

# Mitchell Technical Institute

## Annual Program Assessment Review

Department Head:

Program:

Date:

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:
2. Explain how outcomes were reviewed this year (i.e., input from advisory committee, instructors, students, etc.) and changes made, if any:

Discussion with the advisory committee meetings, instructor discussion, input from students.

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	<input checked="" type="checkbox"/>
Credit hours	<input checked="" type="checkbox"/>
Instructor	<input checked="" type="checkbox"/>
Instructor office hours/contact information	<input checked="" type="checkbox"/>
Prerequisites	<input checked="" type="checkbox"/>
Course description	<input checked="" type="checkbox"/>
Competencies	<input checked="" type="checkbox"/>
Required Text(s)	<input checked="" type="checkbox"/>
Grading criteria	<input checked="" type="checkbox"/>
ADA statement	<input checked="" type="checkbox"/>
Academic Integrity Policy	<input checked="" type="checkbox"/>

1. Date of review:
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:

ECM 244, VFD's

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:
2. Explain how competencies were reviewed this year (i.e., input from advisory committee, instructors, students, etc.) and changes made, if any:

Reviewed using test scores, lab projects, and rubrics.

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	<input checked="" type="checkbox"/>
Written essays	<input checked="" type="checkbox"/>
Written reports	<input checked="" type="checkbox"/>
Examinations	<input checked="" type="checkbox"/>
Quizzes	<input checked="" type="checkbox"/>
Comprehensive final exams	<input checked="" type="checkbox"/>
Journals	<input type="checkbox"/>
Peer evaluations	<input checked="" type="checkbox"/>
Self evaluations	<input checked="" type="checkbox"/>
Class participation	<input checked="" type="checkbox"/>
Portfolio projects	<input type="checkbox"/>
Capstone projects	<input checked="" type="checkbox"/>

Other projects	<input checked="" type="checkbox"/>
Video tapes of student mastery	<input checked="" type="checkbox"/>
Lab demonstrations	<input checked="" type="checkbox"/>
Simulations	<input type="checkbox"/>
Clinical/internship observations	<input type="checkbox"/>

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):

Added hands-on project for the ECM151 Wiring Lab.

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

Students wire controls projects and PLC projects, including trouble-shooting.

#### 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
OSHA-10	100%	100%	1.#QNA N
First Aid & CPR	100%	100%	1.#QNA N

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

NA

#### 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?

NA

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

NA

### 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?

Understand the behavior and principles that govern AC and DC electrical circuits.

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

Using chapter exams, final trainer projects and final exam in ECM101.

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

Students meet the class average of 75% benchmark of the ECM101 final exam.

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?)

The student average for ECM101 (section #2) was 72%.

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

The class average was 72% in the final exam. We will provide more study guide materials.

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?

Not applicable

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

*[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.

Yes, we are at 104%. We've been attending Career Fairs.

### 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, we are at 86%.

### 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, we are at 77%.

**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.

Yes, we are at 94%.

**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?

Benchmark met.

**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?

Benchmark met.

**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?

100% Benchmark met.

**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 the SD Electrical Conference. Instructors attended the regional instructors summit. Instructor attended 2-day Siemens PLC training.

How were these activities used to improve this program?

By keeping current on industry changes, and safety training, the students will be better prepared.

**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)?

In lieu of one less MTI house being constructed; search the community for another home for student wiring project.

Indicate the personnel responsible for implementing the changes:

Layne Hantke

Implementation date: 10/1/2019

**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?*

Updated safety equipment, purchase solar system, student tours, and updating lab equipment.

Anticipated costs:

\$51,480