Program Review

Form for External Review Committee

Instructional

Amarillo College

Form ID
53
Division
Sciences and Engineering
Department
Electronics Technology
Program
Instrument & Control
Review Year
2006-2007
Member Names
Karen McIntosh
Division Overview
Program/Department Purpose
State the purpose of the program/department. How is this purpose within the mission of Amarillo College? The Electronics Technology department at Amarillo College provides trained technicians in

the electronic-related field to perform at entry level positions in the industry. This purpose statement ties into goals 5 and 7 of the Amarillo College Mission Statement.

Does the answer include a purpose statement for the program/department? Does the answer indicate how this program/department is within the mission of Amarillo College?

Acceptable

Concern

The department needs to clarify how the purpose statement ties to:

Goal 5: Deliver instruction and services using technology to improve effectiveness , efficiency, and convenience for students, faculty, and staff.

Goal 7: Enhance employee productivity.

The department could also provide an example of how the program is using new technology, systems etc. for instruction that would impact the job-readiness of the exiting student as tied to Goal 5 and Goal 7.

It would be helpful to provide the following link to the Strategic Plan to see goals :

http://www.actx.edu/strategic/files/uplink/Strategic_Plan_Revision_07_Final.pdf

When was the last time the program's/department's purpose statement was

reviewed/revised by faculty and staff in the program/department?
April 2006

Does the answer indicate the last time the program's/department's purpose statement was reviewed/revised by faculty and staff in the program/department? Does the answer indicate how this program/department is within the mission of Amarillo College? within the mission of Amarillo College?

Acceptable
N/A

If the program/department offers continuing education credits, how are these courses consistent with the mission of Amarillo College? The continuing education classes are tied into goals 5 and 6 of the Amarillo College Mission Statement.

Does the program/department offer continuing education credits? Does the answer indicate how these courses are consistent with the mission of Amarillo College?

Acceptable
Concern
The department should explain how the classes tie to goal 5 and 6 and give examples.

Does the program have admissions policies? **no** Where are the policies published?	
Are all the locations where the policies are published included in the answer?	
Acceptable N/A null	
Explain how these policies are consistent with the mission of Amarillo College.	
Does the explanation of how the policies are consistent with the mission of Amarillo College appear to be accurate?	
Acceptable null	
Is the program/department accredited? **yes** Which agencies or organizations accredit the department/program? The Electronic Engineering program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. (TAC/ABET)	
Are the complete names of the agencies or organizations which accredit the department/program cited?	
Acceptable	

Concern
The department should include more information about the agency, such as giving its location, address or a website link.
How many years are in the accreditation cycle? 4
How many years are in the accreditation cycle?
Acceptable N/A null
When were the accreditations affirmed or granted? Accreditation was granted in September 2005.
When were the accreditations affirmed or granted?
Acceptable N/A null
What is the current status of the accreditation? Accredited
Are the current statuses of the accreditations identified (e.g. accredited, in process of renewal, in process of candidacy, other)?
Acceptable N/A

Acceptable

N/A

Acceptable

N/A

null

Is this program/discipline required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses?

no

Identify the external approver(s) for the department/program.

Acceptable

N/A

What approval schedule is required by the external approver(s)?

Was the approval schedule required by the external approver(s) identified?

Acceptable

N/A

null

When did the program/department last receive approval?

When did the program/department last receive approval?

Acceptable

N/A

null

Is the reason why the program/department is required to receive this approval clear?

Acceptable

N/A

null

Improvements

Identify at least one example of an improvement/revision which resulted from the annual PET forms for the last five years

After reviewing at least one example of improvements/revisions that resulted from the annual PET forms for the last five years,

determine the extent that this program/department has used the PET forms to make improvements/revisions. Does this meet the minimum expectations for using PET forms to make improvements/revisions to the program/department?

Unacceptable

Recommendation

The department needs to answer the question.

Identify at least one example of improvements/revisions which resulted from the last Program Review.

After reviewing at least one example of improvements/revisions that resulted from the last Program Review, determine the extent to which this program/department values the Program Review process to make improvements/revisions.

Unacceptable

Recommendation

The department needs to answer the question.

Identify all the delivery approaches used for courses within this program/department: (Select all that apply.)
traditional classroom, web,

After reviewing all delivery approaches for courses within this program/department, is this program positioned for growth? Does

the committee have recommendations for delivery options which will provide additional growth?

After reviewing at least one example of improvements/revisions that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has contributed to the implementation success of the Strategic Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Acceptable
N/A

Identify at least one example of an improvement/revision that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015.

After reviewing at least one example of improvements/revisions that is a response to accomplish a strategy or tactical objective within the Strategic Plan 2010-2015, determine the extent to which this program/department has contributed to the implementation success of the Strategic

Plan? Does this department/program understand how it relates to the institution's future based on the Strategic Plan?

Unacceptable

Recommendation

The department needs to answer the question.

Does this Committee have recommendations as to how this program/department may contribute to the implementation of the Strategic Plan?

Acceptable

N/A

The department needs to answer the previous questions in order to evaluate the program's relationship to the Strategic Plan.

Provide names and titles of those who determined the process used to assess outcomes of the program and/or courses in the department.

David Fike, Sciences & Engineering Division Chair Jack Stanley, Electronics Technology Professor & Department Chair Douglas Pickle, Professor Gil Carnahan, Associate Professor Anthony Thorpe, Associate Professor Jeff Hale, Instructor John Lisman, Instructor Michael Peterson, Instructor Larry Young, Instructor Phil Pursely, Instructor

Has the program/department had a broad base of involvement from a majority of

faculty and staff with the program/department regarding implementation of student learning outcomes of the program(s) (or department) and courses? What recommendations does the committee have for increasing involvement?

Acceptable

Concern

While the group mentioned shows an adequate representation between administration and faculty, the department could perhaps include student and employer input.

Explain the primary reasons behind the competencies that were selected.

Do the selected competencies appear to be valid?

Unacceptable

Recommendation

The department needs to fully answer the question by explaining the overall process that the department uses to determine the courses' competencies.

Identify the primary reasons for the assessment tool(s) selected.

Will the assessment tool(s) selected provide valid and reliable results?

Unacceptable

Recommendation

The department needs to answer the question.

Evaluate the assessment approaches to date.

Will the assessment approaches(s) selected

provide valid and reliable results?

For student or program/course outcome assessments, review the program's/department's five-year graph(s) of quantitative results or provide a brief narrative summary of qualitative results.

Review the program's/department's five-year graph(s) of quantitative results for student or program/course outcome assessments, or provide a brief narrative summary of qualitative results.

Unacceptable

Recommendation

The department needs to fully answer the question.

The department should provide the data or links to data that are used, such as graduation or course grade graphs, and expand with job placement data since the department purpose directly states job entry success. How is the department addressing that outcome separate from course completion? What feedback does the department have from employers that students passing courses indeed have the skills for the job market? Also, the department needs to explain further and give data concerning the NIDA CAI software mentioned in the Pet form.

What changes have been made in the curricula of the program/department because of the analysis of these results?

Have any changes been made in the curricula because of the analysis of these results?

Unacceptable

Recommendation

The department needs to answer the question.

Review the five-year graph(s) of course completions for the program/department. Explain any increase or decrease that is more than a one-year anomaly.

Does the review of the five-year graph(s) of course completions demonstrate the use of analysis to implement a plan of action for retention? Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Unacceptable
Recommendation

The department needs to fully answer the question. Although overall completion rates seem to be fairly stable from 2003-2007 with minor variation that would not seem to indicate any substantial problems, if this is the case, the department needs to state that fact here.

Provide the program's/department's plan of action for improving any identified problem or results from the implementation of the plan of action.

Will the plan of action likely improve the number of course completers?

Unacceptable
Recommendation
The department needs to answer the question.

Does the program/department provide for

alternative methods of awarding credit? Tech-Prep Credit by Exam Credit for Experience
Has the program/department provided for alternative methods of awarding credit? If not, which alternative methods would be recommended?
Department Examinations
What approaches are used to assure outcomes are comparable to those expected of students who enrolled and completed the course?
Acceptable N/A null
For general education and/or core curriculum required by this program/department, identify the relevant competencies approved by the Academic Affairs Committee (see Catalog section entitled Degrees and Certificates: General Education Competencies).
Have all relevant competencies for general education and/or core curriculum been identified for this program/department? If not, which are obviously a part of this program/department's general education competencies?
Unacceptable Recommendation

The department needs to answer the question.

Explain how outcomes for the competencies have been assessed and achieved and provide links to the documentation.

Is the explanation of assessment approach(es) for general education competencies (outcomes) thorough? Is the analysis of the results accurate? Have links to documentation which verify the assessment results been included?

Unacceptable

Recommendation

The department needs to answer the question.

Outline a plan for correcting any weaknesses.

If assessment results and analysis are included, is there a plan for correcting any weaknesses included?

Unacceptable

Recommendation

The department needs to answer the question.

Do students/graduates in this program/department have to be certified or licensed?

no

Review the results for certification/licensure results of the program/department and/or job placement for the past five years. Explain any increase or decrease that is more than one-year anomaly.

Provide a plan of action for the identified problem.
IF students/graduates in this program/department have to be certified or licensed, do the results over the past five-years indicate that certification/licensure have been equal to or greater than the average of the past five-years AND/OR equal to the statewide or national benchmark for this certification/licensure? IF NOT, does the analysis and plan of action appear that the program/department has thoroughly reviewed the problem?
Acceptable N/A null
Is the program's/department's plan of action for improving any identified problem or results likely to improve the certification/licensure results? Did program/department explain any increase or decrease that is more than a one-year anomaly? Does the plan correct any weaknesses included? If not, what is missing?
Acceptable N/A null

IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years AND are these results at least equal to the statewide annual benchmark (90%)?

Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Is the program's/department's plan of action for improving any identified problem or results likely to improve the job placement rate for graduates of the technical program(s)? If not, what is missing?

IF the department or program offers one or more technical programs (Associate in Applied Science or Certificates), has the program/department included an explanation of the job placement success during the past five years?

Is the analysis of any increase or decrease that is more than a one-year anomaly accurate?

Unacceptable

Recommendation

The department needs to answer the question.

Is the program's/department's plan of action for improving any identified problem or results likely to improve the job

placement rate for graduates of the technical program(s)?

Unacceptable

Recommendation

The department needs to answer the question.

Curricula

Does the program/department have affiliation(s)/agreement(s)/contract(s) with any other entity for the purpose of delivering instructional content?

yes

Review the affiliation(s)/agreement(s)/contract(s), consider Amarillo College's mission, and then make a recommendation to:

Provide an analysis of the review.

If the program/department has affiliation(s)/agreement(s) with any other entity for the purpose of delivering instructional content, do these affiliations/agreements make it clear that Amarillo College maintains the responsibility for controlling all aspects of the educational program? Has the College ensured the quality of the program with these affiliations/agreements? If so, how? What is the schedule for reviewing the quality of these programs? Has the College

ensured that programs remain with Amarillo College's mission?

Unacceptable

Recommendation

The department needs to fully answer the question and provide analysis of the review.

How many curricula changes were approved by the Academic Affairs Committee during the past five years?

7

Which steps in the curricula change process had faculty involvement prior to submitting the curricula proposal(s) to the Academic Affairs Committee?

All curriculum proposals were discussed and agreed upon by each faculty member in the Electronic Technology department.

Was the departmental faculty involvement documented and broad in representation? If not, what steps within curricula change process should have had more proof of greater departmental faculty involvement? Is the primary responsibility for curricula changes under the control of faculty? Does the program have a qualified faculty member in charge of the program's coordination and curriculum development?

Acceptable

Concern

The department could provide data that includes the process of discussion (ie, group

meetings, individual assessment, etc.).

Is any program within the department a technical program (e.g. AAS or certificate)?
yes

When was the last Advisory Committee meeting?
June 2006

Provide a link to the minutes of the last Advisory Committee(s) minutes in the Electronic Archives.

Provide a link to the appropriate committee membership of the Advisory Committee(s) in the Electronic Archives.

If the department offers an AAS and/or certificate, do the minutes of the Advisory Committee prove that the curricula for each program is appropriate to the degree and/or certificate? Has the Advisory Committee been consulted in designing each degree and certificate? Has the Advisory Committee met at least once a year and been provided ample opportunity to guide the faculty in curricula changes?

Unacceptable

Recommendation

The department should provide appropriate links to membership of the committee and, if available, minutes of meetings.

Is the membership of the Advisory Committee broad enough to provide the scope of advice necessary for input on curricula? If not, what changes are

recommended to the program/department?

Acceptable

The committee seems to be well represented from diverse specialties in the local area.

Enrollment Data

After receiving the data indicating the number of students enrolled in the program/department, by total students, number of full-time equivalents, and number of completers, determine if there is more than a one-year anomaly.
If so, provide the faculty and staff analysis of their assessment of the problem.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics?

Unacceptable
Recommendation

The department needs to answer the question.

Create an action plan for needed improvement and commendation for any dramatic improvement.

Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline?

Unacceptable

Recommendation

The department needs to answer the question. If the enrollment numbers are indeed steady as stated in the advisory minutes, the department should document this fact in the previous question and in this followup.

Does the External Review Committee have any other analysis or recommendations for increasing enrollments based on the program/department's data?

Acceptable

Concern

The External Review Committee needs more information and documentation.

For programs/departments with majors, review the graphs of program majors and the number of new majors by year.

Provide an analysis of the program's/department's faculty and staff assessment of the problem and an action plan for needed improvement and commendation for any dramatic improvement.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding students enrolled as majors within the program/department? Does the action plan or commendation address the problem

addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations for increasing the number of students majoring in this program/department based on this program's/department's data?

Unacceptable

Recommendation

The department needs to answer the question.

Resources

Review the five-year graph(s) of the student-to-faculty ratio in the program/department. Explain any increase or decrease that is more than a one-year anomaly.

Does the analysis by the faculty and staff of this data address any obvious problems/declining statistics regarding student-to-faculty ratio within this program/department?

Unacceptable

Recommendation

Recommendation: Answer the question.

Comment: According to the chart, there was large increase in 2005 then a decrease in 2006 with slight increase in 2007 with the student/teacher ratio staying around the same level since 2003. This consistency just needs to be stated here?

Provide an action plan for improvement of any

identified problem.

Does the action plan or commendation address the problem addressed within the analysis? Does it appear that implementation of the action plan will resolve the problem and correct the decline? Does the External Review Committee have any other analysis or recommendations regarding student-to-faculty ratio within this program/department?

Unacceptable

Recommendation

The department needs to answer the question.

In the database for [Roster of Instructional Staff](also known as Roster of Faculty), review the credentials of each full-time and part-time faculty member within the program/department. If any faculty member does not meet the SACS and THECB requirements, evaluate whether additional documentation is significant to grant an exemption.

Identify any faculty teaching a transfer course which, according to the information within the database for [Roster of Instructional Staff] (also known as Roster of Faculty) do not meet the requirements of faculty teaching a transfer course and

explain the credential problem. Identify any faculty teaching a technical course which, according to the information within the database for **Roster of Instructional Staff** (also known as Roster of Faculty) do not meet the requirements of faculty teaching a technical course and explain the credential problem based on SACS requirements and/or THECB requirements. Identify any faculty teaching a developmental course which, according to the information within the database for **Roster of Instructional Staff** (also known as Roster of Faculty) do not meet the requirements of faculty teaching a developmental course and explain the credential problem.

Unacceptable

Recommendation

The department needs to answer the question.

List the names and the last date for all full-time faculty evaluations based on the schedule indicated in the Faculty Performance Review (FPRP).

If any full-time faculty member (or Board-appointed faculty member) has not been completed the Faculty Performance Review (FPRP) within the past two years and is listed in the aforementioned **Roster of Instructional Staff** (also known as Roster of

Faculty), identify the faculty member's name and the date of the last FPRP.

Unacceptable

Recommendation

The department needs to answer the question.

List the names of each part-time faculty and the last date of evaluation by students and supervisor for each course taught.

None

If any part-time faculty member has not been evaluated by both students and supervisor for each course taught within the past year and is listed in the aforementioned Roster of Instructional Staff (also known as Roster of Faculty), identify the faculty member's name and state the specific problem.

Acceptable

N/A

null

Amarillo College's Board Policy Manual defines each faculty member's academic freedom as "full freedom in the classroom in discussing the subject being taught and to pursue research and publications. However, a faculty member must not attempt to force on students a personal viewpoint and must at all times allow for diversity of opinion." Has anyone in the

program/department filed a grievance for violation of the aforementioned academic freedom?
no

If anyone within the department has filed a grievance for violation of academic freedom based on the definition stated in Amarillo College's Board Policy Manual, briefly describe the violation (excluding personal identifiers) and the total number of violations.

Acceptable
N/A

Which of the following library collections/resources/services have been used by faculty, staff and/or students within the past five years? (Select all that apply.)
Reference collection Tutorials/guides Interlibrary loan Electronic journals Electronic books Information profiles

Does it appear that the library collections/resources/services used by the faculty, staff, and/or students within the past five years are accurate and thorough?

Acceptable
N/A

Which two or three collection/resources/services should be improved to support Amarillo College's

mission regarding teaching and service?

Has the program/department identified which two or three collections/resources/services should be improved to support Amarillo College's mission regarding teaching and service?

Acceptable

Concern

The department could provide positive feedback about the services that would help the library for planning needs.

Does your program/department have discipline accreditation?

no

How has the library participated in this discipline's accreditation?

Does the program/department have a discipline accreditation? IF SO, has the library participated in completing the approver's evaluation?

Unacceptable

Recommendation

A previous response identified the Technology Accreditation Commission of the Accreditation Board of Engineering and Technology. If this is a discipline accreditation, the department should note it. Also, the department should discuss the library participation in the accreditation process.

After assessing the strengths and weaknesses of the program's/department's access to technology, what improvements would ensure that students have access and training in the use of technology?

Does the program's/department's assessment of strengths and weaknesses include ways to improve both students' access to & training in the use of technology?

Unacceptable

Recommendation

The department needs to answer the question.

What improvements would ensure that students use technology?

Does the program's /department's answer include improvements that would ensure that students use technology? Are the recommendation(s) of this program/department feasible?

Unacceptable

Recommendation

The department needs to answer the question.

Review program/department operations. Does any operation present the possibility for violations of security, confidentiality, or integrity of student records?
no

What changes need to be made to prevent violations of this nature?
After a review of this program's /department's operations based on this Self-Study and any other information available to this Committee, does any operation present the possibility for violations of security, confidentiality, or integrity of student records? If so, describe those operations and identify the violation possibility in detail.
Acceptable N/A
What changes need to be made to prevent violations of this nature?
Acceptable N/A null
Which support services need to be strengthened to better serve students in this program/department? Explain what aspects of the services need to be strengthened.
Do the Self-Study recommendations of this program/department for support services that need to be improved appear to be valid?
Acceptable

N/A

Describe any indicators or problems that prevent a healthy, safe and secure environment for the students, faculty and staff of this program/department.

Are recommendations to assure a healthy, safe and secure environment for staff and students of this program/department valid? Are any of these recommendation(s) more significant and/or urgent?

Acceptable

N/A

Describe any indicators or problems that hamper adequate physical facilities, both on and off campus, to meet the needs of the program/department.

Do any of the problems or concerns regarding adequate physical facilities appear to be significant and/or urgent? Are there any other needs which this Self-Study didn't cite but are critical based on other information? Which of these needs are most significant and/or urgent?

Acceptable

N/A

null

Budget

Which program/department outcomes have resulted in budget requests to date?

Have any of this program's/department's outcomes resulted in budget requests to date? If not, why not?

Unacceptable

Recommendation

The department needs to answer the question.

Project the program's/department's strategic initiatives for the next five years based on the program's/department's outcomes.

Has this program/department been able to project strategic initiatives for the next five years based on the program's/department's outcomes? If not, what appears to be blocking this program/department from accomplishing this?

Unacceptable

Recommendation

The department needs to answer the question.

Publications

If the program/department publishes any advertising or recruitment documents (electronic or paper), do the documents accurately represent Amarillo College and the program/department?

yes

If no, explain what is inaccurate.

IF the program/department has published any advertising or recruitment documents (electronic or paper), check at least one copy of each document and determine whether it accurately represents Amarillo College and the office/department?

Acceptable

Concern

The department could provide a list of publications or links to those publications.

IF anything appears to be inaccurate, identify the apparent violation.

Acceptable

N/A

Does the program/department publish any documents (electronic or paper) with references to SACS accreditation?

no

Are the references in compliance with SACS approved statement?

Which reference is not in compliance? Describe how you will assure compliance for all references in the future.

IF the program/department has published any document(s) with a reference to SACS accreditation, are all references consistent with the approved statement? (Approved reference: Amarillo College is accredited by

the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Amarillo College.) IF any references are inconsistent, identify all documents with the inconsistent reference(s).
Acceptable N/A
IF the Self-Study did identify the inconsistencies, does the plan for assuring future compliance appear to correct the problem? IF the Self-Study did NOT identify all inconsistencies, what plan does this Committee recommend?
Acceptable N/A
<u>Other</u>
State any additional comments/concerns which may impact this program/department during the next five years.
IF additional comments/concerns were included in the Self-Study regarding items which may impact this program/department during the next five

years, what recommendations and/or concerns are warranted? IF NO such items were included in the Self-Study but this Committee feels such comments or concerns are valid, cite them and include any relevant recommendations.

Acceptable
N/A