

2020-22 Program Audit Report Due June 20, 2022

Note:

To review this audit, it should be considered that because of the shortage of faculties almost all of the students register in the IST program. In fact, I am the only faculty now, and I have been working with the IST program. There is a plan to hire new faculties and if it happens there will be room to work on the MPT program. I did this audit based on the activities that have been done for the IST program (and should be done for the MPT as well) and the fact that MPT uses most of the IST and MCT courses. This provides a basis for the next audit. Since there is no evidence and feedback for the MPT, some parts have been left blank.

LAB FEES:

1. Does your program maintain a lab fee account?

Robotics I and II; PLC I, II, and III; Electronics I, II, and III; Instrumentation I, and II;

Electricity I, II, and II, will be enough to cover PMT. There are some lab facilities that I will provide a list for:

- Electronics Lab (Room #133)
- Electricity Lab (Room # 132)
- Instrumentation Lab (Room #131)
- Robotic Lab

Those will be enough for the time being to run MPT if the hiring process succeeds. The following answers are based on the activities for the IST program and are valid for MPT as well.

- a. If yes, please answer the remaining questions regarding lab fees.
 - 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?
 - 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.
 3. Is the lab account balance adequate for purchasing needed equipment/technology updates?
 - a. If YES, what will be purchased and when?
 - 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](#)
According to the program definition, student learning and outcomes, there might not be an issue for the mentioned categories. However, it should be considered that most of the MPT program includes labs and projects. For some, it is possible to provide lab kits to do the lab assignments at home and the courses can be offered online. Some courses such as robotics and electricity should be offered face to face (at least for lab assignments).
- a. Where are the biggest gaps in performance indicators for this program?
 - Demographic subgroups
 - Perkins special populations
 - Non-traditional enrollment
 - b. How is the program addressing the performance gaps identified above?
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
 - b. Ensuring equitable access to programs
 - c. Increasing enrollment
 - d. Improving completion rates
 - e. Promoting and maintaining a discrimination-free environment
- As it is mentioned already, since there has not been a group of students in MPT there is no evidence showing any restriction or weakness.**
6. What was the most successful or noteworthy development with respect to support for *special populations* and students in *non-traditional fields* this year?

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.

Courses and assignments are tailored based on the industrial application. The labs and projects are based on industrial application. For example, motor start and start lab is one of the most frequent and popular tasks in the factories. Motor speed control which is the routine in many industries, and robotic pick and place project is the basic application of the robots in manufacturing.

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: **There have some meeting (virtual, in-person) in which professionals from industry speak for students about their job and responsibilities. Also, I frequently use YouTube videos in different classes in which professionals talk about that specific area in industry.**
- Workplace Tours
There are some tours arranged by BBCC to visit different industrial centers.

Job Shadows

Job & Career Fairs

There are routine job fairs in which attending it is mandatory for all students to be familiar with local industries.

Simulations

Required Internship or Clinical Experience

Optional Internship or Clinical Experience

We receive some internship opportunities, and they are forwarded to students via canvas or email.

Cooperative/Capstone Projects

Student Clubs

Business/Industry Mentoring

Other

CAREER GUIDANCE:

9. How does your program provide career counseling with information on employment trends, wages, and opportunities to assist students plan their education?

Job and carrier fair, professional speakers, class discussions, Flys

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?

More lab facilities have been provided in response to the trends in automation developments during the last couple of years.

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: **Information is provided for students to be familiar with market demands via web resources.**

Career Exploration Workshops

Mock and On-Campus Interviews

WorkSource

Interactive/Online Pathway Tools

Hardcopy Career Pathway Tools (Posters, Brochures, Worksheets, etc.) **Some hard and soft copies have been provided for students to be updated about job market demands.**

Resume Workshops

Credit-Bearing Career Readiness Courses

Credit-Bearing College Readiness Courses

College/Transfer Fairs **There is job fair in the college to provide connection opportunities**

BA-S Program Presentations/Open Houses

Other

SCHEDULING:

12. Discuss how the scheduling for your courses is developed and how it is evaluated to determine access/availability for students.
 1. Has this program considered providing other options for offering the program content; such as, online, hybrid, nights, competency-based, weekends, etc?
 2. If yes, what is being considered and why?
Some lab kits have been provided to be able to offer the course online.
 - a. If no, is this something that should be considered and why/why not?
13. Using the schedule and MCOs provided, please
 - 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
I checked and there was no assessment report for MPT in MCO

ASSESSMENT REVIEW:

14. 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.

There was no assessment report for MPT in MCO

15. 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”?
As it is mentioned before, since there are no groups of students registered for MPT, it is difficult to point out some areas without any evidence and feedback.
16. What future steps can you make in your assessment work so that it has greater meaning and value to you and your students?

If new instructors are hired, there will be more room to focus on this program.

17. 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.