Kaua`i Community College
Annual Program Review Update (APRU) for
Automotive Mechanics 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.

Program or Unit Mission Statement
The Automotive Mechanics Technology (AMT) program at Kauaʻi 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	NATEF recertification 5/5/18
Date Website Last Reviewed/Updated	Fall 2018
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

Part II. Analysis of Quantitative Indicators

	Demand Indicators	Program Year			Demand Health
		15-16	16-17	17-18	
1.	New & Replacement Positions (State)	674	659	651	
*2.	New & Replacement Positions (County Prorated)	33	33	32	
3.	Number of Majors	36	32	33	
3a.	Number of Majors Native Hawaiian	18	18	21	**Healthy**
3b.	Fall Full-Time	68%	62%	62%	
3c.	Fall Part-Time	33%	38%	38%	
3d.	Fall Part-Time who are Full-Time in System	0%	0%	0%	

3e.	Spring Full-Time		68%	70%	48%	
3f.	Spring Part-Time		32%	30%	52%	
3g.	Spring Part-Time who are Full-Time in System		0%	0%	0%	
4.	SSH Program Majors in Program Classes		650	561	495	
5.	SSH Non-Majors in Program Classes		129	6	2	
6.	SSH in All Program Classes		779	567	497	
7.	FTE Enrollment in Program Classes		26	19	17	
8.	Total Number of Classes Taught		17	19	16	
9.	Average Class Size	13	9		9	
*10.	Fill Rate	92.4%	62.8%		62.5%	
11.	FTE BOR Appointed Faculty	2	2		2	
*12.	Majors to FTE BOR Appointed Faculty	18	16		16	
13.	Majors to Analytic FTE Faculty	18	16		17	
13a.	Analytic FTE Faculty	2	2		2	**Healthy**
14.	Overall Program Budget Allocation					
14a.	General Funded Budget Allocation					
14b.	Special/Federal Budget Allocation					
14c.	Tuition and Fees					
15.	Cost per SSH					
16.	Number of Low-Enrolled (<10) Classes	3	13		9	
17.	Successful Completion (Equivalent C or Higher)		92%	85%	81%	
18.	Withdrawals (Grade = W)		0	10	2	
*19.	Persistence Fall to Spring		74%	65%	85%	
19a.	Persistence Fall to Fall		47%	32%	66%	
*20.	Unduplicated Degrees/Certificates Awarded		23	19	19	
20a.	Degrees Awarded		6	3	5	
20b.	Certificates of Achievement Awarded		11	39	11	**Healthy**
20c.	Advanced Professional Certificates Awarded		0	0	0	
20d.	Other Certificates Awarded		43	51	19	
21.	External Licensing Exams Passed					
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	

Distance Indicators		**Program Year**			
		15-16	**16-17**	**17-18**	
23.	Number of Distance Education Classes Taught	0	0	0	
24.	Enrollments Distance Education Classes	n/a	n/a	n/a	
25.	Fill Rate	n/a	n/a	n/a	
26.	Successful Completion (Equivalent C or Higher)	n/a	n/a	n/a	
27.	Withdrawals (Grade = W)	n/a	n/a	n/a	
28.	Persistence (Fall to Spring Not Limited to Distance Education)	n/a	n/a	n/a	

Perkins Indicators (2016 - 2017)		**Goal**	**Actual**	**Met**	
29.	1P1 Technical Skills Attainment	92.92	100	Met	
30.	2P1 Completion	51.51	47.06	Not Met	
31.	3P1 Student Retention or Transfer	81.81	69.57	Not Met	
32.	4P1 Student Placement	64.51	72.73	Met	
33.	5P1 Nontraditional Participation	23	2.56	Not Met	
34.	5P2 Nontraditional Completion	22.22	0	Not Met	

Performance Indicators		**Program Year**			
		15-16	**16-17**	**17-18**	
35.	Number of Degrees and Certificates	17	42	16	
36.	Number of Degrees and Certificates Native Hawaiian	8	18	11	
37.	Number of Degrees and Certificates STEM	0	0	0	
38.	Number of Pell Recipients[1]	13	21	5	
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 2016-2018. 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 decreased 659 to 651for the State and 33 to 32 for the County (Program Year 16-17 vs 17-18). Of those positions available, 68% 13 of 19 students received employment related to their field of training.

EFFICIENCY INDICATOR
The Overall Program Health Efficiency Indicator has changed from a Cautionary to a HEALTHY rating 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. AMT dropped from 51 Other Certificates Awarded in yr 16-17 to 19 Other Certificates Awarded in yr 17-18 and the entire Trades programs dropped from 159 Degrees/Certificates in yr 16-17 to 62 Degrees/Certificates in yr 17-18 (data provided by campus IR).

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.

EFFECTIVENESS INDICATOR
The Overall Program Health Effectiveness Indicator has a HEALTHY rating. Successful Completion has dropped slightly from 85% in yr 16-17 to 81% in yr 17-18, however Persistence Fall to Spring increased from 65% in yr 16-17 to 85% in yr 17-18 and Persistence Fall to Fall also increased from 32% in yr 16-17 to 66% in yr 17-18.

Perkins Core Indicators
1P1- Technical Skills Attainment surpassed the goal of 92.92% at 100% as students are required to meet all NATEF standards.

2P1- Completion did not meet the goal of 51.51% at 47%

3P1-Student Retention did not meet goal of 81.81% at 69.57%. Both 2P1 and 3P1 were not met due to the effects of the student success initiative having students complete 100 level Math and English in the first year and having to take co-requisite classes along with AMT classes as explained previously in the Efficiency Indicators.

4P1-Student Placement surpassed the goal of 64.51% at 72.73% having 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% and our actual amount is only at 2.56%. Until women view the auto tech career as appealing and physically attainable, we predict this trend to remain status quo. However, we have initiated a Perkins grant to hire a Trades Program Career Track Coordinator in hopes to help all Trades program in recruiting efforts to improve nontraditional participation.

5P2-Nontraditional Completion also did not meet the goat of 22.22% at 0% but 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. The explosion in automotive technology makes our high quality

automotive training program more valuable than ever.

Part III. Assessment Data (EP 5.202)

Assessment results for Program Student Learning Outcomes (PSLOs).

Report on PSLO assessment for the prior year.

The AMT program currently tests students with an ASE (NATEF) END OF PROGRAM test that assesses students' learning at the end of their AMT 2-year program. This assessment tool is continuously assessed and upgraded by an external accreditation NATEF team.

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	Every Spring graduating class
PSLO 1 Demonstrate technical proficiency in entry-level skills for employment in the automotive service field or related areas.	Yes	100% Technical skills attained	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	81% Successful completion "C" or higher	N/A	Annually

PSLO	Assessed During this APRU Cycle (Y or N)	Findings	Improvements Implemented	Next Assessment Date
PSLO 3 Comply with personal and environmental safety practices in accordance with applicable safety and environmental regulations.	Yes	100% Compliance	N/A	Annually
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).	Yes	100% Technical skills attained	N/A	Annually
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.	Yes	100% Technical skills attained	N/A	Annually

PSLO	Assessed During this APRU Cycle (Y or N)	Findings	Improvements Implemented	Next Assessment Date
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	81% Successful completion "C" or higher	N/A	Annually

Part IV. Results of Prior Year Action Plans (UHCCP 5.202)

Action Plan	Anticipated Outcome	Actual Outcome
Replace Wheel Alignment machine	Students meet SLOs for applicable AMT courses. Student ASE certification. Creates curricula and programs responsive to the community's changing needs for career and workforce development.	Students met and continue to meet anticipated outcome.
Replace Tire Changer	Students meet SLOs for applicable AMT courses. Student ASE certification. Creates curricula and programs responsive to the community's changing needs for career and workforce development.	Students met and continue to meet anticipated outcome.
Purchase "SMART" Diagnostic Scanner	Students meet SLOs for applicable AMT courses. Student ASE certification. Creates curricula and programs responsive to the community's	Students met and continue to meet anticipated outcome.

Action Plan	Anticipated Outcome	Actual Outcome
	changing needs for career and workforce development.	
Purchase Smart Board	Student meet SLOs for applicable AMT courses. Student ASE certification. Creates curricula and programs responsive to the community's changing needs for career and workforce development.	Students met and continue to meet anticipated outcome.

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

Part V. 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 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
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, 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.	Yes	Updated website and brochures	Shared with potential students	New webpage and brochures with certificates and degree available, links to gainful employment, and admission requirements	Curriculum Committee and Webmaster
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:	Yes	Students earn Certificate of Competence,	Technical Skills Attainment	Technical Skills Attainment at	Perkins Core Indicator

			at 92.92 %	100%	1P1
The certificate or diploma a student receives upon program completion should clearly specify the area(s) of demonstrated competency.		Certificate of Achievement, and Associate in Applied Science Degree			
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 training support materials.	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
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,	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

liability, and lab/shop operation should be written and prominently displayed as well as provided to all students and instructors.					
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	Yes	Rating of 4 on a 5 point scale	4 or higher rating	4.50	Advisory Board and NATEF On-Site Evaluation Team

performance objectives should be available to staff and students.					
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
3.3Periodicals: 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	Yes	Updated learning materials with copyrights within 6 year old	Updated learning materials	Copyright met within 6 years old	Program Coordinator

specialty learning 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	Yes	Rating of 4 on a 5 point scale	4 or higher rating	4.00	Advisory Board and NATEF On-Site

assessment, interviews, counseling services, placement, and follow-up procedures should be used.					Evaluation Team
5.1 Learning Assessment: For students to develop 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.	Yes	Assessment for student placement	Student advising	Incoming students meet with counselors and STAR GPS is setup	Placement test
5.2 Pre-admission Counseling: Prior to program admission, a student should be counseled regarding automotive careers.	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
5.3 Placement: A systematic student placement system	Yes	Placement of students in automotive	64.51% of graduates	72.73% acquired jobs	Perkins core indicator

should be used to assist program graduates to obtain employment in the automotive industry.		related fields.			4P1
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 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.	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
NATEF Standard 6 – ADVISORY COMMITTEE: An officially sanctioned program advisory committee must 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

to provide input on program goals.					
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 should not be from the same business.	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
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	Yes	Annual Survey results provided	Input on improvements to survey and survey results	Positive recommendations on survey review	Advisory Committee meeting minutes

potential and provide input on program modifications.					
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 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	Yes	Annual Program evaluation on Instruction, Tools and Equipment, and Facilities	Meeting all NATEF standards	NATEF standards met	Advisory Board

compliance with local, state and federal safety environmental rules and regulations. Additionally, the committee should review all safety practices for appropriateness in meeting all safety practices for appropriateness in meeting program goals.					
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.	Yes	Rating of 4 on a 5 point scale	4 or higher rating	5.00	Advisory Board and NATEF On-Site Evaluation Team
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.	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
7.2 Student Training Plan: A training plan for each student should be used, indicating the student's training goals and specific steps needed to meet that goal. Students should be given a copy	Yes	Program Map and STAR GPS	STAR GPS and graduation checklist provided	Training plan completed	Trades counselor

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	Yes	Program completion and Student ASE certification	70% completion of all course work	Successful completion of course work and student ASE	CDX software, and ASE test results

progress chart or other recording device. The record should indicate tasks required for program completion and those tasks the student has mastered.				certification	
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	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

the handling, storage, and disposal of chemicals/materials in accordance with local, state, and federal safety and environmental regulations.					
7.9 Personal Standards: All training activities and instructional material should emphasize the importance of maintaining high personal standards.	Yes	Maintain high personal standards	Personal Inventory Evaluation on: Knowledge of Responsibilities; Dependability; Cooperation; Responsibility for work; Initiative; Appearance; Punctuality and attendance	All standards met at 70% proficiency or higher	Work Habits Rating, Student Conduct Code, and Classroom and Laboratory Training Policies
7.10 Work Habits/Ethics: The training program should be organized is 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;	All standards met at 70% proficiency or higher	Work Habits Rating and Classroom and Laboratory Training Policies

			Punctuality and attendance		
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 should be provided and coordinated with ongoing instruction in the training program. This instruction should be provided by a qualified instructor.	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
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	100% successful completion of all students passed all 10 ASE Student exams	ASE exam results
7.14 Evaluation of Instruction: Instructional procedures	Yes	Annual evaluations	Student evals, self-assessment,	Annual evaluation and	Student evals, Peer evals,

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.			contract renewals, Advisory Committee evals	assessment performed at all levels	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 student and supplement ongoing instruction on items specified in the NATEF task list.	Yes	On-vehicle service work scheduled	Students benefit with on-vehicle service work	Students performed required NATEF tasks	Completed worksheets
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 –	Yes	Rating of 4	4 or higher	4.09	Advisory

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.		on a 5 point scale	rating		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. Sufficient tools and equipment should be available for the training offered. The tools and equipment should meet industry quality standards.	Yes	Sufficient quantity and quality of tools/equipment	Sufficient quantity and quality	Tools and Equipment quantity and quality met	Advisory board annual evaluation

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 replacement parts.	Yes	Parts purchasing system in place	Established vendor agreements	Vendor delivery of parts on timely basis	APT and Instructors

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	Yes	Maintenance Program established	Scheduled maintenance and repairs	Maintenance and repairs performed	APT

maintenance program should be used to ensure 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	Yes	Restroom and clean-up area conveniently	Restroom and Showers within	Met	Campus facilities design

female students and should be convenient to the instructional area.		located	facilities		
Standard 9.9 – 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.	Yes	Adequate exhaust fumes removal system in place. Cooling system in place	Ventilation and cooling system in place	Ventilation and cooling system maintained	APT, and Operations and Maintenance
Standard 9.10 - First Aid: A first aid kit should be in place and should comply with local regulations and school policy.	Yes	First Aid kits in place	Adequate First Aid kits	First Aid kits maintained	Zee Medical scheduled refills
NATEF Standard 10 – INSTRUCTIONAL STAFF: The instructional staff must have technical competency and meet all state and local requirements for certification/credentials.	Yes	Rating of 4 on a 5 point scale	4 or higher rating	4.75	Advisory Board and NATEF On-Site Evaluation Team
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).	Yes	ASE certifications maintained	Master ASE certifications	All instructors maintain Master ASE certification and specialty certifications	Advisory Board evaluation
Standard 10.2 - Instructional Competency/Certification:	Ye	UH employment minimum	Employment requiremen	Education and industry experience	HR

Instructors should meet all state certifying requirements.		qualification requirements	ts of education, professional industry experience	met by all instructors	
Standard 10.3 - Technical Updating: 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.	Yes	20 hours annual technical training acquired	Technical competency sustained	Technical competency improved with new technologies	Advisory Board 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
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.					

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	Maintain NATEF Standard	Rating of 4 or higher on	Advisory Board and NATEF	Annual evaluation, 2 ½ year

	Appropriate Technology and Ensure Facilities Support 21st Century Learning and Teaching Environments		a 5 point scale	On-Site Evaluation Team	Mid-term Compliance Review, 5 year Re-Certification
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	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

	Students, Strategic Goal 17: Increase Recent High School Graduates Enrollment				
NATEF Standard 6 – ADVISORY COMMITTEE	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 7 – INSTRUCTION	Strategic Goal 8: Increase Job Placement for KauaiCC Students, Strategic Goal 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-Certification

	Century Learning and Teaching Environments				
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 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 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

Part VI. 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).

If no resources are being requested, place an "X' here. _____

Program Goal	**Equipment (aged and obsolete) REPLACEMENT Budget** NATEF requirement to remain ACCREDITED. Standard 8-EQUIPMENT, Standard 8.2-Quantity and Quality, and Standard 8.5-Replacement. UHCC/KCC Goal 13: Enhance Facilities with Appropriate Technologies and Ensure Facilities Support 21st Century Learning and Teaching Environment.
Resource Requested*	Various equipment
Cost and Vendor	Various
Annual Recurring Cost	$20,000 annually budget already approved by Chancellor, VCAS, and College Council to be recurring cost and already set.
Useful Life of Resource	1 year
Person(s) Responsible and Collaborators	Gordon Talbo/AMT coordinator, AMT Advisory board, VCAS
Timeline	FY 18-19

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

Program Goal	**Operating Budget** NATEF requirement to remain ACCREDITED. Standard 8-EQUIPMENT, Standard 8.3-Consumable Supplies, Standard 8.4-Maintenance, Standard 8.5-Replacement, Standard 8.6-Inventory, Standard 8.7-Parts Purchasing. UHCC/KCC Goal 13: Enhance Facilities with Appropriate Technologies and Ensure Facilities Support 21st Century Learning and Teaching Environment.
Resource Requested*	Various supplies
Cost and Vendor	Various

Annual Recurring Cost	$20,000 annually budget already approved by Chancellor, VCAS, and College Council to be recurring cost and already set.
Useful Life of Resource	1 year
Person(s) Responsible and Collaborators	Gordon Talbo/AMT coordinator, AMT Advisory board, VCAS
Timeline	FY 18-19

Program Goal	**Hybrid Shop (Equipment Upgrade)** Improve Innovative training in Sustainability on Hybrid/EVs. UHCC/KCC Goal 13: Enhance Facilities with Appropriate Technologies and Ensure Facilities Support 21st Century Learning and Teaching Environment. UH Goal 2/KCC Goal 3: Workforce Development. Aligns with the college's mission: creates curricula and programs responsive to the community's changing needs for career and workforce development.
Resource Requested*	HEV Battery Pack Re-conditioner to replace aging/old technology re-conditioner (7 yrs old).
Cost and Vendor	$15,000 / Vendor TBD
Annual Recurring Cost	N/A
Useful Life of Resource	Average 5 year life span
Person(s) Responsible and Collaborators	Gordon Talbo/AMT coordinator, AMT Advisory board, VCAS
Timeline	FY 18-19

Program Goal	**Air Conditioning Course Replacement Equipment**

	Maintain NATEF Standards and currency of emerging industry requirements with Electric and Hybrid vehicles. UHCC/KCC Goal 13: Enhance Facilities with Appropriate Technologies and Ensure Facilities Support 21st Century Learning and Teaching Environment. UH Goal 2/KCC Goal 3: Workforce Development. Aligns with the college's mission: creates curricula and programs responsive to the community's changing needs for career and workforce development.
Resource Requested*	r1234yf HVAC Recovery/Recycle Machine to replace outdated R-12 air conditioning machine.
Cost and Vendor	$15,000 / Vendor TBD
Annual Recurring Cost	N/A
Useful Life of Resource	5 – 7 years
Person(s) Responsible and Collaborators	Gordon Talbo/AMT coordinator, AMT Advisory board, VCAS
Timeline	FY 18-19

Program Goal	**Engine Performance Course Replacement Equipment** Maintain NATEF Standards and currency of emerging industry requirements with Electric, Hybrid, and Autonomous vehicles. UHCC/KCC Goal 13: Enhance Facilities with Appropriate Technologies and Ensure Facilities Support 21st Century Learning and Teaching Environment. UH Goal 2/KCC Goal 3: Workforce Development. Aligns with the college's mission: creates curricula and programs responsive to the community's changing needs for career and workforce development.
Resource Requested*	Smart Scanner (w/o scope) to replace aged scanner with updated programming features.
Cost and Vendor	$5,250 / Vendor TBD
Annual Recurring Cost	$900 per year thereafter– to update scanner each year
Useful Life of Resource	5 years
Person(s) Responsible and Collaborators	Gordon Talbo/AMT coordinator, AMT Advisory board, VCAS
Timeline	FY 18-19