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Program Review
Form for External Review
Committee
Instructional

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Form ID
51
Division
Sciences and Engineering
Department
Electronics Technology
Program
Electronic Systems Technology
Review Year
2005-2006
Member Names
Rugenie Burkhalter
Division Overview
<u>Program/Department Purpose</u>
State the purpose of the program/department. How is this purpose within the mission of Amarillo College?
The Electronics Systems Technology

program provides trained technicians in the electronic-related field to perform at entry level positions in the industry. This statement prepares a student to become a quality technician and leads towards a successful educational process. (goal 2 and goal 5)

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?

Unacceptable

Recommendation

The wording of the second sentence is confusing: "This statement prepares." Do "goal 2 and goal 5" refer to the Strategic Plan? The response addresses the department's purpose but does not address how the AC mission statement relates to the purpose statement.

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?

By offering continuing education credits in this program, it provides existing workforce the opportunity to expand their educational training. (goal 6)

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

Unacceptable

Recommendation

The response fails to address the AC mission statement. What is goal 6 of the

strategic plan and how does this program offering continuing education credits meet this goal of obtaining new and expanded revenue opportunities?

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

Concern

Should the program have some kind of admissions policies? According to the Developmental Education Plan, the program requires passing the Accuplacer or taking remediation classes as a co-requisite when entering the program. This requirement should be mentioned here.

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

N/A

Is the program/department accredited?

no

Which agencies or organizations accredit the department/program?

Are the complete names of the agencies or organizations which accredit the department/program cited?

Acceptable

N/A

How many years are in the accreditation cycle?

How many years are in the accreditation cycle?

Acceptable

N/A

When were the accreditations affirmed or granted?

When were the accreditations affirmed or granted?

Acceptable

N/A

What is the current status of the accreditation?

Are the current statuses of the accreditations identified (e.g.

accredited, in process of renewal, in process of candidacy, other)?

Acceptable

N/A

If not required, is the program eligible for accreditation?

Unacceptable

Recommendation

The department needs to answer the question.

Has this program/department sought accreditation even though it is not required (e.g. yes; If no, explain)?

Unacceptable

Recommendation

The department needs to answer the question.

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?

yes

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

Cisco Academy.

IF the program/discipline is required to receive approval from an external agency or organization (other than the Texas Higher Education Coordinating Board) in order to offer courses, was (were) the external approver(s) for the department/program identified?

Acceptable

Concern

The department should explain what Cisco Academy is and what it does. Is it an actual academy or is it a certain program?

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

It is approved annually. The program uses Cisco's curriculum which has been approved through the WECM process.

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

Acceptable

Concern

The department needs to explain the WECM process.

When did the program/department last receive approval?

September 2006. Approval is obtained at the beginning of each new school year.

When did the program/department last receive approval?

Acceptable

N/A

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

Unacceptable

Recommendation

The department needs to explain the purpose for getting outside approval. What are the benefits?

Improvements

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

A security option was added to the Networking Technology degree and certificate. This resulted in creating a networking security lab that is located in Parcels Hall 314.

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 explain what a security option is and what the goal on the PET form was that resulted in this change/improvement.

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

A security option was added to the Networking Technology degree and certificate. This resulted in creating a networking security lab that is located in Parcels Hall 314.

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 explain what the recommendation from the Program Review was that resulted in the improvement.

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?

Unacceptable

Recommendation

The department needs to specifically address the Strategic Plan in its response. Though it partially answered the question, it did not show directly how this program relates to the Strategic Plan.

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.

By adding the Networking Technology degree and certificate with the security option, the department has developed a program and coursework to meet community needs. (goal 1 of Strategic Plan)

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

Concern

The department should identify what community needs are being met. It should also clarify if the Networking Technology degree is new or if the addition of the security option is new.

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

Acceptable

N/A

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

Dr. David Fike, Sciences and Engineering

Division Chair, Jack Stanley, Professor
and Department Chair, Gil Carnahan,
Assistant Professor, Phil Pursley,
Instructor, Jeff Hale, 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

N/A

Explain the primary reasons behind the competencies that were selected.
The program sets competencies based on our Advisory Board recommendations.
The industry tells us the primary competencies we teach to meet industry needs. By doing this, we are able to meet their needs as well as give our graduates a better chance at job placement. We can use the job placement chart to measure this.

Do the selected competencies appear

to be valid?

Unacceptable

Recommendation

The department needs to identify what industry it refers to and how the needs of the industry are communicated to this department in order to determine what competencies would meet these needs. It should also explain the "job placement chart" and explain if this job placement chart is actually being used or "can" be used.

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

In the past we have used the PET forms as our assessment tool. However, in the future a new type of form will be developed to measure this assessment. As a program, the department can use placement rate as one assessment tool.

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

Acceptable

Concern

The department should explain what new form will be used, what it will measure, and who will develop it.

Evaluate the assessment approaches to

date.

In the past we used the PET forms to measure the assessment of this program. This new program review should set a bench mark for assessment in the future.

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.

This program has shown a significant decrease over the past five years. We have graduated several hundred students in this time period and a large percentage have gone to work within the Panhandle area so the local job market has declined. The job placement in this area is average. The job market is excellent in other areas of the state but the student must be willing to relocate.

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.

Acceptable

Concern

The department needs to clarify if the local job market has declined or if it is saturated. Also, the department should provide statistical evidence to show that the job market is "excellent" in other areas of the state. Again, specific numbers instead of 'several hundred' would be better. The significant decrease over the past five years should signal that there is a problem, yet in a later question, the department states that there is no problem, and still later, a solution is offered to a problem that was never identified.

What changes have been made in the curricula of the program/department because of the analysis of these results? The program has been revised to include a Network Security option in an effort to meet the needs of local industry. This option has resulted in a few graduate

students returning to school to get this option to help them in their existing jobs or to become more marketable. The department has also added the fast track classes to the schedule. This allows students to complete the certification classes in half the time. This was done in the A+ and Cisco certification track. These classes are offered at night to meet the needs of the working students.

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

Acceptable

Concern

The department needs to be more specific, rather than saying "a few graduate students." Though the department has taken several steps, such as offering night classes and a fast track, it needs to clarify if these steps are a direct result of the "problem" of a declining enrollment.

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.

The graph shows that we have had a

very high percentage of course completions by students. In the last three years we have shown an increase and in years 2001, 2002, and 2003, we had less than a 1% drop in completions. In 2004 and 2005 we had approximately a 4% increase in completions.

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?

Acceptable

Concern

The graphs the department refers to were for the whole Science and Engineering Division. If possible, it should provide data for this specific department.

Provide the program's/department's plan of action for improving any identified problem or results from the implementation of the plan of action. No significant problems is shown and as a result, the department is not implementing any plan of action at this

time other than continuing what it has been doing.

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

Acceptable

N/A

Does the program/department provide for alternative methods of awarding credit?

Tech-Prep Credit by Exam

Has the program/department provided for alternative methods of awarding credit? If not, which alternative methods would be recommended?

What approaches are used to assure outcomes are comparable to those expected of students who enrolled and completed the course?

Acceptable

Concern

The department needs to explain its assurance of comparable outcomes.

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).

The student is required to complete a minimum of 15 academic classes to be awarded an Associate of Applied Science degree.

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?

Acceptable

N/A

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

These outcomes are assessed by various academic programs. In the current catalog, page 45, it shows the requirements for Associate of Applied Science degrees. The program follows the requirements for general education.

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

Concern

The department should provide a link to the catalog instead of just a page reference. Also, it could provide more specific data showing what the students in this department are making in their general education classes.

Outline a plan for correcting any weaknesses.

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

Acceptable

N/A

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?

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 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?

Unacceptable

Recommendation

The department needs to answer the question.

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?

A graph with this data could not be located; however, the department used data from the Texas Higher Education Coordinating Board for both 2004 and 2006 Annual Data Profile, Cumulative Outcomes for Graduates. Shown in part here:

Years	99-2000	00-01	01-02	02-03	03-04
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Graduates	18	36	28	16	28
Successful Outcomes	17	35	26	15	24
Percentage	94.44%	97.22%	92.86%	93.75%	85.71%

With the exception of one year between 1999-2004, the program had above 90% placement. Overall, the placement rate for the five year period was good. Several students seemed to go through the program without intentions to enter the profession.

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?

At this time, the department will not set up a plan of action. We feel that the 2005-2006 placement rate will go above 90% due to the increase in the job market. Overall, this area is not a major concern at this time.

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?

Acceptable

Concern

The department needs to explain why it assumes that "several students" were not serious job seekers from the data provided. Was the decrease due to student apathy or job market declining? Earlier, the department states that the local job market was in decline, and now it states that there is no plan of action since the job market will increase. The department should explain what it bases these assumptions for the job market on.

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)?

Acceptable

N/A

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.

The Cisco contract prepares students for Certified Cisco Networking Associate (CCNA) certification which will enhance their job opportunities.

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 answer the questions fully by providing information on how the college has ensured the quality of the program and what the schedule is for program review.

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

4

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

Faculty reviewed all the changes in this program including the addition of the Networking Security option and approved the changes prior to them being sent to Academic Affairs. The two WECM changes were completed without input from the faculty. These changes are done at the state level.

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 should tell who is in charge of the program's coordination and curriculum development.

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.

<http://www.actx.edu/archives/index.php?module=article&view=36>

Provide a link to the appropriate committee membership of the Advisory

Committee(s) in the Electronic Archives.

<http://www.actx.edu/archives/index.php?module=article&view=37>

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?

Acceptable

Concern

The answers are outdated due to the lapse in time from when the department wrote its review. If possible, they should be reevaluated.

The link is not functioning.

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

N/A

The department needs to clarify if the Advisory Committee is the group stated earlier or if there is another committee.

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.

The graph shows a steady decrease in student count over the past five years. We feel the reason is due to the job market in the area has declined. The department faculty feels that program specific advertisement would significantly help increase student enrollment. In general, the public doesn't know that we offer hardware networking classes that will lead to industry certification.

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

Acceptable
Concern

The department should rely on stronger evidence than feelings: "We feel" and "faculty feels."

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

The department would like to see a comprehensive advertisement plan for this program. Also the faculty has committed to attend as many career days as time will permit. Both of these items should help increase enrollment.

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?

Acceptable
Concern

If the department has an advertising plan, it should explain what it is and how it will be implemented.

Does the External Review Committee have any other analysis or recommendations for increasing

enrollments based on the program/department's data?

Acceptable

N/A

The External Review Committee recommends that the department facilitate students being in contact with job opportunities in other areas of the state.

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.

Overall, this programs numbers have declined. The faculty has committed to attending career day and other activities to recruit students. The department would like to see some form of advertisement for this program in local newspapers or in other forms of media. The department chair and department faculty will visit industry about the companies employment needs and we

will make sure these needs are met. As more jobs become available in our area and we meet industry needs, enrollment will increase. We will also continue to change the curriculum as needed to stay up with the current technology.

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?

Acceptable

N/A

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.

A significant decrease occurred from 2001 to 2002, mainly due to the job market. Over the past four years there has been a slight decline. In 2004 we reduced the faculty in this area by one and that helped level out the student to faculty ratio. The next year or two should bring an increase. Due to the size of the department labs, we are restricted to the number of students we can enroll in each class.

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?

Acceptable

Concern

The department should explain why it expects an increase in student enrollment, even though the labs restrict the number of students that can be accommodated.

Provide an action plan for improvement

of any identified problem.

As a department we are going to do a better job on the courses that are offered and set up classes to ensure larger enrollments per class and less course offerings. Some classes will only be offered once per year. This also has to be done due to a reduction in faculty after the current school year.

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?

Acceptable

Concern

The response is a bit confusing. The department needs to provide the rationale for offering fewer courses and explain how it intends to "do a better job" and make class enrollment larger. Currently, are the classes too small, or does the department lack faculty to teach

classes?

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. At present time, all full-time and part-time faculty members meet the SACS and THECB requirements.

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.

Acceptable

Concern

The links in this question did not function properly.

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

Gil Carnahan - 2005-2006; Jeff Hale - 2005-2006; Phillip Pursley - 2004-2005; Anthony Thorpe - 2005-2006.

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.

Acceptable

Concern

The link does not function.

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

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.

Unacceptable

Recommendation

If there were no part-time faculty, the department needs to make that information clear.

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 Electronic journals
Electronic books

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

The department should cite examples.

Which two or three collection/resources/services should be improved to support Amarillo College's mission regarding teaching and service?
None at this time. Services are adequate for our needs.

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

N/A

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?

Acceptable

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?
To maintain and consistently upgrade the department labs as newer technology is developed.

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?

Acceptable

Concern

The department could be more specific.

What improvements would ensure that students use technology?

Upgrading existing NIDA lab at both Washington Street Campus and East Campus will eliminate equipment failure due to older 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?

Acceptable

Concern

As this is the first mention of equipment failure, the department should have perhaps addressed the issue in prior sections of the review as an area needing improvement.

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

What changes need to be made to prevent violations of this nature?

null

Which support services need to be strengthened to better serve students in this program/department?

The use of lab technicians that can open labs when they are not being used by a class. This will enable a student to have extra time to complete labs as needed and with assistance to act as a tutor. Explain what aspects of the services need to be strengthened.

The availability of tutors to assist students in being successful.

Do the Self-Study recommendations of this program/department for support services that need to be improved appear to be valid?

Acceptable

Concern

Again, this need seems valid and perhaps should have been addressed in an earlier section.

Describe any indicators or problems that prevent a healthy, safe and secure environment for the students, faculty and staff of this program/department.
None.

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

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

Uneven walking area in the breezeway of Parcels Hall leading to the elevator.
Parcels Hall elevator periodically breaks down and handicap students are unable to get to their classrooms and labs.

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

Concern

Both concerns are urgent and should be addressed as soon as possible.

Budget

Which program/department outcomes have resulted in budget requests to date? The Cisco Academy requires an annual fee of \$2500. A yearly budget request is needed to upgrade equipment in order to have state-of-the-art equipment available for the students to use.

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

Acceptable

N/A

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

Our strategic initiative for the next five

years is to increase student enrollment. We plan to do this by attending career days at the area schools and by visiting with area industries we can keep the program current with their needs. As the industry needs change, the program will be changed to meet these needs. The program is going to find ways to fund program specific advertisement. An increase in night classes will be offered to attract the full-time employee. This will allow them to increase their skill level to stay current with technology. The program will need to update their labs as technology changes in the future.

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?

Acceptable

Concern

The department could be more specific about how it will identify changes in the industry and who will track and recommend these changes. Also, it could

give more information on how it will find funding and whom it will target for recruitment etc.

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 needs to give more information on what it published.

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?

yes

Are the references in compliance with SACS approved statement?

yes

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

Concern

The department could provide more specific examples and evidence.

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

Other

State any additional comments/concerns which may impact this program/department during the next five years.

To be a viable program and to meet the needs of industry, equipment must be consistently upgraded to allow the program to have state-of-the-art equipment. This will better prepare the student to meet the constant change that industry is implementing in their own companies.

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