Mitchell Technical Institute

Annual Program Assessment Review

Department Head: Mike Carpentier

Program: Professional Truck Driving

Date: 1/8/2019

As a department, please review the following direct and indirect measures and provide the responses requested.

Direct Measures

A. **Program Learning Outcomes**
Program learning outcomes meet industry and community trends and support the mission of Mitchell Technical Institute.

1. Date of review: 1/8/2019
2. Explain how outcomes were reviewed this year (i.e., input from advisory committee, instructors, students, etc.) and changes made, if any:

Instructors reviewed outcomes in May of 2018 and January of 2019.

3. Outcomes are up-to-date in WIDS and on the program's web page.   Yes ☑ No ☐

B. **Course Syllabi**
Course syllabi in the program include the following components (check the box if included):

Course title and number	☑
Credit hours	☑
Instructor	☑
Instructor office hours/contact information	☑
Prerequisites	☑
Course description	☑
Competencies	☑
Required Text(s)	☑
Grading criteria	☑
ADA statement	☑
Academic Integrity Policy	☑

1. Date of review: 1/7/2019
2. Explain which syllabi were reviewed this year, input received from advisory committee, instructors, students, etc., regarding course objectives and textbooks used, and changes made, if any:

All course syllabi were reviewed and updated by Department Head in August of 2018.

3. Syllabi are up-to-date in WIDS. Yes ☑ No ☐

C. Program Competencies
The program has a list of identified competencies.

1. Date of review: 8/1/2018
2. Explain how competencies were reviewed this year (i.e., input from advisory committee, instructors, students, etc.) and changes made, if any:

All course syllabi were reviewed and updated by Department Head in August of 2018.

3. Competencies are up-to-date in WIDS. Yes ☑ No ☐

D. Course Assessments
Instructors in the program will a.) use a variety of assessment instruments and tools; b.) assess identified program objectives and competencies; and c.) include assessment of higher level thinking skills, such as application, analysis, synthesis and evaluation.

1. Complete the checklist indicating which kinds of assessments are used in your program.

Types of Assessment	Used by instructors in program
Oral examinations/presentations	☑
Written essays	☑
Written reports	☑
Examinations	☑
Quizzes	☑
Comprehensive final exams	☑
Journals	☑
Peer evaluations	☐
Self evaluations	☐
Class participation	☑
Portfolio projects	☐
Capstone projects	☐

Other projects	☐
Video tapes of student mastery	☐
Lab demonstrations	☑
Simulations	☑
Clinical/internship observations	☑

2. Are assessments used in the program matched to the objectives/competencies for the program?　　　Yes ☑　　No ☐

3. Explain changes in the assessments used in your program since your last review (including input received and rationale):

There have been a lot of changes to assessments to match course objectives/competencies. New assessments have been created.

4. Give examples of how assessments used in the program reflect higher level thinking skills, such as application, analysis, synthesis and evaluation.

At this time, assessments are still low to mid level thinking skills.

E. **Certification**
If available, the program uses industry and/or program certification tests to assess student mastery of learning objectives or competencies.

1. List any industry or program certification tests taken by students or graduates of your program in the past year (Jan-Dec).

Certification Tests	# Testing	# Passing	Pass Rate
			-1.#IND

2. As you reviewed results of certification tests, what curriculum changes were made in your program?

F. **Program Internships/Externships**
If applicable, the program uses internships, externships, or on-the-job training to assess student mastery of learning objectives or competencies.

1. How do you evaluate program competencies or learning objectives during internship/externship experiences?

Internship site completes two-three evaluations of the student at the beginning of the internship, during the internship and at the end of internship

2. As you reviewed results of internship/externship evaluations, what curriculum changes were made in your program?

Employer Evaluation of Student Intern was completely revamped to match PTD 190 competencies.

G. **Program Outcome Assessment**
   Program outcome assessment results were used to revise and improve instruction and curriculum both for current students and future cohorts in this program.

   1. What program outcome was assessed this year?

Demonstrate safety regulations and precautions

   2. How did you assess student achievement of this program outcome? (What measure was used?)

Students successfully completed a Third Party CDL Test in which they preformed a pre-trip inspection of the vehicle for safety; demonstrated safety precautions with basic control/backing maneuvers without hitting obstacles; and preform road driving test following all Commercial Motor Vehicle safety regulations to obtain a CDL.

   3. What is the benchmark for achievement of this outcome?

The benchmark is that all students pass the Third Party CDL and obtain a CDL.

   4. Explain the results and your analysis of the previous year's data on this outcome. (Did your students meet the benchmark? If not, what factors might be affecting student achievement of this outcome? Is there further assessment needed to understand and address why the program is not meeting the benchmark?)

6 out of 6 students passed the Third Party CDL Test

   5. Explain how you will use assessment results to make changes in your program.

Although all students passed the CDL Third Party Test, students could use more time practicing backing maneuverers according the Third Party CDL Tester to improve safety precautions while backing.

   6. If you made changes to your program last year based on program outcome assessment, what has been the impact on student achievement following the changes?

   Too early to determine

   If applicable, what further changes are needed to improve achievement in this program outcome?

Employer Evaluation of Student Intern form was updated and was only used for one student.

[Pre-2017 Closing the Loop archived results]

Indirect Measures

H. **Enrollment**
   Five-year data for this program will demonstrate that the program's 10-day count is at or above 75% of its enrollment cap.

   Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.

   No. Enrollment is 20%. Instructors are attending Career Expos with driving simulator trailer.

I. **Retention**
   Five-year data for this program will demonstrate that 75% or more of enrolled students complete their program or return to MTI the following year.

   Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.

   Yes. Retention is 100%

J. **Graduation**
   Five-year data for this program will demonstrate that 70% or more of exiting students complete this program with a diploma or degree.

   Does the most recent year's data meet this benchmark? If not, explain a single-year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.

   Yes. Graduation was 100%

K. **Placement**
Five-year data for this program will demonstrate that 80% or more of completing students in the labor market obtain employment in the program field.

Does the most recent year's data meet this benchmark? If not, explain a single year anomaly or explain what strategies your program will implement to address a pattern (two or more years) of not reaching this benchmark.

No data at this time.

L. **Student Satisfaction**
Students in this program indicate an excellent level of satisfaction with their instruction, as demonstrated by no gaps exceeding 1.0 on questions related to instructional effectiveness on the most recent Noel-Levitz Student Satisfaction Inventory survey.

If this benchmark is not met, what strategy or strategies will be implemented to address this measure?

Two benchmarks were not meet, regarding quality of instruction. Reassigned faculty.

M. **Alumni Satisfaction**
Institutional surveys of alumni indicate an 80% or greater satisfaction with their career preparation in this program.

If this benchmark is not met, what strategy or strategies will be implemented to address this measure?

No data available

N. **Employer Satisfaction**
Employers respond favorably 80% of the time when surveyed about the quality of this program.

If this benchmark is not met, what strategy or strategies will be implemented to address this measure?

No data available

O. Professional Development
Instructors in this program demonstrate a commitment to their own professional development by completing continuing education activities each year.

What professional development activities have instructors in this program completed in the last year?

Instructors attended faculty development classes in May of 2018. One Instructor attended the National Association of Publicly Funded Truck Driving Schools (NAPFTDS) in September.

How were these activities used to improve this program?

Took students to NAPFTDS conference in September 2018 where they experienced hands training with driving a skid truck and observed a DOT brake check inspection machine.

P. Professional Organizations
Instructors in this program are members of professional organizations and encourage their students to pursue such memberships.

Do faculty members belong to professional organizations associated with this program?   Yes ☑   No ☐

If no, explain why.

Are students made aware of the professional organizations for their career field?
Yes ☑   No ☐

Q. Advisory Committee Recommendations
Suggestions and changes recommended by this program's advisory committee are addressed and implemented by the program.

What changes will be made to this program based on feedback provided at this year's advisory committee meeting(s)?

Students should be required to get a MVR and DOT Physical within the first two weeks of class.

Indicate the personnel responsible for implementing the changes:

Mike Carpentier

Implementation date: 9/7/2018

R. **Program Improvement Plans**
   As you review this past year, what changes do you propose for the next school year that will affect the program budget?

New trailer

Anticipated costs:

$40,000