2016-2017 Instructional Program Review Annual Update

1. Discipline/Area Name: Auto Body	For: **2018-2019**
2. Name of person leading this review: Tim Sturm	
3. Names of all participants in this review: Tim Sturm, Alan Finch, Tony Pustizza, Marvin Guzman	

4. Status Quo option: Year 1: Comprehensive review ☐ Year 2: Annual update or status quo option ☐ Year 3: Annual update ☐ Year 4: Annual update or status quo option ☒ **Please see note in Part 12 Action Plans.**	In years two and four of the review cycle, programs may determine that the program review conducted in the previous year will guide program and district planning for another year. ☒ Check here to indicate that the program review report written last year accurately reflects program planning for the current academic year. (Only programs with no updates or changes may exercise the status quo option. All others will respond to questions 6 – 13.)

Number of Full-time Faculty [ ]   **Number of Part-time Faculty** [ ]

Data/Outcome Analysis and Use

5. **Please review the subject level data and comment on trends (more data will be available the Program Review web page):**

Indicator	2012-2013	2013-2014	2014-2015	2015-2016	Recent trends?	Comment
Enrollment #						
# of Sections offered						
# of Online Sections offered						
# of Face-to-Face Sections offered						
# of Sections offered in Lancaster						
# of Sections in other locations						
# of Certificates awarded						
# of Degrees awarded						
Subject Success Rates						
Subject Retention Rates						
Full-time Load (Full-Time FTEF)						
Part-time Load (Part-time FTEF)						

PT/FT FTEF Ratio						

#	Indicator	Comments and Trend Analysis
7.	If applicable, report program/area data showing the quantity of services provided over the past four years (e.g. # of workshops or events offered, ed.plans developed, students served)	
8.	Student success and retention rates by equity groups within discipline	Review and interpret the subject data by race/ethnicity and gender. Identify achievement gaps. List actions that are planned to meet the Institutional Standard of **69.1%** for student success and to close achievement gaps:
9.	Career Technical Education (CTE) programs: Review the labor market data on the California Employment Development Department website for jobs related to your discipline.	Comment on the occupational projections for employment in your discipline for the next two years and how the projections affect your planning:

10. Cite examples of using action plans (for SLOs, PLOs, OOs, ILOs) as the basis for resource requests and how the allocation of those resources or other changes resulted in improved outcomes over the past four years.

SLO/PLO/OO/ILO	Action Plan	Current Status	Impact of Action

11. Review the goals identified in your most recent comprehensive self-study report and any subsequent annual reports. Briefly discuss your progress in achieving those goals.

Goals/Objectives	Current Status	Impact of Action (describe any relevant measures/data used to evaluate the impact)
Briefly discuss your progress in achieving those goals:		

Please describe how resources provided in support of previous program review contributed to program improvements:	

12. Based on data analysis, outcomes, program indicators, assessment and summaries, list discipline/area goals and objectives to advancing district Strategic Goals, improving outcome findings and/or increasing the completion rate of courses, certificates, degrees and transfer requirements in 2018-2019. Discipline/area goals must be guided by **district Strategic Goals** in the Educational Master Plan (EMP), p.90. They **must be supported by an outcome or other reason (e.g., health and safety, data analysis, national or professional standards, a requirement or guideline from legislation or an outside agency).**

Goal #	Discipline/area goal and objectives	Relationship to Strategic Goals* in Educational Master Plan (EMP) and/or Outcomes	Action plan(s) or steps needed to achieve the goal**	Resources needed (Y/N)?
			The Auto Body program only has one fill-time instructor, although there is a day instructional assistant assigned to the program there are significant safety concerns as well as the erosion of student learning outcomes for the classes and the program as a whole, especially during the evening sessions. During the course of a semester you have a single instructor that will be teaching four different evening Auto Body classes (overlays).These classes consist of not only lectures, but the instructor also has to oversee many different lab activities, which makes ensuring that students are following safety procedures and tracking tools check out/in extremely challenging. Not having an evening instructional assistant to help the instructor monitor safety procedures and process within the labs and controlling use of tools and equipment often results in, so far minor injuries and frequent loss of tools and occasionally equipment as well as materials. With the loss and theft of tooling/ equipment, the lab projects become very challenging to be successfully completed by students, which unfortunately results in a negative impact on both students learning and employability success. It is extremely challenging for evening adjunct instructors(s) to conduct effective teaching activities in classroom and labs within acceptable safety parameters for night classes. In addition, the program is also a source of entry level employees for Northrop Grumman. Northrop Grumman Has expressed interest in pulling more students from this program therefore growth will occur	

			and this also places an additional need for an evening instructional assistant for this program. Student Learning Outcomes must be maintained to address entry-level requirements for employment. Strong demand for highly qualified auto body and paint technicians from local companies such as build your dreams, local Aerospace companies such as Northrop Grumman and Lockheed Martin among other requires that AVCs Auto Body program be adequately staffed.	

Action plan verbs: ***expand, reduce, maintain, eliminate, outsource, reorganize, re-engineer, study further, etc.*

13. Identify significant resource needs that should be addressed currently or in near term. For each request type identify which **discipline/program goal(s) from #12 guide this need**.

Indicate which Goal(s) guide this need	Type of Request (Personnel[1], Technology[2], Physical[3], Professional development[4], Other[5])	New or Repeat Request?	Briefly describe your request here	Amount, $	One-time or Recurring Cost, $?	Contact's name

[1]List needed human resources in priority order. For faculty and staffing request attach Faculty Position Request form.
[2]List needed technology resources in priority order.
[3] In priority order, list facilities/physical resources (remodels, renovations, or new) needed for safer and appropriate student learning and/or work environment.
[4]List needed professional development resources in priority order. This request will be reviewed by the professional development committee.
[5]List any other needed resources in priority order.