Instructional Annual Program Review and Planning Update Form Fall 2024

## BACKGROUND:

**Program review is an integral part of the campus planning process. As programs and areas monitor their progress on the current comprehensive four-year program review, changes in need and scope can be expected. This Annual PR Update form is designed to outline and request modifications to the current program review that occur between comprehensive four-year review cycles, as needed.**

**Examples of a requested change include new information such as action plans, outcomes modifications, personnel changes, technology needs, and capital expenditures requirements. As programs and areas monitor their progress on the previous comprehensive four-year program review, the form provides the basis to suggest a change in plans and processes to improve student success and institutional effectiveness.**

## SUBMISSION:

**Program:**

Automotive Technology

**Principal Author(s):**

Charles Zepeda

**Dean:**

Kenneth Starkman

**Submission Date:**

11/27/2024 4:03:38 PM

**Author Signature:**

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| Electronically signed by Charles Zepeda on 11/26/2024 2:44:03 PM |

**Manager Signature:**

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| Electronically signed by Ken Starkman on 11/27/2024 4:03:38 PM |

# Part 1: Review of Data

## Use the data provided by the Office of Institutional Effectiveness (OIE)--[available in August 2024](https://fullcolledu-my.sharepoint.com/%3Af%3A/g/personal/dberumen_fullcoll_edu/Ejn54PAVVhJLqimOjiLWBBYBPkPdoZEFZxZtScvvyibo6A)--to review your program completion and success rates and compare them to the Institution Set Standards for course completion and success rates. Then, answer these questions:

1. **Where your program meets or exceeds the college-wide standard for completion and success, to what do you attribute your success?**

The August 2024 data for the Automotive Technology Program show that 5 of 6 student groups achieved or exceeded the Institution Completion and Success Standards. The Automotive Department attributes this positive data to the diverse and dedicated faculty. The Auto Department Co-Chairs apply for and utilize the staff development department flex day activity which allows time for all department faculty to review data, develop ideas, and collaborate on solutions to improve the completion and success rates of the automotive students.

1. **Where your program does not meet this standard, please examine the possible reasons and note any actions that should be taken, if appropriate.**

The student group that did not meet the 2024 program completion and success standards is the Unknown/Declined to State group. This student group comprises only 6 students of 579 total enrollments. This equals 1% of the automotive students. To increase the completion and success rates of this Unknown/Declined to State student group, the automotive faculty will continue collaborating during future department flex day meetings with the goal of enhancing our ability to identify these students in the classroom and assist them with their educational goals.

1. **Compare your data analysis in questions 1 and 2 to the review of data in your 2023 Annual Program Review update (available on the** [**Program Review and Planning Committee**](https://committees.fullcoll.edu/program-review/) **website). Are there significant changes? Do you notice any patterns from year to year?**

A comparison of the data from 2023 to 2024 shows an increase in completion and success percentages for the Automotive Technology Department Program. An increase in student enrollment is also shown in 2024. The 2023 data present an overall program summary whereas the 2024 data breaks it down by race/ethnic group.

# Part 2: Additional Resource Request Reasoning and Support

[ ] **We have reviewed our most recent self-study and have not identified any significant changes that necessitate resource requests for the upcoming academic year.**

[x] **We have reviewed our most recent self-study and have identified significant changes that necessitate additional resource requests.**

**For programs that have identified significant changes that necessitate additional resource requests, answer the following questions for each separate resource request:**

1. **Briefly describe your resource request.**

Within our recently endorsed Automotive Department Program Review, a Lab Technician/Assistant Position was requested and endorsed by the program review committee. This Lab Technician/Assistant Position is considered a classified employment position. During the program review and budgeting review process, this position may have been misidentified as a fulltime faculty position. Although endorsed by the committee, it was not approved for funding as it was tied into a very extensive program review request that included facility expansion/classroom additions/fulltime faculty request).

The automotive department would like to reintroduce the classified lab technician/assistant position to the funding committee with clarification that the position is not fulltime faculty, but rather a classified position and that it was endorsed by the committee. The automotive department would like to move forward with this request independently from the other items within the original program review.

The lab assistant position is needed to supervise and ensure student safety while working in the lab during learning activities. The lab assistant will be present during evening hours and weekends to support the students and instructor. The automotive Department offers courses Monday thru Saturday from 7:30 A.M. to 10:00 P.M. This lab technician/assistant support will foster a more organized, effective, safe, supervised, and productive learning environment for the automotive students.

The Fullerton College Automotive Program completion and success rates will be enhanced with this additional lab technician/assistant being present to distribute tools, materials, and provide technical support to the students and instructors.

The lab technician/assistant will also help control and monitor the use of very expensive lab tools and equipment.

1. **Is this request related to an essential safety need?**

Yes

**Please explain how this resource will help your program meet an essential safety need.**

With a class of 20 students and one instructor, the ability to supervise the students as they work is extremely difficult. A lab technician/assistant can help watch over the students as they work in order to foresee and prevent dangerous situations from occurring. Without a lab technician/assistant, an instructor is also tasked with tool distribution which often times prevents full view of the shop floor for brief moments as the students work. The addition of a fulltime lab technician/assistant will facilitate a safer environment within the shop and prevent accidents or disruption of student work. Our automotive program is a hands-on learning environment that includes lifting vehicles, operating power/hand tools, using chemicals, and working around moving parts. Safety is a major concern and priority. Therefore, the addition of a fulltime classified lab technician/assistant on the shop floor will enhance the safety of all students and instructors as they learn in this hands-on environment and should be considered a priority when deciding on funding. It is for this reason, that we request that the funding committee approve this fulltime classified lab technician/assistant position independently of the other items endorsed with the original program review.

**For each separate resource request, complete this chart with details of the request:**

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel | Classified |
| Facilities |  |
| Supplies |  |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other |  |
| **Total Requested Amount:** | $150,000.00 salary and benefit combined estimate |

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| --- |
| **Is the funding requested ongoing or one-time funding?**Ongoing funds |
| **Is the funding requested for**[**enrollment and reengagement activities?**](https://ie.fullcoll.edu/wp-content/uploads/sites/27/2024/05/ER-2.0-Program-Review-Guide.pdf)No |