



Amarillo College Substantive Change Prospectus for New Program: Logistics Training-Truck Driving

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LIST OF DEGREES AND CERTIFICATES AMARILLO COLLEGE IS AUTHORIZED TO GRANT

Academic Program	Title
ABDR.CERT	Automotive Collision Technology - Intermediate
ABDR.CERT.ABRT	Automotive Collision Technology - Advanced
ABDR.CERT.BAS	Automotive Collision Technology - Basic
ADMA.CERT	Administrative Medical Assistant
AERM.AAS	Aviation Maintenance Technology
AERM.AAS.AERO	Aerospace Manufacturing
AERM.CERT.AERO	Aviation Maintenance - Aerospace Manufacturing
AERM.CERT.AM	Aviation Maintenance Technology - Airframe Mechanic
AERM.CERT.PM	Aviation Maintenance Technology - Powerplant Mechanic
ARTC.AAS	Art - Graphic Design
ARTC.CERT.GD	Art - Graphic Design
ARTS.AS	Art
AUMT.AAS	Automotive Technology
AUMT.CERT.BAS	Auto/Diesel Technology Basic Certificate
AUMT.CERT.CHSS	Automotive Technology - Basic Automotive
AUMT.CERT.PTRN	Automotive Technology - Advanced
BIOL.AS	Biology
BMGT.AAS	Business Management
BMGT.CERT	Business Management Intermediate Certificate
BMGT.CERT.ADV	Business Management Advanced Certificate
BMGT.CERT.SBM	Management - Business Management Basic Certificate
BMGT.MKT	Business Management
BUSI.AS	Business Administration
BUSI.AS.CIS	Business Administration - Computer Information Systems
CDEC.AAS	Child Development - Early Childhood
CDEC.CERT.ADMN	Child Development - Early Childhood Administrator
CDEC.CERT.PARA	Child Development - Early Childhood Paraprofessional
CDEC.CERT.PRVD	Child Development - Early Childhood Provider

CETT.AAS.NT	Computer Networking/Cyber-Security
CHEM.AS	Chemistry
CJLE.AAS.LENF	Criminal Justice
CJLE.CERT.LE	Criminal Justice Law Enforcement
COMM.AS.MCOMM	Mass Communication
COSC.AAS	Computer Information Systems
COSC.CERT.ADMIN	Computer Network Administration
COSC.CERT.CSS	Computer System Support Certificate
COSC.CERT.CYBER	Computer Cyber Security
COSC.CERT.DIG	Computer Digital Forensics
COSC.CERT.ESS	Computer Network Essentials
COSC.CERT.GAME	Computer Game Design
COSC.CERT.WEB	CIS - Web Developer Specialist
CRIJ.AS	Criminal Justice
CTMT.CERT.PRO	Computed Tomography
DD.GENS.AS	General Studies - Dual Degree
DEMR.AAS	Kritser Diesel
DEMR.CERT	Kritser Diesel - Basic Certificate
DEMR.CERT.D	Kritser Diesel - Advanced Certificate
DFTG.AAS	Drafting
DHYG.AAS	Dental Hygiene
DNTA.CERT	Dental Assisting
EDUC.AAT.4-8	Education - 4-8
EDUC.AAT.EC-6	Education - Elementary Specialist
EDUC.AAT.GEC6	Education - Elementary Generalist
EDUC.AAT.SECO	Education - Secondary
EMSP.AAS	Emergency Medical Services Professions
EMSP.CERT	Emergency Medical Services Professions
EMSP.CERT.AEMT	Advanced Emergency Medical Technician (AEMT)
ENGL.AA	English
ENGR.AS.COMPSC	Engineering Computer Science

ENGR.AS.GEN	Engineering
ESL.CERT	English As a Second Language
FIRS.AAS	Fire Protection Technology
FIRS.CERT	Fire Protection - Basic Firefighter
GENS.AS	General Studies
IMRT.AAS	Industrial Technology
IMRT.CERT	Industrial Technology - Helper
IMRT.CERT.BAS	Industrial Technology Core
IMRT.CERT.ELMT	Industrial Technology Technician Certificate
LGLA.AAS	Legal Studies
LGLA.CERT.PRO	Legal Studies - Paralegal Professional
LINE.CERT.BAS	Utility Power Worker - Groundsman
LINE.CERT.INT	Utility Power Worker
MATH.AS	Mathematics
MCHN.AAS	Precision Metalworking Technology
MCHN.CERT	Precision Metalworking Technology - Advanced
MCHN.CERT.BAS	Precision Metalworking Technology - Basic
MDCA.AAS	Clinical Medical Assistant
MDCA.CERT	Clinical Medical Assistant
MDSP.CERT	Medical Data Specialist
MLAB.AAS	Medical Laboratory Technology
MRTS.AAS	Mortuary Science
MRTS.CERT	Mortuary Science
MUSI.AS	Music
NMTT.AAS.NM	Nuclear Medicine
NURA.CERT	Certified Nursing Assistant
OFAD.AAS	Office Administration
OFAD.CERT	Office Assistant
OFAD.CERT.BASIC	Office Administration Basic Skills Certificate
OFAD.CERT.PRO	Office Administration - Professional
OTHA.AAS	Occupational Therapy Assistant

OTHA.AS	Pre-Occupational Therapy
PAST.AS	Pre-Physician Assistant
PHRA.CERT	Pharmacy Technology
PHTC.AAS	Photography
PHTC.AS	Photography
PHTC.CERT	Photography
PHYS.AS	Physics
PSYC.AS	Psychology
PTCT.CERT	Patient Care Technician
PTHA.AAS	Physical Therapist Assistant
PTHA.AS	Pre-Physical Therapy
RADR.AAS	Radiography
RADT.AAS.RT	Radiation Therapy
RELG.AA	Religion
RNSG.AAS	Associate Degree Nursing
RNSG.AS	Pre-Nursing
RSPT.AAS	Respiratory Care
RTVB.AAS.RTV	Mass Media
RTVB.CERT	Media Production Certificate
RTVB.CERT.ADV	Mass Media
RTVB.CERT.OM	Online Marketing Certificate
RTVB.CERT.RA	Recording Arts Certificate
SOCS.AS	Social Science
SOCW.AS	Social Work
SONO.AAS	Sonography
SRGT.AAS	Surgical Technology
SRGT.CERT	Surgical Technology
THEA.AS	Theatre
VNSG.CERT	Vocational Nursing

APPROVED OFF-CAMPUS INSTRUCTIONAL SITES

Amarillo Area Center for Advanced Learning (AACAL)	Adrian High School
1100 North Forest	301 Matador Drive
Amarillo, TX 79106	Adrian, TX 79001
Anton High School	Ascension Academy
100 Ellwood	9301 Ascension Parkway
Anton, TX 79313	Amarillo, TX 79119
Bovina High School	Boys Ranch High School
500 Halsell Street	163 River Road
Bovina, TX 79009	Boys Ranch, TX 79110
Bushland High School	Canyon High School
2300 Wells Road	1701 23 rd Street
Bushland, TX 79012	Canyon, TX 79015
Caprock High School	Claude High School
3001 East 34 th Street	500 West 5 th Street
Amarillo, TX 79103	Claude, TX 79019
Dalhart High School	Dimmitt High School
2100 Sprint Trail	1405 Western Circle
Dalhart, TX 79022	Dimmitt, TX 79027
Dumas High School	Friona High School
300 South Klein	909 East 11 th Street
Dumas, TX 79029	Friona, TX 79035
Groom High School	Happy High School
304 West 3 rd Street	500 N.S. 3 rd
Groom, TX 79039	Happy TX 79042
Hart High School	Hereford High School
710 2 nd Street	200 Avenue F
Hart, TX 79043	Hereford, TX 79045
Highland Park High School	Holy Cross Catholic Academy
15300 East Amarillo Boulevard	4110 South Bonham
Amarillo, TX 79120	Amarillo, TX 79110

Kress High School	Palo Duro High School
200 East 5 th Street	1400 North Grant
Kress, TX 79052	Amarillo, TX 79107
Panhandle High School	Richard Milburn Academy
106 West 11 th	4106 S.W. 51 st Street
Panhandle, TX 79068	Amarillo, TX 79109
River Road High School	San Jacinto Christian Academy
9500 U.S. 287 North	501 South Mississippi
Amarillo, TX 79108	Amarillo, TX 79106
Stratford High School	Sunray High School
503 North 8 th	400 East 7 th Street
Stratford, TX 79084	Sunray, TX 79086
Tascosa High School	Texline High School
3921 Westlawn	302 East Pine Street
Amarillo, TX 79102	Texline, TX 79087
Tulia High School	Vega High School
701 West 8 th Street	200 Longhorn Drive
Tulia, TX 79088	Vega, TX 79092
White Deer High School	
604 South Doucette	
White Deer, TX 79097	

PROSPECTUS

1. ABSTRACT

Proposed change with date of implementation:

The Truck Driving Academy within our Technical Education division currently offers a Truck Driving program through Continuing Education. Amarillo College (AC) is proposing that this program be offered for academic credit as Logistics Training-Truck Driving (CVOP.CERT.BAS). The proposed program revision was presented to the Amarillo College Curriculum committee on October 6, 2017. The committee approved a proposal for a program of 8-weeks (336 hour) as an academic level one certificate for Logistics Training-Truck Driving. Currently we offer an existing 6-week (240 hour) Commercial Driver License continuing education program. This academic certificate will be 16 semester credit hours. The new academic program will begin in the fall semester of 2018.

Locations:

The new program will be offered at the following Amarillo College locations:

- East Campus, 1310 F Ave.; Amarillo, TX 79111
- Everett and Mabel McDougal Hinkson Memorial Campus, 1115 West 15th Street; Hereford, TX 79045
- Moore County Campus Career Technical Center, 115 Success Blvd.; Dumas, TX 79029

Provide projected number of students, if applicable:

The projected number of students for this program is 140 enrollees per year. This number of students represent the average number of students that have enrolled in this program yearly under Continuing Education over the past ten years.

Indicate the projected life of the program or site, if applicable (single cohort or ongoing):

The projected life of the program is ongoing and will be offered every semester. This Truck Driving program has been offered to the panhandle community since 1998 as a Continuing Education program with an average of 140 graduates per year. Our completion rate continues to be extremely high at 98%.

Describe the primary target audience:

This program will target students that are seeking entry-level employment in a transportation-related occupation that requires a Commercial Driver License (CDL). The secondary target will be to offer this certificate to other technical students who will need a CDL to obtain employment in their field of study. Examples of our other technical students would be: Welding, Diesel Mechanics, and Fire Academy majors.

Describe the instructional delivery methods to be used:

The instructional delivery methods will include: Distance education via the use of our learning management system, Blackboard; in-class lecture; and laboratory (in-trucks).

Describe strengths of the institution to undertake this change:

Amarillo College has always had strong community support and involvement. Amarillo College has offered successful CDL training classes for the past 20 years. We have the equipment (19 trucks, 26 trailers), facilities with over 15 miles of practice range, faculty/staff (9 full-time & 13 part-time instructional staff), and institutional budget resources (\$284,634.00) necessary to support this program.

2. DETERMINATION OF NEED FOR THE CHANGE/RELATIONSHIP TO MISSION/PLANNING AND APPROVALS FOR THE CHANGE

This new program is consistent with our Strategic Plan and Mission ([Appendix A](#)) and Amarillo College's mission which is: *"Enriching the lives of our students and community by helping learners identify and achieve their educational goals."* Offering this new program for commercial driver's license (CDL) training from a six week continuing education program to an eight week academic program will also allow students enrolled in several programs such as: Diesel Mechanics, Welding, and the Fire Academy, achieve their educational goals by acquiring this Level I certificate. A commercial driver's license (CDL) is essential to these students becoming employed in their chosen profession.

The Federal Motor Carriers Safety Administration (FMCSA) established new minimum training standards for certain individuals applying for their commercial driver's license (CDL) for the first time; an upgrade of their CDL (e.g., a Class B CDL holder seeking a Class A CDL); or a hazardous materials (H), passenger (P), or school bus (S) endorsement for the first time. These individuals are subject to the entry-level driver training (ELDT) requirements and must complete a prescribed program of instruction provided by an entity that is listed on FMCSA's Training Provider Registry (TPR). FMCSA will submit training certification information to State driver licensing agencies (SDLAs), who may only administer CDL skills tests to applicants for the Class A and B CDL, and/or the P or S endorsements, or knowledge test for the H endorsement, after verifying the certification information is present in the driver's record.

FMCSA has mandated entry-level driver training requirements and this mandate is effective February 6, 2017. The compliance date for this rule is February 7, 2020. In order to comply with the new ELDT requirements and mandated curriculum, we believe it will be necessary to extend the class to 8 weeks (336 hrs.) of training.

The Texas Higher Education Coordinating Board (THECB) has established educational guidelines in the Workforce Education Course Manual (WECM). These guidelines were instrumental in developing the new eight week curriculum. All classes meet or exceed the WECM guidelines and contact hour range per semester.

Our Curriculum Committee approved this new Level 1 certificate proposal on October 6, 2017. This proposal was then introduced to our Board of Regents on October 24, 2017. The Board of Regents and Amarillo College President approved this proposal.

Additional approval is required by the Texas Higher Education Coordinating Board (THECB) in which we have provided documentation on November 1, 2017. As of the date of this prospectus, we have yet to receive the official award approval notice from the THECB. We anticipate this program being approved, and that this is more of a timing issue on the email receipt of approval from the state and the submission of this prospectus. Our contact at the THECB has stated that the approval will come through the week of December 18, 2017. Please contact our Amarillo College SACS-COC Accreditation Liaison, Tina Babb, for evidence of the approval at time of reading of this prospectus. She may be reached at (806) 371-5420 or tmbabb@actx.edu.

3. DESCRIPTION OF SUBSTANTIVE CHANGE (NEW PROGRAM)

The Level 1 Logistics Training-Truck Driving certificate is designed to provide students with the knowledge and skills necessary to become a successful entry-level driver in the trucking industry. Our graduates provide services that are essential to both our local and national economy by transporting freight in intrastate and interstate commerce.

Curriculum for the program and a projected schedule of course offerings:

Major Course Hours = 16

1st Semester (Program to be completed in 8 weeks)

Course	Type	Weekly Lecture Hours	Weekly Lab Hours	External Hours	Contact Hours	Credit Hours
CVOP 1305	WECM	3	0	0	48	3
CVOP 1301	WECM	2	2	0	64	3
CVOP 1245	WECM	2	0	0	32	2
CVOP 2205	WECM	1	2	0	48	2
CVOP 2209	WECM	1	2	0	48	2
CVOP 2233	WECM	1	2	0	48	2
CVOP 2237	WECM	1	2	0	48	2

Programmatic goals (objectives) and specific student learning outcomes:

Goal #1: To graduates students who demonstrate critical thinking skills					
Program-Specific Courses	PLO* #1: Students will explain all state and federal laws with respect to the Commercial Driver's License.	PLO #2: Students will identify various components of the vehicle.	PLO #3: Students will explain the application of the various components to the safe operation and compliance of a commercial vehicle.	PLO #4: Students will explain the air brake system.	PLO #5: Students will maintain an accurate driver's record of duty status.
CVOP 1305	I	I	I	I	
CVOP 1301	I, D	I, D	I, D	I, D	
CVOP 1245	I, D	I	I	I	
CVOP 2205	I, D	D	D	I, D	
CVOP 2209	D	D	D	D	
CVOP 2233	D, M	D, M	D, M	D, M	I, D
CVOP 2237	D, M	M	M	M	D

I = Introduced; D = Developed & Practiced with Feedback; M = Demonstrated at Mastery

**PLO – Program Learning Outcome*

Goal #2: To graduate students who can demonstrate an understanding of the state and federal laws that regulate the operation of a commercial motor vehicle			
Program-Specific Courses	PLO #1: Students will memorize the state and federal laws that regulate a commercial motor vehicle.	PLO #2: Students will apply classroom knowledge to lab setting.	PLO #3: Students will demonstrate the safe operation and compliance with the law in various maneuvers of a CMV in various traffic situations.
CVOP 1305	I	I	I
CVOP 1301	I, D	I, D	I, D
CVOP 1245	I	I	I
CVOP 2205	D	D	I, D
CVOP 2209	D	D	D
CVOP 2233	D, M	D, M	D, M
CVOP2237	D, M	D, M	M

I = Introduced; D = Developed & Practiced with Feedback; M = Demonstrated at Mastery

Goal #3: To graduate students who can illustrate a proper pre-trip, en-route and post-trip inspection of a commercial motor vehicle				
Program-Specific Courses	PLO #1: Students will compose a model for pre-trip inspections of a commercial motor vehicle.	PLO #2: Students will reconstruct en-route inspections of a commercial motor vehicle.	PLO #3: Students will develop a repeatable method for post-trip inspections of a commercial motor vehicle.	PLO #4: Students will perform an in-cab air brake test.
CVOP 1305	I	I	I	I
CVOP 1301	I, D	I, D	I, D	I, D
CVOP 1245	I	I	I	I
CVOP 2205	D	D	D	D
CVOP 2233	D, M	D, M	D, M	D, M
CVOP 2237	M	M	M	M

I = Introduced; D = Developed & Practiced with Feedback; M = Demonstrated at Mastery

Goal #4: To graduate students who will model safe and proper operation of a commercial motor vehicle.

Program-Specific Courses	PLO #1: Students will demonstrate control of the vehicle.	PLO #2: Students will differentiate between proper and improper left and right turns	PLO #3: Students will demonstrate how to properly enter and exit interstate highways.	PLO #4: Students will practice how to properly drive up and down grades and around curves.	PLO #5: Students will illustrate the proper procedures for approaching and driving through intersections.	PLO #6: Students will demonstrate safely backing an articulated combination into, around, and through various obstacles.
CVOP 1305		I	I		I	I
CVOP 1301	I, D	I, D	I, D	I	I, D	I, D
CVOP 1245		I	I		I	I
CVOP 2205	D	D	D	I	I, D	I, D
CVOP 2233	D, M	D, M	D, M	I, D	D	D
CVOP 2237	M	M	M	I, D	D, M	D, M

I = Introduced; D = Developed & Practiced with Feedback; M = Demonstrated at Mastery

Furthermore, from an operational standpoint and in conjunction with Amarillo College's Assessment Plan ([Appendix B](#)) the program student learning outcomes will be assessed using our BlackBoard Outcomes Assessment digital platform. Student artifacts (assignments) are sampled from the courses and assessed using a scoring rubric that utilizes the criteria of the assignment and the program student learning outcomes identified on this program's curriculum map ([Appendix C](#)). There is also a component of assessment that includes the analysis and completion of an overall Program Review. This is completed on a two year cycle which assesses the program for indicators such as: growth, equity and labor market demand as well as demonstrates the overall health and viability of the program.

Course descriptions:

CVOP 1245: Commercial Driver's License Overview

Overview of the State of Texas Class A Commercial Driver's License written test and preparation for mastery of the Commercial Driver's License written examination.

(2 sem hrs; 2 lec, 0 lab) - 32 contact hours

CVOP 1301: Commercial Driver's License Driving Skills

Overview of the State of Texas Class A Commercial Driver's License driving test. In-depth coverage of in-cab air brake test, proper shifting, right and left-hand turns, movement in traffic, parking of a tractor trailer, highway and city driving, and backward movement and control.

(3 sem hrs; 2 lec, 2 lab) - 64 contact hours

CVOP 1305: Commercial Driver's License Written Skills

Overview of the State of Texas Class A Commercial Driver's License written test. In-depth coverage of general knowledge, air brakes, combination vehicle, doubles and triples, tankers, and hazardous materials. Includes preparation for mastery of the Commercial Driver's License written examination.

(3 sem hrs; 3 lec, 0 lab) - 48 contact hours

CVOP 2205: Fundamental Driving Skills

Operation of a tractor-trailer combination. Emphasis on the safe maneuvering and control of the tractor-trailer in numerous traffic situations and sharing the highway with other vehicles.

(2 sem hrs; 1 lec, 2 lab) - 48 contact hours

CVOP 2209: Semi Tractor-Trailer Operator Driving Skills

Operation of a tractor-trailer combination in city and highway conditions including control and maneuvering of the vehicle through various traffic situations with numerous tractor-trailer combinations.

(2 sem hrs; 1 lec, 2 lab) - 48 contact hours

CVOP 2233: Advanced Driving Skills I

Operation of a tractor-trailer combination in city and highway conditions including control and maneuvering of the vehicle through various traffic situations with numerous tractor-trailer combinations.

(2 sem hrs; 1 lec, 2 lab) - 48 contact hours

CVOP 2237: Advanced Driving Skills II

Continuation of tractor-trailer operation in city and highway conditions. Emphasis on practical applications of space management techniques, improved methods for control in difficult traffic situations, and effective operation in various conditions.

(2 sem hrs; 1 lec, 2 lab) - 48 contact hours

Describe admissions and graduation requirements for the program:***Admissions:***

Amarillo College (AC) has an “open door” admissions policy that is prescribed in Title 19, Part 1, Chapter 9, Subchapter C, Rule 9.53, of the Texas Higher Education Coordinating Board (THECB) and ensures that all people who can benefit from higher education have an opportunity to do so. The policy is consistent with the College’s mission of “*Enriching the lives of our students and community by helping learners identify and achieve their educational goals*” and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability. Admission policies exist and are followed by students regardless of the modality in which they intend to take credits (e.g. Web-based vs. Lecture) and regardless of the student’s status (e.g. dual credit or non-dual credit). The institution admission requirements are published on the College Web site (www.actx.edu) through each Academic Catalog under the “Admissions” information link.

The THECB Texas Success Initiative, Chapter 4, Subchapter C, Subsections 4.55 and 4.57, mandate that all students demonstrate the appropriate college-level reading, mathematics, and writing competencies prior to enrolling in for-credit, college-level course work. In accordance, the Testing Services department, located in the Student Services Center on the Washington Street Campus, coordinates the administration of assessment instruments.

Admission policies are communicated accurately and effectively to prospective and other constituents through these methods:

1. Recruitment Coordinators-Enrollment Management
2. College Brochures
3. Program Web sites
4. College and Career Fairs

5. Advising Department/Advising Sessions
6. Program Directors
7. Public School Recruitment Event Presentations
8. On-campus Student Recruitment Events

Graduation Requirements:

Graduation is an automatic process where students do not need to apply to graduate. Once a student is in their last semester of completing all degree requirements, the Registrar's Office will evaluate the student record for graduation purposes and notify both the student and their academic advisor. Students are automatically awarded a credential for any certificate or degree in which they have completed all requirements.

Demonstrate compliance with FR 4.9 (Definition of Credit Hours) of the Principles of Accreditation:

The Amarillo College catalog states: Academic credit at Amarillo College is granted on the basis of semester hours. In general, for a 16-week semester, a semester hour of credit is given for passing work in one lecture period that meets 50 minutes each week, two to four lab hours each week, or four clinical hours each week. Courses delivered in a timespan shorter than 16 weeks are expected to have the same number of contact hours, the same learning outcomes, and demonstrate student competency to the same degree as courses taught in a 16-week semester. The expectation that student outcomes are the same regardless of delivery mode or location is evident in the course syllabi.

The credit hours required for completion of a technical program (Associate of Applied Science, Level-2 Certificate, Level-1 Certificate or Marketable skills Certificate) are defined by the Texas Higher Education Coordinating Board (THECB) and published in the Guidelines for Instructional Programs in Workforce Education (GIPWE).

Describe administrative oversight to ensure the quality of the program:

AC Administrative Commitments

The oversight of the instructional process will remain constant even with the proposed change. Course schedules are prepared each semester by department and program heads. All proposed certificate courses will undergo the same quality preparation and planning with respect to scheduling, faculty workloads and other factors that affect faculty.

AC Administrative Support

Our certificate seeking students require the same educational support services as our traditional transfer students. Administrators oversee support services such as access to academic advising, admissions, registration, career counseling, tutoring and library and learning resource services. All students can benefit from student support services regardless of their area of study.

Department Support

Any AC department site must support the guidelines set by AC academic programs. In addition to institutional guidelines, each department complies with SACS-COC, WECM and ACGM standards. Every department has a department chair or a program coordinator that who is the primary person responsible for daily program operations. The department level is supported by the Dean of Technical Education, Vice President of Academic Affairs, Administrative Cabinet and a Board of Regents. All working together to assure quality standards are maintained.

Program Support

The new certificate program will have an assigned director that is a full time employee familiar with state, federal, and national program accreditation, certification, and approval and credentialing requirements for graduates, including licensure, certification, and/or registration. Credentialed adjunct faculty will be used to teach the curriculum to maintain an adequate work load among faculty.

4. FACULTY QUALIFICATIONS

Amarillo College will ensure that the qualifications of faculty teaching workforce education programs and courses for credit are in compliance with the current requirements of SACS-COC, regardless of the teaching modality or location.

The college will maintain all documentation related to a faculty member's academic preparation, work experience, other appropriate qualifications (certificates, licensure, etc.), and justification for any exceptions to SACS-COC requirements. Documentation of degree equivalency will be kept on file as long as the faculty member is employed by the institution. AC will ascertain that all degrees and graduate credit hours held by faculty members, whether full-time or part-time, are earned at an institution accredited by an accreditor recognized by the Coordinating Board or its foreign equivalent. The new certificate program will have an assigned program director that is a full time employee familiar with state, federal, and national program accreditation, certification, and approval and credentialing requirements for graduates, including licensure, certification, and/or registration. Credentialed adjunct faculty will be used to teach the curriculum to maintain an adequate work load among faculty.

(Appendix D-Faculty Roster)

5. LIBRARY AND LEARNING RESOURCES

Library

The Amarillo College Library provides a comprehensive array of information resources and services for the College community. These resources and services are organized around two library units: (1) Technical Services – maintaining physical and electronic collections and finding tools to locate any particular item – and (2) Instruction and Reference – teaching library patrons how to evaluate information sources and use research tools. The AC Library Staff Web page reflects the Library's staffing structure. The library staff comprise these two units and exist to execute the Library's vision which includes the core values, purpose, vision statement, and preferred future.

All AC community members are provided access to the library resources. The Library's physical resources can be searched electronically and are made available at two AC locations (Washington Street Campus and West Campus). Electronic resources can be located from three vantage points: through the Library's Web site, through Blackboard and through the single-on portal.

In addition, physical and electronic materials not currently available at the AC Library's physical locations may be accessed through a cooperative agreement with the Harrington Library Consortium (HLC) via their online catalog or through the OCLC Worldcat Inter-Library Loan program.

Information Resources

Although the Amarillo College Library's primary purpose is to support members of AC's community, any person with a Harrington Library Consortium member library card (including Amarillo College cardholders)

can use AC's physical collections during the hours the Lynn Library and West Campus Library are open each week.

Materials in the AC Loan collection are available for fourteen-day check-out and may be renewed twice by calling the Library. Faculty or staff members may obtain extended loans upon request; however, a valid card is required to take materials from any AC Library. Any student, faculty or staff member of Amarillo College may apply for an AC Library card. Proof of employment with AC or enrollment must be presented to get a card. As documented in the Library Services and Procedures Handbook, the card is good as long as the holder is associated with the College but it must be renewed each year.

Students in the new Truck Driving Certificate will have access to several databases that will address their course and research needs:

Databases with Truck Driving information:

Academic Search Complete

Business Source Complete

Computer Source

Criminal Justice Abstracts with Full Text

MasterFILE Premier

Newspaper Source

Texas Reference Center

Vocational and Career Collection

6. STUDENT AND SUPPORT SERVICES

Advising

Advisory staff will encourage students from existing programs (Diesel Mechanics, Welding, and Fire Academy) that typically require a CDL to enroll in our program so that they will have the credentials necessary to begin their career in their chosen profession. Of course, the transportation industry has many stand-alone occupations that require a CDL including Truck Drivers; Yard Spotters; Modular Transporters; and Delivery Drivers, to name a few.

Tutoring

Subject-specific tutoring will be provided in our Student Success Center. Our student success center will be open Monday through Friday from 8:00 AM until 6:00 PM to assist students with their homework, in-class assignments, and test preparation throughout the semester.

Career Development

Job readiness training will be provided through our Career and Employment Services department. We assist students with the following services:

- Filling out applications (dos and don'ts when filling out an application)
- Creating a proper resume that will stand out to an employer
- Job search training to help students identify key words and phrases to narrow or broaden their job search
- Mock interviews to prepare students for their job interview(s)

The following services will be provided through our Adult Education Literacy (AEL) Grant:

- Job readiness training
- Embedded tutoring
- Pre-Texas Assessment of Basic Education (TABE)
- Post-TABE

Our English as a Second Language (ESL) Department will be providing embedded tutoring for our ESL students and our Disability Services Department will be providing services for our students requiring accommodations, including interpreters for our deaf students.

7. PHYSICAL RESOURCES

East Campus:

The Logistics Training Center building is dedicated to the Truck Driver Training program. Besides the instructor offices and student break-room, there are two classrooms, ELTC502 and ELTC503 that have a maximum capacity of twenty students each. Both classrooms are equipped with SMART board technology and each student's workspace is equipped with a computer. There is a customized semi-trailer that is equipped with two state-of-the-art simulators that allow students to get a basic understanding of the shifting procedures, and the identification of in-cab instruments and gauges before actually entering the trucks. The campus has 18 miles of roads that allow students to sharpen their driving skills before progressing to off-campus driving. There are also 6 paved pad sites that allow students to practice their backing maneuvers, away from traffic.

Everett and Mabel McDougal Hinkson Memorial Campus:

Room 113 is dedicated to the Truck Driver Training program. This room is equipped with two state-of-the-art simulators that allow students to get a basic understanding of the shifting procedures, and the identification of in-cab instruments and gauges before actually entering the trucks. The community has welcomed this program with open arms and a local property owner allows the use of his property for students to practice backing maneuvers on a paved surface, away from traffic.

Moore County Campus Career Technical Center:

Room 205 is dedicated to the Truck Driver Training program. The trailer that contains the two simulators on the East campus are transported to this campus and utilized for students to get a basic understanding of the shifting procedures, and the identification of in-cab instruments and gauges before actually entering the trucks. There is a business park near that campus that allows the students the opportunity to practice their backing maneuvers on a paved surface, away from traffic.

Equipment which will be available for a new program:

East Campus:

The East Campus has 16 class 8 truck-tractors and 22 trailers (dry vans, refrigerated, tankers, cattle hauler, and flatbeds) for training CDL applicants. All of the equipment meets DOT safety standards and have current valid inspections.

Everett and Mabel McDougal Hinkson Memorial Campus (Hereford):

The Hereford Campus has 2 class 8 truck-tractors and 3 dry van trailers for training CDL applicants. All of the equipment meets DOT safety standards and have current valid inspections.

Moore County Campus Career Technical Center (Dumas):

The Dumas campus has 1 class 8 truck-tractor and 1 dry van trailer available for training purposes. Both pieces of equipment meet DOT safety standards and have current valid inspections.

The impact that the proposed change will have on physical facilities and equipment for existing programs and services:

There will be no impact on the physical facilities and equipment. These facilities and equipment have been used for years for Truck Driver Training as a CE (Continuing Education) program. The only change that will occur is an addition of two weeks to the current program and this significant change from Continuing Education to a program for academic credit.

8. FINANCIAL SUPPORT

Business Plan:

The Truck Driving Department has \$284,634.00 budgeted to support the proposed program. ([Appendix E](#))

Proposed revenues and expenditures and cash flow for the proposed change:

The East Campus location will be conducting eight classes of up to twenty students per class with total projected revenues of \$870,080.00 with a net profit of \$217,794.88.

Both the Everett and Mabel McDougal Hinkson Memorial Campus and the Moore County Campus Technical Center will be conducting six classes each of up to eight students per class with projected revenues of \$522,048.00 and a net profit of \$2,980.32. These two locations can only support up to eight students versus the main campus for this new program, East Campus.

Resources going to other institutions or organizations for contractual or support services for the proposed change:

We will not have resources going to any outside institutions or organizations for contractual or support services for the operation of this new program.

The operational, management, and physical resources available for the change:

The current Continuing Education Truck Driving program has a Director, Administrative Assistant, nine additional full-time faculty/staff, and thirteen part-time faculty/staff currently employed to manage and operate the program. Additional physical resources are listed in section 7: "Physical Resources".

Over the past 22 years that Amarillo College has offered CDL training, we have accumulated a wealth of knowledge and expertise when it comes to training students for a career in the trucking industry. Our director serves on the board of directors for the National Association of Publicly Funded Truck Driving Schools (NAPFTDS), which allows us to stay informed of the latest rules, regulations and procedures when it comes to training drivers.

Provide contingency plans in the event that required resources do not materialize:

With two major highways (I-40, I-27) intersecting Amarillo, it is a hub for the truck driving industry. If we lose faculty/staff, there is an existing pool of qualified applicants to fill the vacant positions. We have the ability to leverage grant funds for capital equipment as needed for sustainability of the program.

Amarillo College is not currently on reimbursement for Title IV funding for this program. Per our Director of Financial Aid, Amarillo College receives Title IV funding under the Advance Payment Method.

9. INSTITUTIONAL EVALUATION AND ASSESSMENT PROCESSES FOR THE CHANGE

Provide a brief description of institutional assessment processes:

Amarillo College has 3 main components of assessment which demonstrate assessment at the Program Level (to include both instructional and non-instructional units), Institutional Level (General Education Competencies) and Surveys (Indirect Assessment). ([Appendix B](#)) Our assessment plan involves a systemic, institution-wide as well as program-specific continuous improvement reflection process.

Amarillo College has a five-year assessment schedule of both institutional student learning outcomes (ISLOs) and program student learning outcomes (PSLOs). ([Appendix F](#)) The assessment cycles are planned, on-going and reassessed two to three times in a five-year cycle for continuous improvement. The student artifacts from the courses are assessed using the BlackBoard Outcomes Assessment tool.

The ISLOs are comprised of six general education competencies that are approved by the Texas Higher Education Coordinating Board (THECB). These competencies are: Communication, Critical Thinking, Personal Responsibility, Social Responsibility, Empirical & Quantitative Skills, and Teamwork ([Appendix G](#)). Our state-approved core curriculum addresses these competencies. Artifacts are collected from all sections of the core courses from a common assessment/assignment. Faculty evaluators assess a sample of the artifacts using a scoring rubric adapted from the AAC&U (Association of American Colleges & Universities) VALUE Rubrics for the ISLOs.

For this new program, Program Student Learning Outcomes (PSLOs) will be assessed using a scoring rubric developed by the program coordinator that uses assignment criteria along with the stated outcomes on the curriculum map as previously mentioned to assess the student's work.

Describe how the institution will incorporate the change (program, site, distance education or other change) into the institution-wide review and assessment processes:

For this new Level 1 certificate, the department has developed a curriculum map ([Appendix C](#)) which maps the discipline-specific courses to program student learning outcomes. This program will also submit a Program Review every two years to demonstrate an analysis of the overall health of its program. The Program Review is being updated with the spring 2018 semester to align this Program Review with our Strategic Plan and look at the following criteria: Alignment of our degrees and certificates to labor market demand, equity, graduation rates, persistence rates, and number of new majors. Our performance indicators of our Program Review are based on 1) Growth 2) Equity and 3) Labor Market Demand. In the appendices, we have included a previous Program Review for Logistics Training-Truck Driving. ([Appendix H](#))

Secondly, students of this program will also be assessed as part of the survey for Community College Survey of Student Engagement (CCSSE) every year. They will also take part in the Survey of Entering Student Engagement (SENSE) and the faculty will also take part in the Community College Survey of Faculty Survey of Student Engagement (CCFSSE). We use these survey results to make continuous improvements in our teaching and student learning outcomes.

10. APPENDICES