Template

Testing cost \$40.00 per student. The cost of funding has been paid for by the department budget or Perkins funds in the past. The cost has risen, and we no longer have access to Perkins funding. We are unable to afford this expense for our students who wish to take the tests.

### 1.D. STATUS OF PRIOR GOAL – Goal # 4

#### GOAL, YEAR INITIATED, AND MEASURE OF SUCCESS IF NOT REFERENCED IN GOAL

Maintain and update instructor knowledge and skills through professional development. 20 hours of professional development is required by our ASE Educational Foundation certification. Not all professional development is supported by the college professional development committee.

**STATUS:**  Ongoing  Revised for this cycle  New  Completed  Discontinued

**SUPPORTING NARRATIVE FOR EACH GOALS' STATUS** (*Recommend length: not to exceed 250 words*)

- Ongoing
  - a) Roughly how much of the goal has been implemented – 25/50/75%?
  - b) What has been accomplished thus far?
  - c) What has been the impact of resources that were provided?  Not Applicable
  - d) What are challenges not already documented?  Not Applicable
- Revised – Explain how and why the goal has been revised: implementation plan? timelines? measures of success?
- New – Briefly explain the need for the goal, and how it aligns with the College Values.
- Completed – Note the accomplishments and to what extent the measure of success was met.
- Discontinued – Explain why.

The entire faculty has been keeping up with on going training and we have completed 100% for this cycle.

Ongoing training for faculty keeps us current and our curriculum current. It is required by or accreditation body. ASE Educational Foundation. The students benefit when instructors stay current with the industry.

- **IMPLEMENTATION STEP(S) AND TIMELINE**

Ongoing. We attend training events as they are offered.



## Instructional Program Review Update Template

### GOAL ALIGNMENT WITH COLLEGE VALUE(S) – FOR ONLY *NEW* GOAL(S)

- Social Justice
- Campus Climate
- Open Access
- Student Success and Equity
- Academic Excellence
- Community Partnership
- Participatory Governance
- Sustainability

### RESOURCE REQUEST RATIONALES FOR *ONGOING, REVISED, & NEW* GOALS

*(Recommended length: not to exceed 150 words for each goal)*

- No Resource Request Needed

Which additional resources are needed (e.g., services from or partnerships with other areas of campus, instructional equipment, facilities, personnel, etc.)? How will they help to support the goal?

**Note:** Referencing the goal and implementation step(s), submit the request(s) that require funding to your dean by November 15.

*Travel expenses, and meals when not covered by faculty professional development approval.*

### 1.E. STATUS OF PRIOR GOAL – Goal # 5

#### GOAL, YEAR INITIATED, AND MEASURE OF SUCCESS IF NOT REFERENCED IN GOAL

*Facility updates to include refinishing the epoxy floor and incorporate the safety lines embedded into the floor surface. Not only is a properly finished floor a safety issue it also sends a message to all who tour our facility that our program is top notch.*

**STATUS:**  Ongoing  Revised for this cycle  New  Completed  Discontinued

**SUPPORTING NARRATIVE FOR EACH GOALS' STATUS** *(Recommend length: not to exceed 250 words)*

- Ongoing
  - a) Roughly how much of the goal has been implemented – 25/50/75%?
  - b) What has been accomplished thus far?
  - c) What has been the impact of resources that were provided?  Not Applicable
  - d) What are challenges not already documented?  Not Applicable

## Instructional Program Review Update Template

- Revised – Explain how and why the goal has been revised: implementation plan? timelines? measures of success?
- New – Briefly explain the need for the goal, and how it aligns with the College Values.
- Completed – Note the accomplishments and to what extent the measure of success was met.
- Discontinued – Explain why.

0% Still waiting on approval and funding

We have submitted the official request through facilities and had a quote provided to us. As a stop gap safety lines were painted on the floor but that doesn't solve the problem that the entire floor is past its cycle and needs to be reconditioned.

### IMPLEMENTATION STEP(S) AND TIMELINE

We will follow up with facilities on revising or resubmitting our request form.

### GOAL ALIGNMENT WITH COLLEGE VALUE(S) – FOR ONLY NEW GOAL(S)

- Social Justice
- Campus Climate
- Open Access
- Student Success and Equity
- Academic Excellence
- Community Partnership
- Participatory Governance
- Sustainability

### RESOURCE REQUEST RATIONALES FOR ONGOING, REVISED, & NEW GOALS

*(Recommended length: not to exceed 150 words for each goal)*

- No Resource Request Needed

Which additional resources are needed (e.g., services from or partnerships with other areas of campus, instructional equipment, facilities, personnel, etc.)? How will they help to support the goal?

**Note:** Referencing the goal and implementation step(s), submit the request(s) that require funding to your dean by November 15.

Funding is required for major facilities improvements.



## Instructional Program Review Update Template

### 1.F. STATUS OF PRIOR GOAL – Goal # 6

#### GOAL, YEAR INITIATED, AND MEASURE OF SUCCESS IF NOT REFERENCED IN GOAL

Upgrade the video and audio capabilities in building 10 classrooms to strengthen student learning and accommodate hy-flex learning. Measure of success can be done by tracking overall student success and by meeting benchmarks in slo assessment.

**STATUS:**  Ongoing  Revised for this cycle  New  Completed  Discontinued

**SUPPORTING NARRATIVE FOR EACH GOALS' STATUS** (*Recommend length: not to exceed 250 words*)

- Ongoing
  - a) Roughly how much of the goal has been implemented – 25/50/75%?
  - b) What has been accomplished thus far?
  - c) What has been the impact of resources that were provided?  Not Applicable
  - d) What are challenges not already documented?  Not Applicable
- Revised – Explain how and why the goal has been revised: implementation plan? timelines? measures of success?
- New – Briefly explain the need for the goal, and how it aligns with the College Values.
- Completed – Note the accomplishments and to what extent the measure of success was met.
- Discontinued – Explain why.

(a) 0%

(b) We have met with retired Rich Tidd from IT in 2016, 2017 and 2018. We received a quote for electrical infrastructure work in 2018. Rich Tidd indicated that he had equipment that he could install at that time. The quote was submitted through the chain of command with no response.

(d) The challenges are getting approval and funding.

The media upgrade for building 10 involves projectors that are connected to the ceiling and audio systems in all the classrooms. Upgrading the video and audio capabilities in these classrooms improve the educational experience for all in-person sessions. These upgrades could also help with a highflex lecture.

#### IMPLEMENTATION STEP(S) AND TIMELINE

We will continue to follow up with facilities managers and IT sometime before March 1, 2022.



## Instructional Program Review Update Template

### GOAL ALIGNMENT WITH COLLEGE VALUE(S) – FOR ONLY *NEW* GOAL(S)

- Social Justice
- Campus Climate
- Open Access
- Student Success and Equity
- Academic Excellence
- Community Partnership
- Participatory Governance
- Sustainability

### RESOURCE REQUEST RATIONALES FOR *ONGOING, REVISED, & NEW* GOALS

*(Recommended length: not to exceed 150 words for each goal)*

- No Resource Request Needed

Which additional resources are needed (e.g., services from or partnerships with other areas of campus, instructional equipment, facilities, personnel, etc.)? How will they help to support the goal?

**Note:** Referencing the goal and implementation step(s), submit the request(s) that require funding to your dean by November 15.

*We need funding to pay for electrical and mechanical work.*

### 1.G. STATUS OF PRIOR GOAL – Goal # 7

#### GOAL, YEAR INITIATED, AND MEASURE OF SUCCESS IF NOT REFERENCED IN GOAL

*Create and/or update curriculum to include Advanced Driver Assist Systems (ADAS) courses to maintain currency of the Automotive program.*

**STATUS:**  Ongoing  Revised for this cycle  New  Completed  Discontinued

**SUPPORTING NARRATIVE FOR EACH GOALS' STATUS** *(Recommend length: not to exceed 250 words)*

- Ongoing
  - a) Roughly how much of the goal has been implemented – 25/50/75%?
  - b) What has been accomplished thus far?
  - c) What has been the impact of resources that were provided?  Not Applicable
  - d) What are challenges not already documented?  Not Applicable

## Instructional Program Review Update Template

- Revised – Explain how and why the goal has been revised: implementation plan? timelines? measures of success?
- New – Briefly explain the need for the goal, and how it aligns with the College Values.
- Completed – Note the accomplishments and to what extent the measure of success was met.
- Discontinued – Explain why.

Ruben Parra and I have already been through several specialized training courses on ADAS systems. We are both capable of being an instructor for an ADAS course.

A new course and or additions to our current curriculum to include ADAS training. Several levels of ADAS are currently available in vehicles today. Our program needs supporting space and equipment to implement ADAS training to keep our program current.

### IMPLEMENTATION STEP(S) AND TIMELINE

Write the curriculum and get it approved before the end of the 21/22 fiscal year.

Seek out and secure funding to purchase the required equipment and training vehicles along with space preparation. before November 2022.

The timeline would be to be able to offer an ADAS course during our evening courses starting no later than Spring 2023.

### GOAL ALIGNMENT WITH COLLEGE VALUE(S) – FOR ONLY NEW GOAL(S)

- Social Justice
- Campus Climate
- Open Access
- Student Success and Equity
- Academic Excellence
- Community Partnership
- Participatory Governance
- Sustainability

### RESOURCE REQUEST RATIONALES FOR ONGOING, REVISED, & NEW GOALS

*(Recommended length: not to exceed 150 words for each goal)*

- No Resource Request Needed

## Instructional Program Review Update Template

Which additional resources are needed (e.g., services from or partnerships with other areas of campus, instructional equipment, facilities, personnel, etc.)? How will they help to support the goal?

**Note:** Referencing the goal and implementation step(s), submit the request(s) that require funding to your dean by November 15.

Funding in the range of \$60,000.00 to \$100,000.00 could be needed for equipment, training vehicles and modifications to our shop area so we have the appropriate training space.

### 1.H. STATUS OF PRIOR GOAL – Goal # 8

#### GOAL, YEAR INITIATED, AND MEASURE OF SUCCESS IF NOT REFERENCED IN GOAL

Maintain proper operation and function of all equipment through an annual equipment repair budget line of credit or fund that can only be used for this purpose.

**STATUS:**  Ongoing  Revised for this cycle  New  Completed  Discontinued

**SUPPORTING NARRATIVE FOR EACH GOALS' STATUS** (*Recommend length: not to exceed 250 words*)

- Ongoing
  - a) Roughly how much of the goal has been implemented – 25/50/75%?
  - b) What has been accomplished thus far?
  - c) What has been the impact of resources that were provided?  Not Applicable
  - d) What are challenges not already documented?  Not Applicable
- Revised – Explain how and why the goal has been revised: implementation plan? timelines? measures of success?
- New – Briefly explain the need for the goal, and how it aligns with the College Values.
- Completed – Note the accomplishments and to what extent the measure of success was met.
- Discontinued – Explain why.

If equipment doesn't work the students will not have the tools to learn on.

If the equipment works but needs maintenance it could be operating in an unsafe or inaccurate manner.

Specific funding is needed beyond the current Automotive budget to maintain our equipment on an annual basis.

Up to now when we get hit with a repair bill for over \$1000.00 I have to ask our dean if there are any funds for the repair. This process if approved always delays the repair. With a line item budget for repairs I can process the repair request much faster.

Our college values are to provide a quality and safe educational experience for our students. Broken, damaged or inoperative equipment does not support these values.

## Instructional Program Review Update Template

### IMPLEMENTATION STEP(S) AND TIMELINE

It has not been documented until now but I have been asking for and working for years with the administration for this line item in our budget.

Adding this to our program goals is our first step to document this program need which is critical to maintaining program operation. Now that it is documented I can add this financial requirement to the ARR.

### GOAL ALIGNMENT WITH COLLEGE VALUE(S) – FOR ONLY NEW GOAL(S)

- Social Justice
- Campus Climate
- Open Access
- Student Success and Equity
- Academic Excellence
- Community Partnership
- Participatory Governance
- Sustainability

### RESOURCE REQUEST RATIONALES FOR ONGOING, REVISED, & NEW GOALS

*(Recommended length: not to exceed 150 words for each goal)*

- No Resource Request Needed

Which additional resources are needed (e.g., services from or partnerships with other areas of campus, instructional equipment, facilities, personnel, etc.)? How will they help to support the goal?

**Note:** Referencing the goal and implementation step(s), submit the request(s) that require funding to your dean by November 15.

I estimate an minimum of \$10,000.00 annually for maintenance and repairs. Some years we spend less and others it cost us more. These funds would be limited to equipment maintenance and repairs. If we exceed this value we would then need to ask our administration for assistance.

## 2. COURSE SLO RESULTS

Upload the relevant [Improve](#) (formerly *Tracdat*) SLO reports with the last three years of course SLO results. If available, note any differences in assessment results by key disaggregations (e.g. modality, learning communities, etc.).



## Instructional Program Review Update Template

### 3. INSTITUTIONAL SLO RESULTS

When possible, concurrently assess course SLOs and ISLOs.

Report on the last three years of ISLO results which you'll receive from PRIE. Indicate if the results met the benchmark or were inconclusive. Additional commentary is optional.

ISLO	YEAR(S) ASSESSED	COURSE(S) TO ASSESS THE ISLO	RESULTS
CITIZENSHIP			
CRITICAL THINKING			
EFFECTIVE COMMUNICATION			
INFORMATION LITERACY			
LIFELONG WELLNESS			

Drawing from 2 and 3, what notable conclusions were drawn from the assessment results? If available, note any differences in assessment results by key disaggregations (e.g. modality, learning communities, etc.). What have been the implications for the program? Which course results led to action(s) that were planned or taken, if any? What efforts, if any, have been made to enhance student learning in those courses (e.g., curricular and pedagogical changes to the course; course sequencing, including complementary general education courses; adoption of OER/ZTC texts; assessment design; collaborations with other areas of campus, etc.)? *(Recommended length: not to exceed 250 words).*

Due to Covid Auto has fallen behind on all course assessments making it difficult to form any notable conclusions. It is our goal to bring all of our courses in compliance by the end of May 2022. Covid has force the Automotive department to explore teaching in a hybrid mode with some lecture being delivered in a synchronous and asynchronous modality. Some instructors have found that a portion of our lecture content can be delivered online while maintaining a high level of content understanding by our students.

### 4. CURRICULUM

Please check the boxes to indicate that the following tasks have been completed:

- Submitted a current assessment calendar with all active courses to the Office of Planning, Research, and Institutional Effectiveness
- Updated *Improve* with new or changed SLOs, and requested from PRIE the addition of new courses in order to input SLOs
- Not Applicable



## Instructional Program Review Update Template

- Updated new or changed PSLOs on the program website after they are published in the College Catalog
  - Not Applicable
  
- Reviewed, updated (as needed), and submitted degree and certificate maps to the Curriculum Committee
  - Not Applicable

### 5. ADDITIONAL INFORMATION

- Not Applicable

Please note anything else that has not been captured above that is relevant to program accomplishments, challenges, and resource needs. Explain and document your response as needed.

I submitted an assessment plan a while ago but nothing since BC (before covid).

## APPROVAL AND SIGNATURE

This document has been reviewed and approved by: Click or tap here to enter text. on Click or tap to enter a date..