

# Mitchell Technical Institute

## Annual Program Review

Program Director:

Program:

Date:

As a department, please review the following direct and indirect measures of program effectiveness 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 board, instructors, students, etc.) and changes made, if any:

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"/>

Nondiscrimination statement	<input checked="" type="checkbox"/>
Freedom of expression statement	<input checked="" type="checkbox"/>

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

EUST 121 added new curriculum Substation Batteries Alexander Publications

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 board, instructors, students, etc.) and changes made, if any:

Instructor and advisory board

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 learning outcomes 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 type="checkbox"/>
Written reports	<input 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 type="checkbox"/>
Class participation	<input checked="" type="checkbox"/>

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

2. Are assessments used in the program matched to the outcomes/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):

new work ethic rubric

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

Distribution line switching simulator  
 Transmission line switching - one line diagram  
 Substation lab construction and maintenance activities  
 Voltage regulator wiring troubleshooting  
 Install electrical meters with proper connection

**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
			-nan (ind)

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(s) was assessed this year?

Demonstrate a professional attitude and work ethic

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

EUST 114 and 115 Lab Work Ethic Rubric

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

class average of 139 out of 160 points

4. Explain the results and your analysis of the previous year's data on this outcome (s). (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 average was 147 out 160

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

no changes will be made

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.

no continue recruiting from Powerline, Wind Turbine, and ECM programs

### 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

**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

**K. In-field Job 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

**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?

not assessed this cycle

**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?

not assessed this cycle

**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?

not assessed this cycle

**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?

visit Xcel Energy Training field in Hugo Mn.  
CEWD Midwest Region Meeting Minneapolis Mn.

How were these activities used to improve this program?

Explaining the importance to students about retention and hiring in the workplace

**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.

na

Are students made aware of the professional organizations for their career field?

Yes  No

**Q. Advisory board Recommendations**

*Suggestions and changes recommended by this program's advisory board are addressed and implemented by the program.*

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

Installed some new curriculum on substation batteries for the class based on spring 2019 advisory board recommendation

Indicate the personnel responsible for implementing the changes:

instructor

Implementation date: 12/30/2019

**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?*

new test equipment low resistance ohm tester

Anticipated costs:

\$10000