

PHILLIPS COMMUNITY COLLEGE INSTRUCTION ANNUAL REPORT

Division Applied Technology

Date: December 2019

DIVISION MISSION STATEMENT (optional)

In support of the College mission and newly revised strategic plan, the Division of Applied Technology will provide quality educational programs to develop application-based skill sets to meet the needs of local and regional employers.

To accomplish this, the Division will:

- Provide career programs to equip students with job skills needed to secure employment.
- Provide opportunities to upgrade existing workforce skills.
- Encourage effective communication, cultural diversity, social and civic responsibility, analytical and critical thinking, and technology utilization through assessment of students and academic programs.
- Stress the development of skills for life-long learning and meets training needs through:
 - o Business and Industry Training
 - o Customized Training
 - o Professional Development Workshops
 - o Community Education Classes

In addition, the Division adheres to the five college-wide core competencies (STACC) that all students receiving an associate degree should possess. The core values are:

- Social and Civic Responsibility: Demonstrate adherence to legal/ethical standards established by society.
- Technology Utilization: Use tools of the trade to achieve a specific outcome.
- Analytical & Critical Thinking: Display reasoning including analyzing data, evaluating alternatives, setting priorities, and predicting outcomes.
- Communication: Engage in the interactive process through which there is an exchange of verbal and/or nonverbal information.
- Cultural Awareness: Acknowledgement that society is diverse with groups of individuals possessing differing beliefs, values, attitudes, and customs that are shared from one generation to the next.

**Specific Initiatives and Strategies
In 2018-2019 Strategic Plan
And Level of Accomplishment**

Priority Initiatives in 2018-2019 Strategic Plan	Status
<p>Goal 1: Support for Instruction and Learning <u>Strategic Actions</u> Increase the number and kinds of courses and programs available to students.</p>	<ul style="list-style-type: none"> • CDL truck driving program enrollment is increasing. With the recent purchase of a third truck, classes are being offered on the Helena and Stuttgart campuses. Total number of CDL completers since implementation is 94. • Welding, day and night classes are being offered due to increased student interest. • Manufacturing classes and industrial workshops continue to be offered in the newly remodeled Advanced Manufacturing Lab. • The Division and PCCUA Workforce Training and Development Coordinator continue to work with business and industry to meet training needs. Ten workshops have been conducted in 2018-19.
<p>Implement Construction Technology program.</p>	<ul style="list-style-type: none"> • A Certificate of Proficiency, Technical Certificate, and an Associate of Applied Science in Construction Technology were approved by Faculty Senate Curriculum Committee, Instruction and Curriculum Committee, and Arkansas Department of Higher Education in Spring 2019. Construction I was offered in Fall 2019, and Construction II will be offered in Spring 2020. Other required courses for this program such as HVAC, Industrial Electricity, and Blueprint Reading were also offered this year.
<p>Conduct program/short-term training to meet skill requirements of local business and industry.</p>	<ul style="list-style-type: none"> • The Division works with the PCCUA Workforce Training and Development Coordinator in offering short-term industry training as well as certificates for the Transitional Training Opportunity Program (TTOP) participants. Ten TTOP students earned Certificates of Proficiency in 2019 (five in HVAC and five in Advanced Manufacturing).
<p>Continue to equip labs with appropriate technology and software to meet industry demands.</p>	<ul style="list-style-type: none"> • New construction lab being established and equipped. Construction II class will be taught in the new lab in Spring 2020.

	<ul style="list-style-type: none"> Welding labs continue to be upgraded and expanded to provide state-of-the art welding courses. Ventilation and air conditioning system was installed in the Helena campus Welding Lab in Spring 2019.
Expand instructional delivery options with a special emphasis on developing College internet classes, cohort classes, and technology use in face-to-face instruction.	<ul style="list-style-type: none"> Instructional course delivery options (online, hybrid, short term, cohorts, and conferencing) continue to be implemented. Several Graphic Communications courses are now being offered online through Blackboard. Faculty is encouraged to establish cohorts where a Certificate of Proficiency can be earned in a semester. Faculty is being trained to successfully implement course delivery options. Faculty participation in training and seminars is documented in faculty portfolios.
Support new and emerging technology and provide state of the art equipment for instruction.	<ul style="list-style-type: none"> Facilities, equipment, technology, and trained faculty to support a learning-centered environment is a priority. The Manufacturing, Welding, and Graphics labs are complete with state-of-the-art equipment and instructional tools. Construction lab will be completed for Spring 2020 classes. A five-year rotation schedule to replace computers/software, and equipment is being developed
Ensure there are appropriate teaching and learning resources and classroom space.	<ul style="list-style-type: none"> Faculty submits projected instructional needs at the end of each semester.
<p>Goal 2: Development and Learning for Staff and Faculty (professional development)</p> <p><u>Strategic Actions</u></p> <p>Provide more training opportunities for departments, division, and functional area development as well as training opportunities specific to teaching discipline.</p>	<ul style="list-style-type: none"> Faculty is highly encouraged to attend professional development opportunities offered on campus as well as regional, state, and national seminars to keep abreast of the changing technology in their related fields.
Share best practices and other pertinent information learned at seminars and trainings with other faculty members.	<ul style="list-style-type: none"> Best practices learned at seminars are shared at division meetings. Summation of training are also shared with division faculty members through email.

<p>Goal 3: Reviewed and Revised Policies, Procedures, Support (planning, budgets, protocols)</p> <p><u>Strategic Action</u></p> <p>Ensure communication of new and revised PCCUA policies and procedures.</p>	<ul style="list-style-type: none"> • Policy changes and procedures are communicated through the posted Executive Council minutes. • Important changes and additions should be emailed to the PCCUA list serve to ensure awareness. • Policy changes and revisions are also shared at division meetings.
<p>Seek input from Applied Technology faculty for equipment/instructional needs to include in the annual budget.</p>	<ul style="list-style-type: none"> • Faculty submit projected budget requests for equipment and instructional needs annually.
<p>Goal 4: Improve Campus Connections (internal infrastructure, communication, alignments, consistency, in-service delivery)</p> <p><u>Strategic Actions</u></p> <p>Provide consistent communication and frequent meetings among campuses.</p>	<ul style="list-style-type: none"> • Mandatory PCCUA Faculty/Staff In-Service days are scheduled each semester. Faculty and staff from all three campuses meet at a designated campus.
<p>Conduct regularly scheduled committee and division meetings to provide consistent communication.</p>	<ul style="list-style-type: none"> • Minutes of meetings are sent to committee and division members and are kept on file.
<p>Goal 5: Develop and Support External Partnerships</p> <p><u>Strategic Actions</u></p> <p>Increase business and industry partnerships, training, and utilize these partnerships for recruitment and graduate job placement.</p>	<ul style="list-style-type: none"> • The Division works closely with the Workforce Training and Development Coordinator to create industry partnerships. • Workforce Advisory Councils comprised of business, community, and manufacturing representatives have been established in DeWitt (Southeast Arkansas Industrial Council), Helena (Phillips County Industrial Council), and Stuttgart (Grand Prairie Workforce Advisory Council). • Workforce Advisory Councils meet on a quarterly basis. Minutes of meetings are on file.

Partner with Chambers of Commerce and local businesses to promote businesses and PCCUA training programs.	<ul style="list-style-type: none"> The Division participates in local job fairs and expositions held at the College.
Make presentations to civic groups about Applied Technology programs and new training opportunities at the College.	<ul style="list-style-type: none"> Presentations made to Rotary and Kiwanis Club in 2018-19.
Participate in Career Days, high school recruitment activities, and Manufacturing Day to include Arkansas and Phillips Counties.	<ul style="list-style-type: none"> Division participated in all high school recruitment days, Manufacturing EXP, Career EXPO, and Arkansas Association of College Registrars and Admissions Officers (ArkACROA) in Fall 2019.
Pursue external funding opportunities	<ul style="list-style-type: none"> Continue to work with the Arkansas Workforce Alliance (UAWA), Arkansas Delta Training and Education Consortium (ADTEC) and Arkansas Delta Accelerating Pathways Together (ADAPT) in seeking grant opportunities.

SUMMATION OF 2018-2019 PLANNING ACTIVITIES

Evidence of planning by the Applied Technology Division is documented by the following:

<ol style="list-style-type: none"> 1. Division Meetings and Minutes 2. Instruction and Curriculum Meetings and Minutes 3. Annual Faculty Evaluation/Portfolio Reviews 4. Annual Division Summary Assessment Report 5. Program Reviews 6. Director and Program Coordinators Meetings 7. Recruitment Activities 8. Email—used extensively to dispense information of interest to the division and for group discussion 9. Annual budget and submission of Carl Perkins Grant, STEM, ADTEC and ADAPT Grants

SUMMATION OF 2018—2019 CLASSROOM ASSESSMENT ACTIVITIES

<p>Faculty members in the CDL/Trucking, Graphics, General Technology, and Welding programs have implemented the assessment process and are monitoring the outcomes. At the end of each semester, faculty submits an Assessment Results/Action Plan of all courses validating outcomes results and plans to address unmet competencies. These individual reports are combined into the division summary report which illustrates the achieved percentage outcomes for the five competencies for each degree program. Refer to Page 7 for an example of this report (Program and Division Averages for 2018-19). For examples of program outcomes, please refer to Pages 8-11. All degrees follow the same format.</p>
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IMPROVEMENTS AND MODIFICATIONS AS A RESULT OF ASSESSMENT

All departments in the division are noticing an increase in enrollment and retention as a result of assessment. Graphic Communications department is continuing to implement hybrid courses to improve retention and enrollment.

SUMMATION OF 2018-2019 BUDGET ACTIVITIES IN REGARD TO PURCHASES (EQUIPMENT, LEARNING AIDS, ETC.) AND ABILITY TO MEET INSTRUCTIONAL NEEDS

Through grants and the institutional budget, the Division has been able to provide quality classroom instruction. Adequate supplies and equipment are available to meet instructional needs.

INITIATIVES & STRATEGIES TO INCLUDE IN THE 2019-2020 STRATEGIC PLAN

The Applied Technology department will:

1. Work with the Arkansas Workforce Alliance (UAWA), Arkansas Delta Training and Education Consortium (ADTEC) and Arkansas Delta Accelerating Pathways Together (ADAPT) implementation grants to provide workforce training in manufacturing, welding, and CDL programs.
2. Implement a Certificate of Proficiency, Technical Certificate, and Associate of Applied Science degree in Construction Technology.
3. Collaborate with Workforce Training and Development Coordinator in providing relevant training for TTOP participants. A Certificate of Proficiency in Advanced Manufacturing will be offered in Fall 2020. A Certificate of Proficiency in Heating, Ventilation, and Air Conditioning (HVAC) will be offered to this select group in Spring 2020.
4. Ensure that the new Construction Technology program as well as all Applied Technology programs are viable and successful programs.
5. Work with Workforce Training and Development Coordinator to meet all industry training needs.
6. Participate in quarterly meetings with Industrial Councils on all three campuses.
7. Promote recruitment and retention efforts on all three campus locations.
8. Apply and evaluate course level and program assessment for continual improvement of student learning and success in the CDL/Truck Driving, Construction, General Technology, Graphic Communications, HVAC, and Welding programs.
9. Provide a supportive environment for faculty that includes training and development opportunities.
10. Update equipment, software programs, textbooks and other sources of information and technology to provide state of the art instruction.

**Division of Applied Technology
Core Competencies - Program and Division Averages
Fall 2018 - Spring 2019**

Graphic Communications Core Competencies	Fall 2018	Spring 2019
Student Retention Rate	85%	90%
Communication	100%	
Cultural Awareness	100%	100%
Social and Civic Responsibility	100%	86%
Analytical & Critical Thinking	100%	100%
Technology Utilization	100%	91%
Program Average	100%	94%
General Technology Competencies	Fall 2018	Spring 2019
Student Retention Rate	87%	86%
Communication	92%	82%
Cultural Awareness		80%
Social and Civic Responsibility	96%	93%
Analytical & Critical Thinking	92%	85%
Technology Utilization	91%	82%
Program Average	93%	84%
CDL/Trucking	Fall 2018	Spring 2019
Student Retention Rate	70%	85%
Communication	96%	90%
Cultural Awareness	88%	80%
Social and Civic Responsibility	76%	80%
Analytical & Critical Thinking	77%	77%
Technology Utilization	80%	84%
Program Average	83%	82%
Welding Core Competencies	Fall 2018	Spring 2019
Student Retention Rate	90%	90%
Communication		
Cultural Awareness		
Social and Civic Responsibility	95%	96%
Analytical & Critical Thinking	75%	92%
Technology Utilization	82%	96%
Program Average	84%	95%
Division Core Competencies	Fall 2018	Spring 2019
Student Retention Rate	83%	88%
Communication	96%	86%
Cultural Awareness	94%	87%
Social and Civic Responsibility	92%	89%
Analytical & Critical Thinking	86%	89%
Technology Utilization	88%	88%
Program Average	90%	88%
Division Average	90%	87%

**Division of Applied Technology - CDL/Truck Driving
Program Outcome and Core Competencies - Assessment Results/Action Plan
Fall 2018 - Spring 2019**

Program Outcome	Assessment Method/Measurement	Action Plan		
		Fall 18	Sp 19	
To provide high quality graphic communications courses/programs to prepare graduates with skills to enter the workforce in a mid-level design position.	70% of all CDL students will achieve the core competencies by scoring 70% or higher on the required course assessment methods.	83%	82%	
	80% of CDL students will pass the skills driving test TD 106 Road Internship –capstone course.	50%	85%	
Division Outcome	85% of all applied technology students will achieve the core competencies by scoring 70% or higher on the required course assessment methods.	90%	87%	
Student Retention Rates		70%	85%	

Upon completion of this program, students will be able to

CUA Core Competency	Division Core Competency	Program Goals	Student Learning Outcome – Courses Assessed	Assessment Method/Measurement	Action Plan		
					Fall 18	Sp 19	
Communication	Students will demonstrate the ability to communicate effectively in their chosen discipline using visual and oral media	Demonstrate listening, verbal, electronic communications while traveling.	TD 112	70% of students will score 70% or higher on the communication student learning outcomes for selected courses.	96	90	
Cultural Awareness	Students will demonstrate ability to interact with diverse groups of people in their chosen discipline	Interact with diverse groups of people in the trucking industry	TD 112	70% of students will score 70% or higher on the communication student learning outcomes for selected courses.	88	80	
Social and Civic Responsibility	Students will demonstrate knowledge of ethics and legal issues appropriate to their chosen discipline	Understand and be able to apply the legal, ethical, political, and/or environmental concepts appropriate for trucking industry	TD 106 TD 112	70% of students will score 70% or higher on the communication student learning outcomes for selected courses.	76	80	
Analytical & Critical Thinking	Students will demonstrate ability to identify, analyze, and remediate problems critical to their chosen discipline	Analyze, interpret, and evaluate data necessary to drive safely.	TD 102 TD 103	70% of students will score 70% or higher on the communication student learning outcomes for selected courses.	77	77	
Technology Utilization	Students will demonstrate ability to perform technical operations to their chosen discipline	Demonstrate skills used in the maintenance and driving of a commercial vehicle.	TD 102 TD 103 TD 104 TD 106	70% of students will score 70% or higher on the communication student learning outcomes for selected courses.	80	84	

**Division of Applied Technology – AAS General Technology
Program Outcome and Core Competencies - Assessment Results/Action Plan
Fall 2017 - Spring 2019**

Program Outcome	Assessment Method/Measurement				
		Fall 17	Sp 18	Fall 18	Sp 19
To provide high quality advanced manufacturing courses/programs to prepare graduates with skills to enter the workforce in a mid-level manufacturing position.	85% of all advanced manufacturing students will achieve the core competencies by scoring 70% or higher on the required course assessment methods.	100%	94%	93	87
Division Outcome	85% of all applied technology students will achieve the core competencies by scoring 70% or higher on the required course assessment methods.	93%	96%	90%	87%
Student Retention Rates		100%	95%	87%	86%

Upon completion of this program, students will be able to:

PCCUA Core Competency	Division Core Competency	Program Goals	Student Learning Outcome – Courses Assessed	Assessment Method/Measurement	Fall 17	Sp 18	Fall 18	Sp 19	ACTION PLANS
Communication	Students will demonstrate the ability to communicate effectively in their chosen discipline using visual and oral media	The interactive process through which there is an exchange of verbal and/or nonverbal information	IT 263, IT 1213, IT 233, RET 143	70% of students will score 70% or higher on the communication student learning outcomes for selected courses.	-----	89	92	82	
Cultural Awareness	Students will demonstrate interact with diverse groups of people in their chosen discipline.	Students will acknowledge the diversity of groups and demonstrate toward ideas from others.	IT 263, IT 233, RET 143	70% of students will score 70% or higher on the Cultural Awareness student learning outcomes for selected courses.	-----	-----		80	
Social and Civic Responsibility	Students will demonstrate knowledge of ethics and legal issues appropriate to their chosen discipline	Students will demonstrate knowledge of ethics and legal issues appropriate to their chosen discipline.	IT 1203, IT 1243, IT 1273, IN 114, IT 113, IT 214, IT 273, RET 103, RET 113, RET 124, T134, RET 143	70% of students will score 70% or higher on the Social and Civic Responsibility student learning outcomes for selected courses.	100	100	96	93	
Analytical & Critical Thinking	Students will demonstrate ability to identify, analyze, and remediate problems critical to their chosen discipline	Students will demonstrate ability to identify, analyze, and remediate problems critical to their chosen discipline	IT 1233, IT 1253, IT 273, IT 113, RET 113, RET 124, RET 143	70% of students will score 70% or higher on the Critical Thinking student learning outcomes for selected courses.	100	95	92	85	
Technology Utilization	Students will demonstrate ability to perform technical operations to their chosen discipline	Students will demonstrate ability to perform technical operations to their chosen discipline.	IT 163, IN 114, IT 113, IT 133, IT 233, IT 243, IT 253, IT 1203, IT 1213, IT 1233, IT 1223, IT1253, IT 1273, IT 1273, IT 1263, RET 103, RET 113, RET 124, RET 134, RET 143, AFLS 1203, AFLS 2103	70% of students will score 70% or higher on the Technology Utilization student learning outcomes for selected courses.	100	94	91	82	Additional software and computer components. Help students become more comfortable using industry communication tools

**Division of Applied Technology – AAS Graphic Communications
Program Outcome and Core Competencies - Assessment Results/Action Plan
Fall 2017 - Spring 2019**

Program Outcome	Assessment Method/Measurement	Fall 17	Sp 18	Fall 18	Sp 19	
		To provide high quality graphic communications courses/programs to prepare graduates with skills to enter the workforce in a mid-level design position.	85% of all Graphic Communication students will achieve the core competencies by scoring 70% or higher on the required course assessment methods.	40%	95%	
	85% of AAS students will score 70% or higher in the ART 263 – Art Seminar capstone course.	0%	100%	100%	----	Emphasize how important the seminar course is to portfolios
Division Outcome	85% of all applied technology students will achieve the core competencies by scoring 70% or higher on the required course assessment methods.	78%	96%	90%	87%	Emphasize importance of meeting deadlines Relate assignments to actual work scenarios
Student Retention Rates		95%	90%	85%	90%	Discourage EW

Upon completion of this program, students will be able to:

PCCUA Core Competency	Division Core Competency	Program Goals	Student Learning Outcome – Courses Assessed	Assessment Method/Measurement	Fall 17	Sp 18	Fall 18	Sp 19	ACTION PLANS
Communication	Students will demonstrate the ability to communicate effectively in their chosen discipline using visual and oral media	Demonstrate listening, verbal, electronic, and/or presentation skills, essential for graphic design in a professional and appropriate manner.	ART 262 PR 114	70% of students will score 70% or higher on the communication student learning outcomes for selected courses.	50	100	100	----	Emphasize importance of meeting deadlines Relate assignments to actual work scenarios
Cultural Awareness	Students will demonstrate interact with diverse groups of people in their chosen discipline.	Interact with diverse groups of people in the graphic design environment.	ART 262 PR 113	70% of students will score 70% or higher on the communication student learning outcomes for selected courses.	0	100	100	100	Emphasize importance of meeting deadlines Relate assignments to actual work scenarios
Social and Civic Responsibility	Students will demonstrate knowledge of ethics and legal issues appropriate to their chosen discipline	Understand and be able to apply the legal, ethical, political, and/or environmental concepts appropriate for the graphic design environment.	ART 262 PR 103 PR 113 PR 123 PR 164 NT 253	70% of students will score 70% or higher on the communication student learning outcomes for selected courses.	25	85	100	86	Emphasize importance of meeting deadlines Relate assignments to actual work scenarios
Analytical & Critical Thinking	Students will demonstrate ability to identify, analyze, and remediate problems critical to their chosen discipline	Analyze, interpret, and evaluate data necessary to solve design problems and support graphic design decisions.	ART 133 ART 262 PR 103 PR 113 PR 123 PR 133 PR 143	70% of students will score 70% or higher on the communication student learning outcomes for selected courses.	33	94	100	100	Emphasize importance of meeting deadlines Relate assignments to actual work scenarios
Technology Utilization	Students will demonstrate ability to perform technical operations to their chosen discipline	Demonstrate skills in graphic communications software and other technology skills needed to perform in the graphic design environment.	ART 133 ART 143 AR 262 PR 103 PR 113 PR 114 PR 123 PR 133 PR 143 PR 164 PR 224 NT 253 NT 273	70% of students will score 70% or higher on the communication student learning outcomes for selected courses.	92	95	100	91	Emphasize importance of meeting deadlines Relate assignments to actual work scenarios

**Division of Applied Technology – TC Welding Program
Program Outcome and Core Competencies - Assessment Results/Action Plan
Fall 2017 - Spring 2019**

Program Outcome	Assessment Method/Measurement	Semester Results				Action Plan
		Fall 17	Sp 18	Fall 18	Sp 19	
To provide high quality advanced manufacturing courses/programs to prepare graduates with skills to enter the workforce in a mid-level manufacturing position.	85% of all welding students will achieve the core competencies by scoring 70% or higher on the required course assessment methods.	93	100	84	94	Allow more time to weld
Division Outcome	85% of all applied technology students will achieve the core competencies by scoring 70% or higher on the required course assessment methods.	78%	96%	90%	87%	
Student Retention Rates		93	97	90	90	

Upon completion of this program, students will be able to:

PCCUA Core Competency	Division Core Competency	Program Goals	Student Learning Outcome – Courses Assessed	Assessment Method/Measurement	Semester Results				Action Plans
					Fall 17	Sp 18	Fall 18	Sp 19	
Communication	Students will demonstrate the ability to communicate effectively in their chosen discipline using visual and oral media	The interactive process through which there is an exchange of verbal and/or nonverbal information	WG 133	70% of students will score 70% or higher on the communication student learning outcomes for selected courses.	100	-----	-----	-----	none
Cultural Awareness	Students will demonstrate interact with diverse groups of people in their chosen discipline.	Students will acknowledge the diversity of groups and demonstrate toward ideas from others.	WG 133	70% of students will score 70% or higher on the Cultural Awareness student learning outcomes for selected courses.	100	-----	-----	-----	none
Social and Civic Responsibility	Students will demonstrate knowledge of ethics and legal issues appropriate to their chosen discipline	Students will demonstrate knowledge of ethics and legal issues appropriate to their chosen discipline.	WG 133 WG 115, WG 125	70% of students will score 70% or higher on the Social and Civic Responsibility student learning outcomes for selected courses.	88	100	95	96	More class time
Analytical & Critical Thinking	Students will demonstrate ability to identify, analyze, and remediate problems critical to their chosen discipline	Students will demonstrate ability to identify, analyze, and remediate problems critical to their chosen discipline	WG 115	70% of students will score 70% or higher on the Critical Thinking student learning outcomes for selected courses.	88	100	75	92	Stress more time
Technology Utilization	Students will demonstrate ability to perform technical operations to their chosen discipline	Students will demonstrate ability to perform technical operations to their chosen discipline.	WG 115, WG 125, WG 135, WG 145, WG 155, WG 165.	70% of students will score 70% or higher on the Technology Utilization student learning outcomes for selected courses.	91	100	82	96	Stress more time