PROGRAM INFORMATION	Program	Heating and Cooling Technology
	Submitted by:	Jason Juhnke
	Year	2023-2024
	Date of Review	2024-02-05
	Form Key	bb9fe25f-9edc-4989-a266-31fb66a5bc2e
PROGRAM OUTCOMES	Explain how program outcomes were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	The program outcomes were reviewed during the fall and spring syllabus review in our advisory board meetings, as well as our HVAC Excellance accreditation review.
	Outcomes are up to date in WIDS and on the program's web page	Yes
SYLLABI	ADA Statement	Yes
	Competencies	Yes
	Course Description	Yes
	Course Title and Number	Yes
	Credit Hours	Yes
	Freedom of Expression Statement	Yes
	Grading Criteria	Yes
	Instructor	Yes
	Academic Integrity Policy	Yes
	Nondiscrimination Statement	Yes
	Office Hours/Contact Information	Yes
	Prerequisites	Yes
	Required Text(s)	Yes
	Syllabi Up to Date in WIDS	Yes
	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.	HV-101 Electrical Fundamentals and HV-151 AC/Heating.Refrigeration Lab I No updates at this time.
PROGRAM COMPETENCIES	Explain how competencies were reviewed this year (i.e., input from advisory board, instructors, students, etc.) and changes made, if any:	Competencies were reviewed during the program accreditation review and also during some program competencies testings.
	WIDS Up to Date	Yes
COURSE ASSESSMENTS USED IN PROGRAM CHECKLIST	Capstone	Yes
	Class Participation	Yes
	Clinical/internship observations	Yes
	Examinations	Yes
	Comprehensive Final Exams	Yes

	Journals	No
	Lab Demonstrations	Yes
	Oral Examinations/Presentations	Yes
	Other Projects	Yes
	Peer Evaluations	No
	Portfolio Projects	No
	Quizzes	Yes
	Self-Evaluations	No
	Simulations	Yes
	Videos of Student Mastery	No
	Written Essays	Yes
	Written Reports	No
ALIGNED AND APPROPRIATE ASSESSMENTS	**Assessments used in the program are matched to the outcomes/competencies for the program.**	Yes
	Explain changes in the assessments used in your program since your last review (include input received and rationale).	As we do the competencies lab testings we have changed them to fit the program areas.
	Give examples of how assessments used in the program reflect higher-level thinking skills, such as applications, analysis, synthesis, and evaluation.	The compentencies are graded from the students' performance on completion, time, and understanding the task.
INDUSTRY CERTIFICATIONS	**Explain any changes made or planned in the program based on assessment of industry certifications used in the program.**	We have added A2L refrigerant testing- no changes at this time. Testing has been good. The other exams for refrigerant have changed a little. Jason is teaching the exam testing in HV-132 course.
INTERNSHIPS/ CLINICALS	**How do you evaluate program competencies or learning objectives during internship/externship experiences?**	Employee's complete evalation for each student. Weekly students report on-site. On MyTech the students log their hours for the week and complete some outcome questions.
	As you reviewed results of internship/externship evaluations, what curriculum changes were made or are planned in your program?	The evalation forms have been reviewed; no changes as this time.

ENROLLMENT	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.	2022 was at 79%, but 2023 was at 54%. Attended school fairs to get students aware of the program. Spent more time helping with addmissions to get students into HCT program.
RETENTION	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.	Benchmark was reached at 96%
GRADUATION	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.	Benchmark was reached at 100%
PLACEMENT	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.	We did meet the benchmark at 100%
STUDENT SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	No new data; data will be available for the 2024-25 review.
ALUMNI SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	No new data; data will be available for the 2024-25 review.
EMPLOYER SATISFACTION	If this benchmark is not met, what strategy or strategies will be implemented to address this measure?	No new data; data will be available for the 2024-25 review.
PROFESSIONAL DEVELOPMENT	What professional development activities have instructors in this program completed in the last year?	Instructors have attended conferences, Industry Training, ASHRAE meeting & webinars.

	How were these activities used to improve this program?	The instructors will be able to use the training to improver their teaching in the classroom and in the lab setting. Can also use to improve lab trainers.
PROFESSIONAL ORGANIZATIONS	**Do faculty members belong to professional organizations associated with this program?**	Yes
	If no, explain why.	
	Are students made aware of the professional organizations for their career field?	Yes
ADVISORY BOARD RECOMMEN-DATIONS	**What changes were or will be made to this program based on feedback provided at the past year's advisory board meeting(s)?**	The advisory board didn't have any major changes or questions for the program. The board did agree on the importance of making sure the instructors stay updated on the new refrigerants.
	Implementation Date	2024-02-05
	Indicate the personnel responsible for implementing the change(s):	Jason Juhnke
PROGRAM IMPROVEMENT PLANS AND BUDGET	**As you review this past year, what changes do you propose for the next school year that will affect the program's budget?**	As the enrollment keeps increasing, we will need to hire another full-time instructor for the labs. Our accreditation states that we can only have 20 students per instructor for a lab setting. We will need to look at increasing our trainers for HV-101-too.
	Cost	$45,000