

Career Technical Education Program Review

The Workforce Training & Community Education Division conducts a Program Review for each of its career technical education programs. Programs are reviewed on a three-year rotation basis (see page two for the rotation schedule.)

How is the Program Review Completed?

First Step:

The program review process is initiated with the completion of a Strength, Opportunity, Aspiration and Results (SOAR) analysis (page four of this packet.) The SOAR analysis is facilitated by the program's Executive Director, Director and/or Instructor/Coordinator and the associated Support Staff utilizing an online and/or hard-copy survey instrument. The survey questions are the same for all programs; however each program will distribute and independently compile the survey responses. All program members (including advisory board, full and associate faculty and staff) should participate in the survey.

Second Step:

Please complete the remainder of the review packet including the appendix sections. Specific details concerning the appendix section are as follows:

- **Appendix A** – please include current copies of the programs curriculum guides.
- **Appendix B** – Please include a Perkins Indicator report; report may be obtained from the Program Assistant, LaVonne Gerritzen.
- **Appendix C** – A report including data from three previous fiscal years will be used in conjunction with the review; a fiscal year runs from July 1-June 30.
 - Fiscal reports will be run by the Dean of Administration. Executive Directors are asked to schedule an appointment with Mark Dean to discuss specific details associated with their represented program and to request the report. The fiscal report will include:
 - Fiscal information based on program subject codes
 - Tuition & fee rates (may vary by reported year)
 - Courses with less than 10 students
 - Program revenue
 - Salaries and benefits
 - Operational expenses
 - Indirect expenses
 - Profit/loss
 - Three year enrollment report
- **Appendix D** - Institutional Research will run a Delivery Method report from frozen data from the first business day in July. The report will be placed in a shared area on the T: drive.
- **Appendix E** – please include a summary of the SOAR survey responses – page 20.

Third Step:

Please complete the Goals & Recommendations document – page 21.

Review Schedule

Program	Review Begins	Review Deadline
Automotive Technician	10/12/11	2/1/11
Business Administrative Technology/Medical Administrative Technology	10/19/11	2/8/11
Dietary Manager	10/26/11	2/15/11
Early Childhood	11/2/11	2/22/11
Practical Nursing and ADN	11/9/11	2/29/11
Technical Accounting	11/16/11	3/7/11

What Happens after the Program Review is Completed?

The completed program review is submitted in hard-copy to the Dean of Workforce Training & Community Education. Please place the review documents in a three-ring binder with tabs identifying the various sections. A title page and/or spine label is suggested.

The Dean will review the information and initiate preparation of the program review summary. Once complete, the Dean will submit the program review information to the Vice-President for final review. The Vice-President will finish the program review summary and return the review documentation to the Dean. The Dean will then work with the Executive Director, Director and/or Instructor/Coordinator to address the final recommendations.

Special Note: For reviews that include multiple programs, please report information specific to each program. The fiscal report segment of the review will include all subject codes pertinent to the overall review.

Updated 9/29/11 E.S.

Workforce Training & Community Education Program Rotation Schedule

PROGRAM	Review Date	Next Review Date
Automotive Technician (includes certificate and degree programs)	2011-2012	2014-2015
Business Administrative Technology and Medical Administrative Technology	2011-2012	2014-2015
Dietary Manager	2011-2012	2014-2015
Early Childhood (includes certificate and degree programs)	2011-2012	2014-2015
Practical Nursing and Registered Nursing	2011-2012	2014-2015
Technical Accounting	2011-2012	2014-2015
Business Management and Leadership and Pension Administration	2012-2013	2015-2016
Corrections	2012-2013	2015-2016
Adult Health Care	2012-2013	2015-2016
Medical Assistant, Medical Transcription and Medical Coding	2012-2013	2015-2016
Medical Laboratory Technician (includes Phlebotomy)	2012-2013	2015-2016
Natural Gas Transmission and Distribution Technician/Gas Measurement (includes certificate and degree programs)	2012-2013	2015-2016
Computer Networking Specialist (Includes both certificate and degree programs)	2013-2014	2016-2017
Criminal Justice	2013-2014	2016-2017
Crop Protection & Agri-Business (Includes certificate and degree programs)	2013-2014	2016-2017
Emergency Services (Includes EMT: Basic, Paramedic, EMT First Responder, EMT: Intermediate, EMS Administrator and Fire Science)	2013-2014	2016-2017
Pharmacy Technician	2013-2014	2016-2017
Computer-Aided Drafting	2013-2014	2016-2017

**SOAR SURVEY
STRENGTH, OPPORTUNITY, ASPIRATIONS & RESULTS**

Stay open to Opportunities as they emerge!

Strengths - What are our program's greatest assets?

Opportunities - What are our best possible market opportunities?

Aspirations - What is our program's preferred future?

Results - What are the measurable results?

Program Review

Name of Program:

Program Mission (if applicable):

Program Accreditation:

Accreditation Agency:

Webpage Address:

Last Accreditation Visit:

Outcome:

Next Accreditation Visit:

Industry Recognized Assessment/Certification:

Webpage:

Certification Pass Rates (if applicable)

Certification Level	Academic Year #1	Academic Year #2	Academic Year #3

Program Faculty:

Name	FT/A*	Certificate or Degree Level Attained	Discipline Area of Degree	Average Credit Hours Taught Per Academic Year/Last Semester Taught

***Position Codes:**

FT = Full-time

A = Associate

Have any of the faculty members participated in an internship? If so, please complete the following table.

Faculty Member	Internship Location	Timeframe

What did the faculty member(s) gain from the internship experience that will enhance student learning?

Are any of the faculty members on a growth plan? If so, please complete the following table.

Name	Plan Summary	Anticipated Completion Date

Is the program participating in State-wide Articulation Agreements?

_____ Yes _____ No

College to University Agreements:

Name of Partnering Institution	Barton Program	Partner Program	Number of Participating Students

Business & Industry Partnerships:

Business & Industry	Type of Partnership*

*Partnership Codes: (may list multiple codes)

- A = Advisory Board Member
- G = Guest Speaker/Field Trip
- S = Scholarship Donation
- E = Equipment or Supplies Donation
- F = Facility Donation
- GP = Grant Partner
- C = Internship, Practicum, Field Experience, Clinical Site, Job-Shadowing
- M = Monetary Donation
- O = Other (if using this code, please explain)

Degrees and/or Certificates Awarded – (Institutional Research Data):

Certificate or Degree Type	Number Awarded	Year Awarded

Career Experience (please attach a copy of your student quality ranking survey instrument as well as your faculty quality ranking instrument):

Number of Students	Location	Type	Student Quality Ranking	Faculty Quality Ranking

Career Experience Type:

I = Internship
 E = Externship
 P = Practicum
 FE = Field Experience
 C = Clinical

Quality Ranking Categories:

S = Satisfactory
 U = Unsatisfactory
 E = Exemplary

Equipment/Software Acquisitions (acquisitions \$500 and above):

Year of Purchase	Equipment	Use In Program	Equipment Value (\$)	Type of Purchase**

****Purchase Codes:**

I = Institutional Funds
 P = Perkins Funds (Data available from Barton’s Perkins Administrator)
 G = Grant Funds (Data available from Grants Manager)
 D = Donation (Data available from Foundation Office)

Workshops or Customized Training Associated with the Program:

Name of Offering	Instructor/Trainer	Credit Hours/Non-Credit	# of Participants

Integration of Academics

Provide a short summary of current practices that address the integration of academics into the program (reading, writing and mathematics).

Essential Skills

Provide a short summary of how you are implementing the Essential Skills project into your program/curriculum.

Student Satisfaction/Employment Feedback:

Please share how you are following up with students to determine satisfaction with their Barton career training experience as well as their employment status.

Employer Satisfaction Feedback:

Please share how you are following up with employers to determine satisfaction with Barton graduates who they have hired. Please share identified strengths and weaknesses.

Describe Current Marketing & Recruitment Activities:

List Program Achievements, Recognition and/or Awards:

Program Delivery Methods (Institutional Research Data)

Provide feedback specific to the Delivery Method charts located in Appendix D. Please include comments specific to plans for changes in delivery methods, reasons for changes in delivery type percentages (as applicable and reflected in the charts) and any other information that would be helpful to understand the impact alternative delivery modes have on the program.

List Grant Applications and/or Grant Awards this Past Three Years:

Assessment:

Provide a short narrative that summarizes the compilation of Classroom Assessment Techniques (CATs) administered during the three-year period. Please include the type of CATs utilized and plans for utilizing the results to enhance teaching and learning.

Kansas Core Outcomes/Competency Project

If faculty members participate in the Kansas Core Outcomes/Competency Project, provide a project summary.

Program Alignment Project

Is the program involved in a Kansas Board of Regents (KBOR)/Technical Education Authority (TEA) alignment project? If so, please provide a project summary.

APPENDIX A
Current Curriculum Guide(s)

(Attach current curriculum guides)

Appendix B

Perkins Indictors

Data Available through Barton's Perkins Administrator:

	1P1 Academic Attainment			1P2 Technical Skill Attainment			2P1 Completion			3P1/3P2 Placement & Retention			4P1 Nontraditional Participation			4P2 Nontraditional Completion		
Program	AY#1	AY#2	AY#3	AY#1	AY#2	AY#3	AY#1	AY#2	AY#3	AY#1	AY#2	AY#3	AY#1	AY#2	AY#3	AY#1	AY#2	AY#3

APPENDIX C

Fiscal Report

**(Attach Fiscal Report from Dean of
Administration)**

APPENDIX D

Delivery Methods

**(Attach Program Delivery Method Pie Charts
from Institutional Research)**

APPENDIX E

SOAR Results

SOAR SURVEY SUMMARY

Strengths - What are our program's greatest assets?

Opportunities - What are our best possible market opportunities?

Aspirations - What is our program's preferred future?

Results - What are the measurable results?

Goals & Recommendations

Please respond to the following questions based on your program review, including the packet of information and SOAR results. Goals and recommendations may span the three-year program review cycle.

What are the program's goals?

What are the recommended actions to achieve the goals?

Who is going to be responsible for the recommended actions?

What resources and/or support are needed to accomplish the goals?

What are the deadlines for completing the various recommended actions and ultimately the program goals?

Instructor/Coordinator

Date

Director

Date

Executive Director

Date

2011-2012 Program Review Summary

Dean's Comments & Recommendations:

Follow-up Reports:

Follow-up Meetings:

Vice-President's Response

Dean of Workforce Training and Community Education

Date

Vice President of Instruction and Student Services

Date