

2020-22 Program Audit Report Due March 24, 2022

In all responses, provide the data (attach or provide links) used to determine the response.

PROGRAM QUALITY:

1. Discuss how the program determines that the courses, certificates, and degrees are still viable and relevant? ***Students are tested at the end of the CDL course by a State Tester before obtaining a CDL Class A License.***
2. Does the curriculum meet industry standards? How do you know? What needs to change? ***Yes, our curriculum meets industry standards, both the DOT and FMCSA have emailed me with all changes or new requirements needed. As of now the BBCC CDL program is up to date on all DOT and FMCSA requirements.***
3. Since the last audit (in the last three years), did your program invest in technology or equipment used to improve content delivery or student performance? ***Yes***
 - a. If so, please describe the purchase and the impact it has on content and/or student performance. ***The CDL program has purchased six 2014 KW T-600 day-cab semi-trucks so each student can practice on an identical truck. In that way the students do not have to worry about getting enough practice with the "testing truck" because they are all the same.***
4. Select all methods that are used by your program to integrate the academic and technical skills of your students and ensure that they are taught with the same coherence and rigor as all other students, including transfer students.

Please provide short descriptions for each method selected.

- Contextualized Instruction
- Team-Teaching
- Math-First Initiatives
- College-Level Core Curriculum
- College-Wide Student Learning Outcomes
- STEM Initiatives
 - ✓ Industry Standardized Tests/Exams
- Tutoring
- Flipped Classrooms
 - ✓ Industry-Standard Equipment/Facilities
- I-BEST CTE Programs
- Other

5. Please provide examples of any innovative projects, initiatives, or state-of-the-art equipment undertaken since the last audit (in the last three years). ***The purchase of six identical 2013 KW T-600 day-cab semi-trucks.***
 - a. Please describe and include attachments of or links to any social media posts and/or press/media coverage, if applicable. ***N/A***

6. What was the most successful or noteworthy development with respect to program quality and/or program improvement since the last audit (in the last three years)? ***The purchase of six identical 2013 KW T-600 day-cab semi-trucks.***
7. What were the most significant challenges (e.g., funding, enrollment, performance, staff retention or turnover, equity, etc.) encountered since the last audit (in the last three years)? ***COVID-19***
 - a. What impact did the challenge have on the program? ***I could no longer take all the students out over the road in one of the bigger road trucks. And lower FTE rates because of the vaccine requirements.***
 - b. How could BBCC assist in addressing these challenges? ***N/A***

FACULTY/STAFF PROFESSIONAL DEVELOPMENT:

8. Please provide the dates and a brief description of any professional development in which you participated in since the last program audit (in the last three years). ***I participated in the Entry-Level Driver Training (ELDT), March 2021. It was a compliance training put on by the FMCSA.***
9. Did the professional development activities support the required activities in your vocational certification plan? Please describe. (Be sure these are reported so they can be recorded.) ***No updates necessary It's already included in my voc. cert.***
10. Did any of your program faculty or staff earn industry-recognized credentials or certification since the last program audit (in the last three years)? Please describe. ***Yes, I earned my Hazardous Materials Endorsement in January 2021.***
11. What was the most successful or noteworthy development with respect to faculty/staff retention and professional development since the last audit (in the last three years)? ***The State DOL changes that were made to the brake test portion of the CDL State Exam. Without the capability of being able to participate in the States DOL meeting via zoom and/or emails, I would have never learned about the new changes that were made to the State CDL Exam and my CDL students would have failed their State Exams.***
12. Select the methods employed to provide professional development opportunities for faculty/staff.

Provide a brief description of each method selected.

- New Instructor/Faculty Conference
 - ✓ Workforce Boot Camp
- Deans Academy
 - ✓ Return-to-Industry
- Faculty Peer Mentoring
- Professional Development Days
 - ✓ CTE Certification Workshops
- Distance Learning/Online Teaching Training
 - ✓ Technology and E-Learning Tools
 - ✓ Data and Assessment Workshops
 - ✓ Industry Conferences

Other

13. How did the professional development impact your program? **The State DOL Department made changes to their CDL Skills Exam by changing their scoring criteria. They made significant changes to all three portions of the State test, which include the Pre-Trip Inspection Test, the Backing Test and the Driving Test. The changes that were made to every portion of the test would have had a negative impact on my student's ability to obtain a CDL license.**

INDUSTRY/COMMUNITY INVOLVEMENT:

14. Describe how this program ensures involvement of stakeholders in the improvement, implementation, and assessment of the program and program development. **The State DOL Department made changes to their CDL Skills Exam by changing their scoring criteria. They made significant changes to all three portions of the State test, which include the Pre-Trip Inspection Test, the Backing Test and the Driving Test. The changes that were made to every portion of the test would have had a negative impact on my student's ability to obtain a CDL license. The 3rd Party State Tester helps us to understand the DOL's changes and how to prepare for the changes. The recruiter's come in and talk to us about the new laws and industry expectations that will better prepare my students in the trucking industry.**
15. Since the last audit (in the last three years), has course/program content been updated to reflect industry needs/feedback from advisory committee?
- a. **If yes, please describe how. CDL course instructors that were teaching hazardous endorsement training, have had to add the Haz-Mat endorsement to their driver's license to keep up to date with State training compliance.**
 - b. If no, please describe why not.
16. Since the last audit (in the last three years), what noteworthy activities did your program advisory committee undertake?
- a. Should these activities be reported/used in outreach/marketing?
 - b. Were there any changes to your committee? Have these been reported to Julia?
 - c. Have all minutes been submitted to Julia?
 - d. Has an advisory committee audit form been completed annually?
17. Provide information about how this program is involved in building and/or maintaining specific internal and external partnerships/relationships:
- a. Internal: list and discuss each partner (examples: Career Services, WES, ASB, Business Office, Registration, etc.) **The CDL program works with internal partners like WES, financial aid office, Registration office by attending outreach events together. We give students information and if they are ready to start we direct them to the registration office to begin there admissions application. We work with the Registration office closely to make sure that the tuition/fees are correct for when a students enrolls in the program.**
 - b. External: list and discuss each partner (examples: business/ industry, Job Corps, WorkSource, labor unions, accrediting agencies, etc.) **Just recently we worked with Skillsource on the Ecsa Grant which provided tuition assistance for students that were located in Mattawa and Othello. We had two separate classes of 6 students for each location. This gave Big Bend an opportunity to serve students in rural areas.**

K-12 ENGAGEMENT:

18. Does your program provide opportunity for CTE Dual Credit (Tech Prep) articulations with area high schools/skills centers
- If yes, could this be expanded? How?
 - If no, is this an area that can be developed? How? **OR** Why not? **Because I'm a short term certificate.**
19. Does your program faculty participate in any advisory committees or joint advisory committees at the high school level? If so, please describe. **N/A**
20. Since the last audit (in the last three years), how did your program partner with high schools and districts to engage and recruit students and market your program? **N/A**
21. Since the last audit (in the last three years), what was the most successful or noteworthy development with respect to high school partnerships? **N/A**
22. Select all methods employed by your program to engage, recruit, and/or provide career and academic guidance to prospective students.

Please provide a brief description of each method selected.

- High School Visits
- CTE Open Houses
- Try-a-Trade Events
- Youth Re-Engagement Programs
- Mailings featuring Programs of Study and/or Pathway Information
- Community-Based Organization Visits
- Faith-Based Organization Visits
- TV or Web Video Ads
- WorkSource Co-Location
- Veteran Center Visits
- Tribal or Cultural Center Visits
- Corrections Center Visits or Re-Entry Programs
- Labor Union Visits
- Other

TECHNOLOGY:

23. Does your program have the technology available that is needed to prepare students for industry? Discuss.
- If YES,
 - Include how you know it is technology used in business/industry. **We have updated our semi-trucks to newer equipment that is being used in the industry today.**
 - If NO,
 - Has your program identified the needed technology or equipment?
 - How do you know this is the technology/equipment that is used in business/industry?
 - Please describe the technology or equipment and share the plan for purchasing or provide the barriers to purchase.

- Is business/industry an option for providing and/or donating **current** technology/equipment? (*Remember that BBCC cannot become the dumping grounds for outdated or broken equipment.*)

24. Did your department invest in technology or equipment used to improve content delivery or student performance? If so, please describe the purchase and the impact it has had on content and/or student performance. ***The CDL program has purchased six 2014 KW T-600 day-cab semi-trucks so each student can practice on an identical truck. In that way the students do not have to worry about getting enough practice with the “testing truck” because they are all the same.***
25. Provide a current equipment/technology inventory that indicates the following:
- a. When replacement/update is/will be needed
 - b. Technology/equipment that is obsolete ***Some of our trailers are starting to get outdated.***
 - c. Technology/equipment that requires repair, disposal, etc. ***The CDL program has a fuel truck that is need of repair.***

2020-22 Program Audit Report Due June 20, 2022

LAB FEES:

1. Does your program maintain a lab fee account?
 - a. If yes, please answer the remaining questions regarding lab fees. **Yes**
 - b. If no, should your program consider developing a lab fee account?
 - c. If no, please skip the remaining questions regarding lab fees.

2. Is the lab account balance adequate to cover consumable expenses? **Yes**
 - a. If no, have fees been reviewed? Why/why not?
 - What is needed to ensure consumables are covered. Discuss.
 - Should this discussion be used to request a fee increase?
 - a. If yes, do fees need to be reduced? Discuss. **No, the fees were just increased to support higher fuel prices for the first time in seven years.**

3. Is the lab account balance adequate for purchasing needed equipment/technology updates?
 - a. If YES, what will be purchased and when? **Yes, but we will need to purchase new equipment.**
 - b. If NO, do fees need to be increased to help support these?
 - What is needed and what will it cost?
 - How much do the fees need to increase? Discuss.
 - Should this discussion be used to request a fee increase?

SPECIAL POPULATIONS AND NON-TRADITIONAL FIELDS:

Special Populations: Individuals with disabilities; individuals from economically disadvantaged families; individuals preparing for non-traditional fields; single parents, including single pregnant women; out-of-workforce individuals (formerly “displaced homemakers”); English learners; youth who are in, or have aged out of, the foster care system; **homeless individuals; and youth with active-duty military parents.**

Non-Traditional Fields: Non-traditional fields means occupations or fields of work for which individuals from one gender comprise less than 25% of those employed in such fields. (Examples: men in nursing, women in aviation, women in welding, etc.)

4. Using the data provided in the [BBCC and Perkins dashboards](#)
 - a. Where are the biggest gaps in performance indicators for this program?
 - Demographic subgroups
 - Perkins special populations
 - Non-traditional enrollment **Only 14% were female**
 - b. How is the program addressing the performance gaps identified above? **Nothing specific to the program relies on campus efforts.**

5. Please provide a brief description of any example in the five areas below of initiatives, events, or strategies implemented in the past year pertaining to students in *special populations* or *non-traditional fields*.
 - a. Decreasing barriers to participation, **I had to make a gear shifting adapter for a student that had an arm impediment so that he was able to reach the gear shifter as well as the steering wheel. I also had to learn a few sign language words and also use phone apps to help a hearing-impaired student through the program.**

- b. Ensuring equitable access to programs
 - c. Increasing enrollment
 - d. Improving completion rates
 - e. Promoting and maintaining a discrimination-free environment
6. What was the most successful or noteworthy development with respect to support for *special populations* and students in *non-traditional fields* this year? **N/A**

WORK-BASED LEARNING:

7. How is work-based learning integrated into your program? Please describe and identify all types of work-based learning that is required in your programs. **Except for the first week of the CDL course, the students are driving the trucks. I also have recruiters from the trucking industry come in and speak to the students.**
8. Select all methods employed that are used in your program to provide your students with experience in and an understanding of all aspects of industry.

Provide short descriptions of each method selected.

- Industry Speakers
- Workplace Tours
- Job Shadows
- Job & Career Fairs
- Simulations
- Required Internship or Clinical Experience
- Optional Internship or Clinical Experience
- Cooperative/Capstone Projects
- Student Clubs
- Business/Industry Mentoring
- Other **Industry testing within the program.**

CAREER GUIDANCE:

9. How does your program provide career counseling with information on employment trends, wages, and opportunities to assist students plan their education? **I have truck driving recruiters from different trucking companies come in and talk with my CDL students about the trucking industry.**
10. Since the last audit (in the last three years), what was the most successful or noteworthy development with respect to program academic guidance and career counseling this year?
11. Select all methods employed to provide students with comprehensive and labor market-informed guidance, counseling, and coaching related to career discernment, academic transfer, and job search strategies.

Please provide a brief description of each method selected.

- Online Job Search Engines
- Career Exploration Workshops
- Mock and On-Campus Interviews
- WorkSource

- Interactive/Online Pathway Tools
- Hardcopy Career Pathway Tools (Posters, Brochures, Worksheets, etc.)
- Resume Workshops
- Credit-Bearing Career Readiness Courses
- Credit-Bearing College Readiness Courses
- College/Transfer Fairs
- BA-S Program Presentations/Open Houses
 - ✓ Other **I talk about expectations on both sides when working with a load broker, if they become an owner operator. Employer expectations, dealing with secretaries and loading dock workers.**

SCHEDULING:

12. Discuss how the scheduling for your courses is developed and how it is evaluated to determine access/availability for students. **We offer the CDL course as many times as possible to ensure that we reach and accommodate students' needs and schedules.**
13. Has this program considered providing other options for offering the program content; such as, online, hybrid, nights, competency-based, weekends, etc? **Yes**
 - a. If yes, what is being considered and why? **We offer it in a variety of modalities and ways, as long as it meets DOL State requirements.**
 - b. If no, is this something that should be considered and why/why not?
14. Using the schedule and MCOs provided, please **N/A**
 - a. review schedule and MCOs for accuracy or required changes
 - b. identify classes that should be retired
 - c. identify changes to the quarters, time, and modality offered

ASSESSMENT REVIEW:

15. Please review your assessment work over the last three years. Has the assessment work that your program reported resulted in improved student learning or student success or improved attainment of industry-recognized credentials? Please share an example. **No, all my students finished successfully**
16. As you reviewed this work, are there elements of this assessment work that you need to revisit or follow up in order to learn more in these areas or to “close the loop”? **The only thing I need is for my equipment to stay updated and for my curriculum to meet State guidelines.**
17. What future steps can you make in your assessment work so that it has greater meaning and value to you and your students? **As long as my students are successful there is probably no need to make changes to assessment.**
18. If your assessment work resulted in curriculum changes, equipment/technology purchases, professional development/training, please make sure those are reflected in the appropriate areas within the audit. **N/A**