

Automotive Technology Program



2019

ANNUAL REPORT OF PROGRAM DATA



UNIVERSITY of HAWAII®
KAUA'I
COMMUNITY COLLEGE

2019 Kaua'i Community College ARPD

Program: Automotive Technology Program

At a minimum, each program or unit Annual Program Review Update shall include measures described in [UHCCP 5.202](#). Additional measures may also be used for program or unit assessment.

1. Program Description

Program or Unit Mission Statement

The Automotive Technology (AMT) program at Kaua'i CC provides open access, post-secondary education to qualified students. Students and technicians of the auto repair industry develop and massage their minds to think critically as a necessity of the diagnosis, repair, and maintenance of today's hi-tech vehicles.

Part I. Program Description

Date of Last Comprehensive Review	4/5/2018
Date Website Last Reviewed/Updated	Fall 2019
Target Student Population	High school graduates; traditional and non-traditional students; career changing adults returning to college.
External Factor(s) that Affected the Program or Unit	NATEF certification

2. Analysis of the Program

Strengths and weaknesses in terms of demand, efficiency, and effectiveness based on an analysis of the Quantitative Indicators. CTE programs must include an analysis of Perkins Core indicators for which the program did not meet the performance level. Include Significant Program Actions (new certificates, stop outs, gain/loss of positions, results of prior year's action plan).

Include the Annual Review of Program Data (ARPD; all [Instructional programs](#) and [Academic Support](#) programs - Library, Technology Resources, Testing Center, Tutoring, and Financial Aid), program-developed metrics (Institutional Effectiveness programs, Office of Continuing Education and Training, campus committees), or metrics required by [UHCCP 5.202](#) that are not provided as ARPD ([Administrative Service](#) programs and some Student Support [programs](#)) under review in table format below (EP 5.202 and UHCCP 5.202).

2019 Kaua'i Community College ARPD
 Program: Automotive Technology Program

The Overall Program Health is Healthy

Describe and discuss demand, efficiency, effectiveness, and overall health categories. What has been the trend over the past three years in each of these categories? What factors (internal or external) may have contributed to the program or unit health categories? For Career and Technical Education (CTE) programs, provide a discussion on any unmet Perkins Core Indicator that includes contributing factors (UHCCP 5.202).

Based on this analysis, what are the program's strengths and areas to improve regarding demand, efficiency, and effectiveness?

Describe any significant program actions that occurred in the prior year (e.g., new certificate(s), stop outs, gain/loss of position(s), reduction in funding, new or completed grant(s), etc.).

Career and Technical (CTE) programs should provide an analysis for any unmet Perkins Core Indicators.

Demand Indicators		2016 - 17	2017 - 18	2018 - 19	Demand Health
1.	New & Replacement Positions (State)	636	635	639	Healthy
*2.	New & Replacement Positions (County Prorated)	34	35	33	
3.	Number of Majors	32	33	31	
3a.	Number of Majors Native Hawaiian	18	21	20	
3b.	Fall Full-Time	62%	62%	67%	
3c.	Fall Part-Time	38%	38%	33%	
3d.	Fall Part-Time who are Full-Time in System	0%	0%	0%	
3e.	Spring Full-Time	70%	48%	76%	
3f.	Spring Part-Time	30%	52%	24%	
3g.	Spring Part-Time who are Full-Time in System	0%	0%	0%	
4.	SSH Program Majors in Program Classes	561	495	664	
5.	SSH Non-Majors in Program Classes	6	2	47	
6.	SSH in All Program Classes	567	497	711	
7.	FTE Enrollment in Program Classes	19	17	24	
8.	Total Number of Classes Taught	19	16	18	

2019 Kaua'i Community College ARPD

Program: Automotive Technology Program

Efficiency Indicators		2016 - 17	2017 - 18	2018 - 19	Efficiency Health
9.	Average Class Size	9	9	10	Healthy
*10.	Fill Rate	62.8%	62.5%	70.6%	
11.	FTE BOR Appointed Faculty	2	2	2	
*12.	Majors to FTE BOR Appointed Faculty	16	16	16	
13.	Majors to Analytic FTE Faculty	16	16	16	
13a.	Analytic FTE Faculty	2	2	3	
14.	Overall Program Budget Allocation	\$347,403	\$388,514	\$0	
14a.	General Funded Budget Allocation	\$282,094	\$306,008	\$0	
14b.	Special/Federal Budget Allocation	\$0	\$0	\$0	
14c.	Tuition and Fees	\$65,309	\$82,506	\$0	
15.	Cost per SSH	\$613	\$0	\$0	
16.	Number of Low-Enrolled (<10) Classes	13	9	5	

Effectiveness Indicators		2016 - 17	2017 - 18	2018 - 19	Effectiveness Health
17.	Successful Completion (Equivalent C or Higher)	85%	81%	90%	Healthy
18.	Withdrawals (Grade = W)	10	2	5	
*19.	Persistence Fall to Spring	65%	85%	82%	
19a.	Persistence Fall to Fall	32%	66%	53%	
*20.	Unduplicated Degrees/Certificates Awarded	19	19	23	
20a.	Degrees Awarded	3	5	1	
20b.	Certificates of Achievement Awarded	39	11	39	
20c.	Advanced Professional Certificates Awarded	0	0	0	
20d.	Other Certificates Awarded	51	19	59	
21.	External Licensing Exams Passed	0	0	0	
22.	Transfers to UH 4-yr	0	0	0	
22a.	Transfers with credential from program	0	0	0	
22b.	Transfers without credential from program	0	0	0	

2019 Kaua'i Community College ARPD

Program: Automotive Technology Program

Distance Indicators		2016 - 17	2017 - 18	2018 - 19
23.	Number of Distance Education Classes Taught	0	0	0
24.	Enrollments Distance Education Classes	0	0	0
25.	Fill Rate	0%	0%	0%
26.	Successful Completion (Equivalent C or Higher)	0%	0%	0%
27.	Withdrawals (Grade = W)	0	0	0
28.	Persistence (Fall to Spring Not Limited to Distance Education)	0%	0%	0%

Perkins Indicators		Goal	Actual	Met
29.	1P1 Technical Skills Attainment	93	77.78	Not Met
30.	2P1 Completion	55	77.78	Met
31.	3P1 Student Retention or Transfer	81.9	89.47	Met
32.	4P1 Student Placement	66.25	70.59	Met
33.	5P1 Nontraditional Participation	23.5	8.57	Not Met
34.	5P2 Nontraditional Completion	23	11.11	Not Me

Performance Indicators		2016 - 17	2017 - 18	2018 - 19
35.	Number of Degrees and Certificates	42	16	40
36.	Number of Degrees and Certificates Native Hawaiian	18	11	28
37.	Number of Degrees and Certificates STEM	Not STEM	Not STEM	Not STEM
38.	Number of Pell Recipients ¹	21	5	29
39.	Number of Transfers to UH 4-yr	0	0	0

The Overall Program Health is Healthy.

The Health (Overall Program Healthy) has remained HEALTHY from 2016-2019. Both Demand and Effectiveness indicators remain HEALTHY.

DEMAND INDICATOR

The Overall Program Health Demand Indicator has a HEALTHY rating. The number of New and Replacement Positions has increased 635 to 639 for the State and 35 to 33 for the County

2019 Kaua'i Community College ARPD

Program: Automotive Technology Program

(Program Year 17-18 vs 18-19).

EFFICIENCY INDICATOR

The Overall Program Health Efficiency Indicator has remained Healthy following the new rubric for programs that has a mandated enrollment capacity. The earlier method of calculation identified the fill rate that dropped from 92.4% in yr 15-16 to 62.8% in yr 16-17 and 62.5% in yr 17-18 being rated as Cautionary. This drop in the fill rate was due to a student success initiative with an English and Math co-requisite that was added to the program requirements. It also affected the number of low enrolled classes from 3 in yr 15-16 to 13 in yr 16-17 and 9 in yr 17-18. In Fall 2016 students struggled as 75% 9 of 12 AMT students that enrolled in Math 75X during their 1st semester did not pass. As a result of their struggles 4 withdrew, 4 received N grades, and 1 received a D grade. 7 of those students also dropped out of the AMT classes after their 1st semester and did not return to our program making it a 50% class reduction. Other Trades programs were also affected as 50% 16 of 32 students did not pass with a C or higher grade in Math 75X and 42% 5 of 12 students did not pass with a C or higher grade in Math 100. This played an immediate impact on the fall to spring persistence from 74% in yr 15-16 to 65% in yr 16-17. These results affected the graduating class of Spring 2018 which also affected the rest of the Trades causing the Campus Performance Standards to drop with the Trades graduates playing a major factor.

The AMT program addressed the problem of students that were struggling in Math with early warning indicators and collaborated with the Math faculty to identify students struggling early and provided tutoring support. Students were also provided other options in meeting their graduation requirements taking Business Math as an alternative and the Trades programs will also include a Quantitative Methods class of Applied Math for Trades once it is approved by the Curriculum Committee. Feedback from students has improved in their Math classes and we anticipate a higher completion and graduation rate for our AMT students as class enrollment has improved.

There is a notable increase of 8.1% in the Efficiency Indicator #10 Fill Rate (62.5% 2017-18 vs 70.6% 2018-2019.)

EFFECTIVENESS INDICATOR

The Overall Program Health Effectiveness Indicator continues to be HEALTHY. Successful Completion has increased notably from 85% in the year 2017-18 to 90% in year 2018-19.

Perkins Core Indicators

1P1- Technical Skills Attainment was slightly below the goal of 92.92% at 77.78% although students are meeting all NATEF standards.

2P1- Completion surpassed the goal of 55% at 77.78%.

2019 Kaua'i Community College ARPD

Program: Automotive Technology Program

3P1-Student Retention surpassed the goal of 81.81% at 89.47.

4P1-Student Placement surpassed the goal of 66.25% at 70.59% owing to close industry relationships with repair facilities continually inquiring for entry level technicians.

5P1-Nontraditional Participation has all AMT programs in the UHCC system not meeting these indicators. The Non-Traditional aspect of students in the AMT arena is a very low percentage nationwide. The goal is set at 23% with our actual amount at 8.57%. Until women view the auto tech career as appealing and physically attainable, we predict this trend to remain status quo. However, we have hired a Trades Program Career Track Coordinator to help all Trades program in recruiting efforts to improve nontraditional participation.

5P2-Nontraditional Completion also did not meet the goal of 23% at 11.11%. Efforts are currently being made to improve this outcome with new recruitment strategies.

The last CPR (Comprehensive Program Review) for the AMT program was successfully completed in Spring 2018. The AMT program is externally accredited by NATEF. Automotive Programs certified by NATEF go through a re-certification process every 5 years. The process includes a very comprehensive self-evaluation and on-site evaluation by a NATEF Evaluation team. The AMT program recently completed the self-evaluation and the NATEF Team was on campus in Spring 2018. To remain compliant with NATEF and industry standards, aged/inoperable equipment were identified during the self-evaluation. Equipment (wheel alignment machine, wheel balancer, "smart" diagnostic scanner, "smart" board)) was purchased to ensure students met the required training in accordance to NATEF tasks.

Our program continues to meet the requirements for Master Automobile Service Technology Accreditation-the highest level of program accreditation recognized by the National Institute for Automotive Service Excellence (ASE).

We were commended for maintaining our program standards, and continuing to meet the industry's requirements. Rapidly increasing use of Electronics Technology (Networking of multiple onboard computers; highly complexed Security Systems; Electric and Hybrid vehicles) in automotive technology makes our high quality automotive training program more valuable than ever.

3. Program Student Learning Outcomes

- a) List of the Program Student Learning Outcomes
- b) Program Student Learning Outcomes that have been assessed in the year of the Annual Review of Program Data.
- c) Assessment Results
- d) Changes that have been made as a result of the assessments.

Report on PSLO assessment for the prior year.

2019 Kaua'i Community College ARPD

Program: Automotive Technology Program

1. List of the PSLOs.
2. Indicate PLSOs that were assessed in the year of this APRU.
3. Assessment findings.
4. Changes that have been made as a result of the assessment findings.
5. Next planned assessment date.

PSLO	Assessed During this APRU Cycle (Y or N)	Findings	Improvements Implemented	Next Assessment Date
500+ NATEF tasks	Yes	Students' testing at 70+ percentile	N/A	Click or tap to enter a date.
PSLO 1 Demonstrate technical proficiency in entry-level skills for employment in the automotive service field or related areas.	Yes	92% Technical skills attained in Student ASE Certifications	N/A	Annually
PSLO 2 Apply the theory behind automotive procedures and use critical thinking when performing service, maintenance, diagnostics, and repair of all major automotive systems.	Yes	90% Successful completion "C" or higher	N/A	Annually

2019 Kaua'i Community College ARPD

Program: Automotive Technology Program

<p>PSLO 3 Comply with personal and environmental safety practices in accordance with applicable safety and environmental regulations.</p>	<p>Yes</p>	<p>100% Compliance</p>	<p>N/A</p>	<p>Annually</p>
<p>PSLO 4 Identify and use appropriate tools, testing, and measuring equipment required to accomplish each task established by the National Automotive Technicians Education Foundation (NATEF).</p>	<p>Yes</p>	<p>100% Technical skills attained</p>	<p>N/A</p>	<p>Annually</p>
<p>PSLO 5 Locate references, training information and manufacturer's procedures from industry resources using the appropriate technology and perform tasks in accordance with their research.</p>	<p>Yes</p>	<p>100% Technical skills attained</p>	<p>N/A</p>	<p>Annually</p>

2019 Kaua'i Community College ARPD

Program: Automotive Technology Program

PSLO 6 Perform all diagnostic and repair tasks in accordance with manufacturer's recommended procedures as published.	Yes	100% Technical skills attained	N/A	Annually
PSLO 7 Communicate effectively both orally and in writing.	Yes	90% Successful completion "C" or higher	N/A	Annually

4. Action Plan

Include how the actions within the plan support the college's mission. In addition to the overall action plan for the program, include specific action plans for any Perkins Core Indicator for which the program did not meet the performance level.

Action Plan	Anticipated Outcome	Actual Outcome
Maintain NATEF standards and prepare for 2 ½ year Mid-Term Compliance review.	NATEF standards maintained annually.	Remain compliant

List any additional significant actions that impacted your program (e.g., new certificate, loss or gain of faculty or staff, stop outs, etc.).

The Automotive Technology program has implemented a course (AMT 199V) which is a course that endeavors to rejuvenate the ABRP course of studies. This has been done because of a demand from industry to address their need of technicians to enter into the auto body repair industry. This is being done as a 199V Special Studies course under the banner of AMT.

Analysis of Alignment with CPR

List the goals that were identified to be initiated, continued, or completed during this APRU cycle, in your last CPR, and if they were achieved. Be sure to include the benchmark, desired

2019 Kaua'i Community College ARPD

Program: Automotive Technology Program

outcome, actual outcome, and unit of measure. If you completed your last CPR prior to 2018, please refer to * in this section.

Goal/Strategic Goal or Priority**	Achieved (Y or N)?	Benchmark	Desired Outcome	Actual Outcome	Unit of Measure
See Attachment	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

**All Strategic Goals and Priorities are Aligned to the College Mission.

Describe any impacts these goals had on your health indicator(s).

Maintaining NATEF standards enabled program to remain Healthy.

*Based on findings in Parts I – IV, develop an action plan for your program or unit from now until your next CPR date. This should include goals that align with the College Mission, measurable outcomes, benchmarks, and alignment to the College’s Strategic Priorities, and/or Strategic Goals. Be sure to focus on weaknesses identified in ARPD data, PSLO outcomes, results of survey data, and other data used to assess your unit or program. This plan should guide your program and subsequent APRUs, but may be amended based on new initiatives, updated data, or unforeseen external factors.

Goal	Strategic Goal/Priority (List number)	Benchmark	Desired Outcome	Unit of Measure	Year(s) Implemented
See Attachment	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

5. Resource Implications

Resource Request(s) for next year (from CPR Plan for your program or unit, or one(s) developed in Part V above if CPR was completed prior to 2018).

I am NOT requiring resources for my program/unit.

5. Resource Implications

Resource Request(s) for next year (from CPR Plan for your program or unit, or one(s) developed in Part V above if CPR was completed prior to 2018).

Program Goal	Click or tap here to enter text.
Resource Requested*	Click or tap here to enter text.
Cost and Vendor	Click or tap here to enter text.
Annual Recurring Cost	Click or tap here to enter text.
Useful Life of Resource	Click or tap here to enter text.
Person(s) Responsible and Collaborators	Click or tap here to enter text.
Timeline	Click or tap here to enter text.

***An approved ITAC Request Form must be attached for all technology requests**

2019 AMT APRU ANALYSIS OF ALIGNMENT WITH CPR

Goal/Strategic Goal or Priority**	Achieved (Y or N)?	Benchmark	Desired Outcome	Actual Outcome	Unit of Measure
AMT program goal is to remain NATEF certified. We have recently completed, in Spring 2018, the recertification process. The external certification process by NATEF validates that Kauai CC AMT program has and continues to achieve the highest standards of automotive teaching excellence.					

**All Strategic Goals and Priorities are Aligned to the College Mission.

Goal/Strategic Goal or Priority**	Achieved (Y or N)?	Benchmark	Desired Outcome	Actual Outcome	Unit of Measure
NATEF Standard 1 – PURPOSE: The automotive technician training program should have clearly stated program goals, related to the needs of the students and employers served.	Yes	Rating of 4 on a 5 point scale	4 or higher rating	4.00	Advisory Board and NATEF On-Site Evaluation Team
1.1 Employment Potential: Employment potential for automotive technicians, trained to the level for specialty or general areas outlined in the program goals, should exist in the geographic area served by the program.	Yes	Program Health Demand Indicator	Healthy	Healthy	ARPD
1.2 Program Description/Goals: The written description/goals of the program should be shared with potential students and must include admissions requirements,	Yes	Updated website and brochures	Shared with potential students	New webpage and brochures with certificates and degree available, links to gainful	Curriculum Committee and Webmaster

employment potential, areas(s) of specialty training offered, and the cost of all tuition and fees. Technician qualifications of the faculty and the overall goal(s) of the program should also be included.				employment, and admission requirements	
NATEF Standard 2 – ADMINISTRATION: Program administration should ensure the instructional activities support and promote the goals of the program.	Yes	Rating of 4 on a 5 point scale	4 or higher rating	4.12	Advisory Board and NATEF On-Site Evaluation Team
2.1 Student Competency Accreditation: The certificate or diploma a student receives upon program completion should clearly specify the area(s) of demonstrated competency.	Yes	Students earn Certificate of Competence, Certificate of Achievement , and Associate in Applied Science Degree	Technical Skills Attainment at 92.92 %	Technical Skills Attainment at 100%	Perkins Core Indicator 1P1
2.2 Chain of Command: An organizational chart should be used to indicate responsibilities for instruction.	Yes	Organizational chart updated	Reviewed and updated in 5 year cycle	Revised in 2016	College council
2.3 Administrative Support: Positive administrative support for institutional and local governing bodies should be demonstrated. Indicators of administrative support would include: support for staff in-service training; provision of appropriate facilities; up-to-date tools, equipment, and	Yes	Admin Support of NATEF recommendations and compliance of NATEF Standards	All standards being met	Positive support by admin.	Cabinet, College Council, APRU ranking, Perkins funding, and Advisory Board

training support materials.					
2.4 Written Policies: Written policies should be adopted by the administration and policy board for use in decision-making situations and to provide guidance in achieving program goals. Policies regarding safety, liability, and lab/shop operation should be written and prominently displayed as well as provided to all students and instructors.	Yes	Updated Federal, State, University, Campus, and Program policies	Written Policies available both in hard copy and electronic	Policies are available on campus docs and college website	College Council, Program Coordinator, and Advisory Board
2.5 Customer Vehicles: A systematic method of collecting, documenting, and disbursing customer vehicle work repair receipts should be used. Instructional staff should not be required to collect payment for customer vehicle work repairs.	Yes	Repair agreement established	Repair estimates performed and work orders completed and documented	All Repairs performed are documented	Program software tracks all repairs
2.6 Legal Requirements: The training program should meet all applicable local, state, and federal requirements.	Yes	Campus Accreditation and University Environmental and Safety compliance	Meet all standards and regulations	Standards and regulations met	ACCJC and annual UH Environmental and Safety training and inspection
2.7 First Aid: The program should have a written policy in place, approved by the administrator of the school, on First Aid procedures	Yes	Policy reviewed and updated every 5 years	Policy up to date	Campus Public Safety and Wellness Center websites displays updated procedures	College Council and Campus Safety committee

NATEF Standard 3 – LEARNING RESOURCES: Support material consistent with both program goals and performance objectives should be available to staff and students.	Yes	Rating of 4 on a 5 point scale	4 or higher rating	4.50	Advisory Board and NATEF On-Site Evaluation Team
3.1 Service Information: Service information with current manufacturer’s service procedures and specification data for vehicles manufactured within the last ten years should be available. This information should be accessible to students while working in the lab/shop area.	Yes	Service information accessible	Annual service information subscription	Subscriptions maintained	Alldata, Mitchell On-Demand, and Moto Logic
3.2 Multimedia: Appropriate up-to-date multimedia materials should be readily available and utilized in the training process.	Yes	Up-to-date equipment used in classroom	Smart board TV and Elmo in each classroom	Smart board TV and Elmo set up.	APRU process and media center
3.3 Periodicals: Current general and technical automotive magazines and newspapers should be available for current student and instructor use.	Yes	Automotive periodicals and newspapers made available	Available Library and classroom materials	Updated Library inventory and class subscriptions	Library and Program Coordinator
3.4 Student Resources: Pertinent instructional texts, resources, and e-learning materials should be available for each student to satisfy the objectives of the mode of instruction used. Basic and specialty learning	Yes	Updated learning materials with copyrights within 6 year old	Updated learning materials	Copyright met within 6 years old	Program Coordinator

resources should have copyright dates that are not over six years old.					
NATEF Standard 4 – FINANCES: An adequate annual budget should be developed, allocated, and used for the operation of the program. The budget should be prepared by the institutional administration in conjunction with program faculty with input from advisory committee. Budget status reports should be made available to program staff at least quarterly.	Yes	Rating of 4 on a 5 point scale	4 or higher rating	4.00	Advisory Board and NATEF On-Site Evaluation Team
4.1 A Development of Annual Budget	Yes	Operating Annual Expense	Admin approval	Annual funding	Cabinet, APRU, and Advisory Board
4.1B Adequacy of Budget	Yes	Operating Annual Expense	Admin approval	Annual funding	Advisory Board and Program Coordinator
4.1D Status Report on Budget	Yes	Quarterly report	Updated budget report	Budget updated monthly	Division Office Assistant
NATEF Standard 5 – STUDENT SERVICES: Systematic skills assessment, interviews, counseling services, placement, and follow-up procedures should be used.	Yes	Rating of 4 on a 5 point scale	4 or higher rating	4.00	Advisory Board and NATEF On-Site Evaluation Team
5.1 Learning Assessment: For students to develop	Yes	Assessment for student placement	Student advising	Incoming students meet with	Placement test

<p>the skills and knowledge required to service today's automobiles, each student must possess, or be given the opportunity to develop essential foundation skills in reading, mathematics, science, and mechanical aptitude. To this end, a formal skills assessment instrument for these fundamental skills should be used to evaluate students to ensure that each student has a reasonable probability of success as an automotive technician.</p>				counselors and STAR GPS is setup	
<p>5.2 Pre-admission Counseling: Prior to program admission, a student should be counseled regarding automotive careers.</p>	Yes	Advising sessions set	High school career pathways and pre-advising established	High school campus visits and one on one student advising	Career/college fairs, Academic advising sessions
<p>5.3 Placement: A systematic student placement system should be used to assist program graduates to obtain employment in the automotive industry.</p>	Yes	Placement of students in automotive related fields.	64.51% of graduates	72.73% acquired jobs	Perkins core indicator 4P1
<p>5.4 Annual Follow-up: A follow-up system should be used to determine students' employment location and for feedback regarding the efficiency, effectiveness, and appropriateness of training. The follow-up procedure should be</p>	Yes	Annual Follow-up survey	Student employment status and industry feedback on needs	Students' employment verified with ASE certifications passed, industry needs assessment established	Program Coordinator, Advisory Board, and Curriculum Committee

designed to assure feedback regarding needed additions to or deletions from the training curriculum, program, and tools and equipment. Follow-up of graduates employed outside of the automobile industry should indicate reasons for non-automobile employment. When applicable, this information should be used to modify the training quality and/or content.					
NATEF Standard 6 – ADVISORY COMMITTEE: An officially sanctioned program advisory committee must be used to provide input on program goals.	Yes	Rating of 4 on a 5 point scale	4 or higher rating	4.00	Advisory Board and NATEF On-Site Evaluation Team
6.1 Membership: An Advisory committee of at least five members must convene at least two working meetings a year to provide information, counsel and recommendations on behalf of the community served by the training program. This Committee should be broadly based and include former students, employed technicians, employers and representatives for consumers’ interests. All members of the Advisory Committee	Yes	Two Advisory meetings annually with at least five members present	Review instruction, Tools and Equipment, and Facilities. Provide counsel and recommendations.	Ten active Advisory members provide support and guidance	Advisory Committee meeting minutes

should not be from the same business.					
6.2 Review of Budget Funds: The Advisory Committee should provide input and reviews budgeted funds	Yes	Budget update provided at each meeting	Review of budget	Input provided on budget received and recommendations are made	Advisory Committee meeting minutes
6.3 Annual Follow-up: Information gathered from the annual follow-up of program graduates and employers should be reviewed by the Advisory Committee to assess employment potential and provide input on program modifications.	Yes	Annual Survey results provided	Input on improvements to survey and survey results	Positive recommendations on survey review	Advisory Committee meeting minutes
6.4 Review of Curriculum: The Advisory Committee should provide guidance and approve all tasks added to the mandatory NATEF task list. required for the program accreditation level being sought.	Yes	NATEF tasks	Advisory Committee review of tasks	Annual program instruction evaluation	NATEF standards
6.5 Evaluation of Instruction, Tools and Equipment, and Facilities: The Advisory Committee should provide input in the evaluation of the instructional process to assure that the program goals are met. The Committee should also conduct annual inspections of tools and equipment to assure that	Yes	Annual Program evaluation on Instruction, Tools and Equipment, and Facilities	Meeting all NATEF standards	NATEF standards met	Advisory Board

<p>they are up-to-date and comparable to industry standards for quality and safety. The Advisory Committee should review information from safety inspections and conduct an annual evaluation of the facilities to assure compliance with local, state and federal safety environmental rules and regulations.</p> <p>Additionally, the committee should review all safety practices for appropriateness in meeting all safety practices for appropriateness in meeting program goals.</p>					
<p>NATEF Standard 7 – INSTRUCTION: Instruction must be systematic and reflect program goals. A task list and specific performance objectives with criterion referenced must be used.</p>	Yes	Rating of 4 on a 5 point scale	4 or higher rating	5.00	Advisory Board and NATEF On-Site Evaluation Team
<p>7.1 Program Plan: The training plan should progress in logical steps, provide for alternate sequences, where applicable, and be made available to each student.</p>	Yes	Program courses clustered into certificates	Certificates earned lead to related jobs and build towards AAS degree	Students earn certificates each semester and may graduate with 5 COs, 5 CAs and an AAS degree	ARPD
<p>7.2 Student Training Plan: A training plan for each student should be used, indicating the student’s training goals and</p>	Yes	Program Map and STAR GPS	STAR GPS and graduation checklist provided	Training plan completed	Trades counselor

specific steps needed to meet that goal. Students should be given a copy of their training plan.					
7.3 Preparation Time: Adequate time should be provided for teacher preparation and program development.	Yes	30 credit hours reduced by union contract to 27 credit hours for preparations and program development	Program development and course modifications made as necessary	Curriculum updates performed	Annual COs
7.4 Teaching Load: The instructor/student ratio and class contact hours should allow time for interaction on a one-to-one basis. A safe working environment should be considered when determining teacher/student ratio.	Yes	Enrollment limit at 14 seats	Healthy rating on Program Efficiency	Healthy rating	ARPD
7.5 Curriculum: All tasks have been given a priority rating. 95% of the tasks designated as Priority 1 must be taught in curriculum. 80% of the tasks designated as priority 2 must be taught in curriculum. 50% of the tasks designated as priority 3 must be taught in curriculum.	Yes	95% of P-1, 80% of P-2, 50% of P-3 task must be taught	100% of all tasks taught	100% of all NATEF tasks taught in curriculum	CDX software, and program assessment
7.6 Student Progress: A record of each student's progress should be maintained through the use of a progress chart or other recording device. The record should indicate tasks required for	Yes	Program completion and Student ASE certification	70% completion of all course work	Successful completion of course work and student ASE certification	CDX software, and ASE test results

program completion and those tasks the student has mastered.					
7.7 Performance Standards: All instruction should be performed based with an acceptable performance standard stated for each task. These standards should be shared with students and potential employers. Students should demonstrate “hands-on competency” of a task before the instructor verifies a student’s performance.	Yes	Ability to perform task with limited supervision	Perform tasks while displaying quality of work, quantity of work, judgment, and ability to learn new duties	Technical Skills Attainment at 100%	Work Habits Rating evaluation, and ARPD Perkins Core Indicator 1P1
7.8 Safety Standards: Safety instruction should be given prior to lab/shop work and be an integral part of the training program. A safety test should be included in the training program. Students and instructors should comply with personal and environmental safety practices associated with clothing; eye protection; hand tools; power equipment; proper ventilation; and the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.	Yes	Safety training and exam completed annually	100% completion of safety training on all equipment and safety exam passed	100% performed and passed	Safety Exam
7.9 Personal Standards: All training activities and instructional	Yes	Maintain high personal standards	Personal Inventory Evaluation on:	All standards met at 70% proficiency or higher	Work Habits Rating, Student

material should emphasize the importance of maintaining high personal standards.			Knowledge of Responsibilities; Dependability; Cooperation; Responsibility for work; Initiative; Appearance; Punctuality and attendance		Conduct Code, and Classroom and Laboratory Training Policies
7.10 Work Habits/Ethics: The training program should be organized in such a manner that work habits and ethical practices required on the job are an integral part of instruction.	Yes	Maintain proper work habits and ethics	Personal Inventory Evaluation on: Dependability; Cooperation; Responsibility for work; Punctuality and attendance	All standards met at 70% proficiency or higher	Work Habits Rating and Classroom and Laboratory Training Policies
7.11 Provision for Individual Differences: The training program should be structured in such a manner that students with different levels of cognitive and psychomotor skills can be accommodated.	Yes	ADA compliance	Reasonable accommodations provided and Program Technical Standards maintained	Program Technical Standards maintained	Disability Services
7.12 Related Instruction: Instruction in related mathematics, science, communications, and interpersonal relations	Yes	Support Gen Ed courses required	Collaboration and scheduling of Gen Ed courses	Multi Year Plan of Offering (MYPO) scheduled	Div chairs and Program Coordinators

should be provided and coordinated with ongoing instruction in the training program. This instruction should be provided by a qualified instructor.					
7.13 Testing: Both written and performance based tests should be used to validate student competency. Students should be encouraged to take certification tests that are publically recognized indicators of capabilities.	Yes	ASE Student Certification Exam, Final Written and Performance Exams	Successful completion of ASE student exam	92% successful completion of all 10 ASE Student exams	ASE exam results
7.14 Evaluation of Instruction: Instructional procedures should be evaluated in a systematic manner. This evaluation should be through regular reviews by students and the administration. Self-evaluation of instruction should also be utilized on a systematic and regular basis. This system should include input from former students and the Advisory Committee members. Instructional procedures should show responsiveness to the feedback from these evaluations.	Yes	Annual evaluations	Student evals, self-assessment, contract renewals, Advisory Committee evals	Annual evaluation and assessment performed at all levels	Student evals, Peer evals, Advisory Board, Admin contract renewal
7.15 On-Vehicle Service and Repair Work: On-vehicle service and repair work should be scheduled to benefit the	Yes	On-vehicle service work scheduled	Students benefit with on-vehicle service work	Students performed required NATEF tasks	Completed worksheets

student and supplement ongoing instruction on items specified in the NATEF task list.					
7.16 Articulation: Agreement between programs with equivalent competencies should be used to eliminate unnecessary duplication of instruction and foster continued study.	Yes	UHCC AMT Articulation	PCC establish common course title, description, credits, learning outcomes and TE	Program agreement on similar courses	AMT PCC
NATEF Standard 8 – EQUIPMENT: Equipment and tools used in the automobile technician training program must be of the type and quality found in the repair industry and must also be the type needed to provide training to meet the program goals and performance objectives.	Yes	Rating of 4 on a 5 point scale	4 or higher rating	4.09	Advisory Board and NATEF On-Site Evaluation Team
8.1 Safety: Equipment and tools used in the training program must have all shields, guards, and other safety devices in place, operable, and used. Safety glasses must be worn by all students, instructors, and visitors in the lab/shop area while lab is in session.	Yes	All safety regulations in place	All safety regulations followed	Compliance of all safety regulations	Instructors and APT Safety Liaison
8.2 Quantity and Quality: The tools and equipment used in the training program should reflect the program goals and performance objectives.	Yes	Sufficient quantity and quality of tools/equipment	Sufficient quantity and quality	Tools and Equipment quantity and quality met	Advisory board annual evaluation

Sufficient tools and equipment should be available for the training offered. The tools and equipment should meet industry quality standards.					
8.3 Consumable Supplies: Sufficient consumable supplies should be readily available to assure continuous instruction.	Yes	Adequate Operating Budget	Operating Budget approved	Operating Budget received annually	APRU
8.4 Preventative Maintenance: A preventative maintenance schedule should be used to minimize equipment downtime.	Yes	Preventative Maintenance Schedule set	Semi-annual maintenance performed	Equipment maintenance performed as scheduled	APT schedule, Advisory Board annual evaluation
8.5 Replacement: An annual review process should be used to maintain up-to-date tools and equipment at industry and safety standards. Student follow-up and Advisory Committee input should be used in this process.	Yes	Replacement Equipment updates	Updated equipment provided and evaluated on	Replacement equipment received and equipment evaluation performed annually	Advisory Board annual review
8.6 Inventory: An inventory system should be used to account for tools, equipment, parts, and supplies.	Yes	Inventory Maintained	Scheduled Inventory quarterly	Inventory performed as scheduled	APT, Advisory Board evaluation
8.7 Parts Purchasing: A systematic parts purchasing system, from work order - to parts specialist - to jobber, should be used. Task performance should not be unreasonably delayed due to lack of	Yes	Parts purchasing system in place	Established vendor agreements	Vendor delivery of parts on timely basis	APT and Instructors

replacement parts.					
8.8 Hand Tools: Each student should have access to basic hand tools comparable to tools required for employment. Students should be encouraged to purchase a hand tool set during the period of instruction.	Yes	Required Student Tool list	Students purchase required tools	Students purchase required tools and loaner sets available as needed	Instructors and APT
NATEF Standard 9 – FACILITIES: The Physical facilities must be adequate to permit achievement of the program goals and performance objectives.	Yes	Rating of 4 on a 5 point scale	4 or higher rating	4.00	Advisory Board and NATEF On-Site Evaluation Team
Standard 9.1 - Training Stations: Training stations (bench and on-vehicle service and repair work) should be available in the type and number required for the performance of tasks outlined in the program goals and performance objectives.	Yes	Facility adequately supplied	Compliance review of Training stations adequate	Facilities Compliance Review passed	Advisory Board Facilities Evaluation
Standard 9.2 – Safety: The facilities should meet all applicable safety standards and an emergency plan should be in place and posted in all classrooms and lab/shop areas.	Yes	Facilities Safety Compliance	Safety Compliance maintained	Remain compliant	Advisory Board facilities evaluation, UH Environmental and Hazards inspection
Standard 9.3 - Emergency Maintenance and Repair: A written facilities maintenance program should be used to ensure	Yes	Maintenance Program established	Scheduled maintenance and repairs	Maintenance and repairs performed	APT

facilities are suitable when required for instruction.					
Standard 9.4 – Housekeeping: The classroom(s), lab/shop, and support area(s) should be kept clean and orderly.	Yes	Program Standard Operating Procedures and Janitorial services in place	Daily cleaning and upkeep	Students, instructors, APT, and Janitor clean and upkeep facilities daily	Daily upkeep by all
Standard 9.5 - Office Space: An area separate from the lab/shop should be available and convenient for the instructor(s) use as an office.	Yes	Office space separate from lab/shop	Sufficient offices available	Office space established	Campus facilities design
Standard 9.6 - Instructional Area: A classroom convenient to, but separate from, the lab/shop area should be available for instruction and other non-lab/shop activities.	Yes	Classrooms separate from lab	Classrooms conveniently located	Classrooms established	Campus facilities design
Standard 9.7 – Storage: Storage areas for tools, parts, supplies, and automobiles should be sufficient to support the activities outlined in the program goals and performance objectives. Security should be provided to prevent pilferage and vandalism.	Yes	Sufficient and secure storage area	Tools and supplies stored and secured	Storage area maintained and inventory performed	APT inventory
Standard 9.8 - Support Facilities: Restrooms and clean-up areas should be provided for both male and female students and should be convenient to the instructional area.	Yes	Restroom and clean-up area conveniently located	Restroom and Showers within facilities	Met	Campus facilities design
Standard 9.9 –	Yes	Adequate	Ventilation	Ventilation	APT, and

<p>Ventilation: An adequate exhaust fume removal system should be in place and operational. When appropriate, heating and cooling systems should be used to provide sufficient comfort for learning.</p>		<p>exhaust fumes removal system in place. Cooling system in place</p>	<p>and cooling system in place</p>	<p>and cooling system maintained</p>	<p>Operations and Maintenance</p>
<p>Standard 9.10 - First Aid: A first aid kit should be in place and should comply with local regulations and school policy.</p>	<p>Yes</p>	<p>First Aid kits in place</p>	<p>Adequate First Aid kits</p>	<p>First Aid kits maintained</p>	<p>Zee Medical scheduled refills</p>
<p>NATEF Standard 10 – INSTRUCTIONAL STAFF: The instructional staff must have technical competency and meet all state and local requirements for certification/credentials.</p>	<p>Yes</p>	<p>Rating of 4 on a 5 point scale</p>	<p>4 or higher rating</p>	<p>4.75</p>	<p>Advisory Board and NATEF On-Site Evaluation Team</p>
<p>Standard 10.1 - Technical Competency: Instructors must hold current ASE certification to meet the requirements for the level of program accreditation sought (MLR, AST or MAST).</p>	<p>Yes</p>	<p>ASE certifications maintained</p>	<p>Master ASE certifications</p>	<p>All instructors maintain Master ASE certification and specialty certifications</p>	<p>Advisory Board evaluation</p>
<p>Standard 10.2 - Instructional Competency/Certification: Instructors should meet all state certifying requirements.</p>	<p>Ye</p>	<p>UH employment minimum qualification requirements</p>	<p>Employment requirements of education, professional industry experience</p>	<p>Education and industry experience met by all instructors</p>	<p>HR</p>
<p>Standard 10.3 - Technical Updating:</p>	<p>Yes</p>	<p>20 hours annual</p>	<p>Technical competenc</p>	<p>Technical competency</p>	<p>Advisory Board</p>

Faculty members should be provided technical materials required to maintain their competency. Instructors must attend a minimum of 20 hours of technical update training each year.		technical training acquired	y sustained	improved with new technologies	evaluations
Standard 10.4 – Substitutes: A systematic method of obtaining "substitute" instructors should be used to assure instructional continuity. An orientation session for substitutes should be held on a regular basis. The substitute should be a competent automobile instructor.	Yes	Substitute instructors in place	Instructors available materials ready for substitution	Faculty and APT provide coverage as needed	Program Coordinator

Describe any impacts these goals had on your health indicator(s).

To remain Healthy, we will strive to maintain NATEF certification and will continue to meet with the AMT Advisory Board. This will help to ensure maintenance of national and industry standards.

*Based on findings in Parts I – IV, develop an action plan for your program or unit from now until your next CPR date. This should include goals that align with the College Mission, measurable outcomes, benchmarks, and alignment to the College’s Strategic Priorities, and/or Strategic Goals. Be sure to focus on weaknesses identified in ARPD data, PSLO outcomes, results of survey data, and other data used to assess your unit or program. This plan should guide your program and subsequent APRUs, but may be amended based on new initiatives, updated data, or unforeseen external factors.

Goal	Strategic Goal/Priority (List number)	Benchmark	Desired Outcome	Unit of Measure	Year(s) Implemented
<p>The goal of the AMT Program is to maintain NATEF certification meeting all standards while in alignment with the College Mission. All 10 NATEF Standards must be maintained annually and documented. Mandatory semi-annual Advisory Board meetings are held each Spring and Fall semesters with all instructional faculty maintaining a minimum of 20 hours industry related training annually. A 2 ½ year Mid-Term Compliance Review is performed and submitted to NATEF with a Recertification Evaluation performed every 5 years. The Advisory Board review curriculum, student success and overall program operation while making recommendations to ensure we remain in alignment with industry and national standards following the College Mission and Strategic Goals.</p>					

Goal	Strategic Goal/Priority (List number)	Benchmark	Desired Outcome	Unit of Measure	Year(s) Implemented
NATEF Standard 1 – PURPOSE	Strategic Goal 8: Increase Job Placement for KauaiCC Students, Strategic Goal 13: Enhance Facilities with Appropriate Technology and Ensure Facilities Support 21st Century Learning and Teaching Environments	Maintain NATEF Standard	Rating of 4 or higher on a 5 point scale	Advisory Board and NATEF On-Site Evaluation Team	Annual evaluation, 2 ½ year Mid-term Compliance Review, 5 year Re-Certification
NATEF Standard 2 – ADMINISTRATION	Strategic Goal 13: Enhance Facilities with Appropriate Technology and Ensure Facilities Support 21st Century Learning and Teaching	Maintain NATEF Standard	Rating of 4 or higher on a 5 point scale	Advisory Board and NATEF On-Site Evaluation Team	Annual evaluation, 2 ½ year Mid-term Compliance Review, 5 year Re-Certification

	Environments				
NATEF Standard 3 – LEARNING RESOURCES	Strategic Goal 13: Enhance Facilities with Appropriate Technology and Ensure Facilities Support 21st Century Learning and Teaching Environments	Maintain NATEF Standard	Rating of 4 or higher on a 5 point scale	Advisory Board and NATEF On-Site Evaluation Team	Annual evaluation, 2 ½ year Mid-term Compliance Review, 5 year Re-Certification
NATEF Standard 4 – FINANCES	Strategic Goal 14: Reduce the Cost of Education for Students	Maintain NATEF Standard	Rating of 4 or higher on a 5 point scale	Advisory Board and NATEF On-Site Evaluation Team	Annual evaluation, 2 ½ year Mid-term Compliance Review, 5 year Re-Certification
NATEF Standard 5 – STUDENT SERVICES	Strategic Goal 8: Increase Job Placement for KauaiCC Students, Strategic Goal 14: Reduce the Cost of Education for Students, Strategic Goal 17: Increase Recent High School Graduates Enrollment	Maintain NATEF Standard	Rating of 4 or higher on a 5 point scale	Advisory Board and NATEF On-Site Evaluation Team	Annual evaluation, 2 ½ year Mid-term Compliance Review, 5 year Re-Certification
NATEF Standard 6 – ADVISORY COMMITTEE	Strategic Goal 8: Increase Job Placement for KauaiCC Students, Strategic Goal 13: Enhance	Maintain NATEF Standard	Rating of 4 or higher on a 5 point scale	Advisory Board and NATEF On-Site Evaluation Team	Annual evaluation, 2 ½ year Mid-term Compliance Review, 5 year Re-Certification

	Facilities with Appropriate Technology and Ensure Facilities Support 21st Century Learning and Teaching Environments				
NATEF Standard 7 – INSTRUCTION	Strategic Goal 8: Increase Job Placement for KauaiCC Students, Strategic Goal 13: Enhance Facilities with Appropriate Technology and Ensure Facilities Support 21st Century Learning and Teaching Environments	Maintain NATEF Standard	Rating of 4 or higher on a 5 point scale	Advisory Board and NATEF On-Site Evaluation Team	Annual evaluation, 2 ½ year Mid-term Compliance Review, 5 year Re-Certification
NATEF Standard 8 – EQUIPMENT	13: Enhance Facilities with Appropriate Technology and Ensure Facilities Support 21st Century Learning and Teaching Environments	Maintain NATEF Standard	Rating of 4 or higher on a 5 point scale	Advisory Board and NATEF On-Site Evaluation Team	Annual evaluation, 2 ½ year Mid-term Compliance Review, 5 year Re-Certification
NATEF Standard 9 – FACILITIES	13: Enhance Facilities with Appropriate Technology and Ensure Facilities Support 21st	Maintain NATEF Standard	Rating of 4 or higher on a 5 point scale	Advisory Board and NATEF On-Site Evaluation Team	Annual evaluation, 2 ½ year Mid-term Compliance Review, 5 year Re-

	Century Learning and Teaching Environments				Certification
NATEF Standard 10 – INSTRUCTIONAL STAFF	Strategic Goal 16: Increase Opportunities for and Participation in Professional Development	Maintain NATEF Standard	Rating of 4 or higher on a 5 point scale	Advisory Board and NATEF On-Site Evaluation Team	Annual evaluation, 2 ½ year Mid-term Compliance Review, 5 year Re-Certification