

OSU-Okmulgee
Academic Programs Forms A, B and C
ASSESSMENT REPORT FOR

Automotive / HEVi

CAT Dealer Prep

(Unit)

(Program Emphasis or Specialization)

A.A.S

(Degree: A.S. or A.A.S)

2003 – 2004

Summer 2004

(Assessment Period Covered)

(Date Submitted)

Submitted By: Steven Walker
(Chair or Faculty Assessment Representative)

OSU-Okmulgee
Academic Programs Form B
ASSESSMENT REPORT FOR

Automotive / HEVI

(Academic Unit or Student Support Area)

CAT Dealer Prep Program

(Emphasis or Specialization)

2003 - 2004

(Assessment Period Covered)

Summer 2004

(Date Submitted)

Expanded Statement of Institutional Purpose Linkage

Reference Institutional Mission Statement below:

OSU-Okmulgee's mission is to serve as the lead institution of higher education in Oklahoma and the region providing comprehensive, high-quality, advancing technology programs and services to prepare and sustain a diverse student body as competitive members of a world-class workforce and contributing member of society.

Indicate Mission/Purpose of the Automotive & HEVi Technologies Division and relate it to the OSU-Okmulgee Mission below:

Unit Mission: The Automotive/HEVI Division of OSU-Okmulgee prepares students to become efficient and productive entry-level automotive service, automotive collision, medium/heavy duty truck, heavy equipment, industrial equipment and mechanical/electrical diagnostic and repair technicians.

Indicate Mission/Purpose of the HEVi Unit and relate it to the Automotive and HEVi Technologies Division Mission below:

Unit Mission: The Heavy Equipment and Vehicle Institute's mission is to prepare students to become qualified technicians for defined industries and provide a firm base for continued success in their career.

Indicate Mission/Purpose of the Program of Study (Emphasis or Specialization) and relate it to the Unit Mission below:

Program/Emphasis or Specialization Mission: The CAT Dealer Prep programs mission is to prepare students to become qualified technicians for Caterpillar Dealers and provide a firm base for continued success in their career.

List Intended Program of Study Objectives to be Assessed This Year:

***CORE Objective 1. COMMUNICATION**

Effectively communicate electronically, verbally and in writing.

***CORE Objective 2. CRITICAL THINKING**

Demonstrate logical, systematic problem solving techniques, including basic mathematical computations.

***CORE Objective 3. ETHICS**

Develop and display a sense of personal, social and professional work ethics.

***CORE Objective 4. CULTURE, HISTORY, & DIVERSITY**

Explain the cultural heritage and primary elements of the history and government of the U.S. and its people, especially as it impacts one's industry or field of study.

***CORE Objective 5. TECHNOLOGY**

Access and use technology appropriate to one's industry or field of study.

PROGRAM Objective 6. SAFETY

Follow safety policies and procedures as defined by industry.

PROGRAM Objective 7. FUNDAMENTALS

Demonstrate the ability to understand the fundamentals of the defined industries.

PROGRAM Objective 8. ELECTRICAL/ELECTRONIC SYSTEMS.

Diagnose, maintain and repair electrical/electronic systems.

PROGRAM Objective 9. MECHANICAL COMPONENTS

Diagnose maintain and repair mechanical components.

PROGRAM Objective 10. HYDRAULIC / PNEUMATIC SYSTEMS

Diagnose maintain and repair hydraulic and pneumatic systems.

PROGRAM Objective 11. MOBILE AIR CONDITIONING SYSTEMS

Diagnose, maintain and repair mobile air conditioning systems.

PROGRAM Objective 12. POWER TRAIN SYSTEMS

Diagnose maintain and repair power train systems.

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Academic Programs Form C

ASSESSMENT REPORT

Intended Educational (Student) Objective #1:

NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.

*CORE Objective 1: COMMUNICATION

Effectively communicate electronically, verbally and in writing.

A. Formative Means of Assessment for Objective Identified Above:

1 a. Means of Program Assessment & Criteria for Success: (How is outcome going to be measured and what will be considered acceptable success?)

(A & S Formative)

80% of students who complete ENGL 1033 Technical Writing I will satisfy this objective by achieving a score of 74% or higher on the resume writing assignment.

80% of students who complete ENGL 2033 Technical Writing II will satisfy this objective by achieving a score of 74% or higher on the Incident Report assignment.

1 a. Description of Data Collection & Assessment Results: (complete this section in spring after assessment results are in)
86% of all CDP students demonstrated their ability to effectively communicate electronically, verbally and in writing with an accuracy of 74% or above as evidenced by a uniformly scored in-class essay. These data were collected and reported by Technical Writing I faculty using the SCT database.

1 a. Use of Results to Improve Instructional Program: (complete in spring based on findings)

The Arts & Sciences program will continue to collect data for an additional year before considering curricular modifications.

B. Summative Means of Assessment for Objective Identified Above:

1 b. Means of Program Assessment & Criteria for Success:

(CDP Summative) This assessment will take place during the students DHEC 1214 internship course: 80% of CAT Dealer Prep students who pass their internship will have submitted a internship report with a 75% level of accuracy.

1 b. Description of Data Collection & Assessment Results:

(Meets Standard)

100% of CAT Dealer Prep students who completed their DHEC 1214 Internship course passed their written exams with a minimum of 74% or higher.

1 b. Use of Results to Improve Instructional Program:

The CAT Dealer Prep program will continue to collect data for an additional year before making further adjustments.

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Academic Programs Form C

ASSESSMENT REPORT

Intended Educational (Student) Objective #2:

NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.

CORE Objective 2: CRITICAL THINKING

Demonstrate logical systematic problem solving techniques, including basic mathematical computations.

A. Formative Means of Assessment for Objective Identified Above:

2 a. Means of Program Assessment & Criteria for Success: (How is outcome going to be measured and what will be considered acceptable success?)

(A&S Formative) 80% of CDP students will demonstrate their ability to perform logical, systematic problem-solving techniques by scoring 74% or higher on MATH 2003--Business Math comprehensive exam.

2 a. Description of Data Collection & Assessment Results: (complete this section in spring after assessment results are in)

Data not yet available. Fall 2003 cohort completed this objective during the fall semester before math faculty had developed this assessment.

2 a. Use of Results to Improve Instructional Program: (complete in spring based on findings)

NA

B. Summative Means of Assessment for Objective Identified Above:

2 b. Means of Program Assessment & Criteria for Success:

(CDP Summative) This assessment will take place during the CAT Electrical Fundamentals Course: 80% of CDP Students who pass CAT Electrical Fundamentals course will have passed a written exam pertaining to this objective with a 75% level of accuracy. The measurement of this Core Objective is referenced on the course syllabus.

2 b. Description of Data Collection & Assessment Results: NA at this time. Data collection will begin the fall of 2004.

2 b. Use of Results to Improve Instructional Program:

NA

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Academic Programs Form C

ASSESSMENT REPORT

Intended Educational (Student) Objective #3:

NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.

***CORE Objective 3: ETHICS**

Develop and display a sense of personal, social and professional work ethics

A. Formative Means of Assessment for Objective Identified Above:

3 a. Means of Program Assessment & Criteria for Success: (How is outcome going to be measured and what will be considered acceptable success?) (Formative Arts & Sciences) Students will research strategies that promote ethical behavior in the workplace and submit (in writing) a professional code of ethics analysis in their Ethics course. Seventy percent of the students must receive a grade of "C" (74%) or higher for this objective to have been achieved.

3 a. Description of Data Collection & Assessment Results: (complete this section in spring after assessment results are in) NA at this time. Data collection will begin the summer of 2004

3 a. Use of Results to Improve Instructional Program: (complete in spring based on findings)

NA

B. Summative Means of Assessment for Objective Identified Above:

3 b. Means of Program Assessment & Criteria for Success:

(CDP Summative) This assessment will take place during the CAT Electrical Fundamentals Course: 80% of CDP Students who pass CAT Electrical Fundamentals course will have completed a written final exam with a 75% level of accuracy.

3 b. Description of Data Collection & Assessment Results: NA at this time. Data collection will begin the fall of 2004

3 b. Use of Results to Improve Instructional Program:

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Academic Programs Form C

ASSESSMENT REPORT

Intended Educational (Student) Objective #4:

NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.

***CORE Objective 4: CULTURE, HISTORY & DIVERSITY**

Explain the cultural heritage and primary elements of the history and government of the U.S. and it's people, especially as it impacts one's industry or field of study.

A. First Means of Assessment for Objective Identified Above:

4 a. Means of Program Assessment & Criteria for Success: (How is outcome going to be measured and what will be considered acceptable success?)

(Formative Arts and Sciences) Upon completion of HIST 1483 (US History to 1865) and POLS 1113 (US Government), each student will take a comprehensive exam over each course and 70% of them must make at least 74% on each course exam. The exams will be given in the Assessment center and will be updated each semester. The Assessment Center staff will send the results to each division at the end of each semester.

4 a. Description of Data Collection & Assessment Results: (complete this section in spring after assessment results are in)
NA at this time. Data collection will begin the fall of 2004

4 a. Use of Results to Improve Instructional Program: (complete in spring based on findings)

B. Second Means of Assessment for Objective Identified Above:

4 b. Means of Program Assessment & Criteria for Success:

(CDP Summative) 80% of CAT Dealer Prep students who pass the DHEC 1124 Introduction to Caterpillar course will pass a final exam as it relates to this history objective at a 75% level of accuracy.

4 b. Description of Data Collection & Assessment Results:

NA. SCT system did not capture these results. System kinks being worked out.

4 b. Use of Results to Improve Instructional Program:

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Academic Programs Form C

ASSESSMENT REPORT

Intended Educational (Student) Objective #5:

NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.

***CORE Objective 5: TECHNOLOGY**

Access and use technology appropriate to one's industry or field of study.

A. Formative Means of Assessment for Objective Identified Above:

5 a. Means of Program Assessment & Criteria for Success: (How is outcome going to be measured and what will be considered acceptable success?)

(Formative IT) 80% of all OSU-Okmulgee graduates, of any specialization, will access and use technology appropriate for their industry or field of study with an accuracy of 74% (or above) by providing printed and electronically stored copies of "required" project solutions in the areas of: basic computer concepts, word processing, spreadsheet utilization, development of electronic presentations and internet to be evaluated by a review committee of faculty using standard criteria and predetermined evaluation instruments at an assigned time during the student's fourth semester, or prior to entering an internship experience. (GTIT 1173 -InfoTech & Applications)

5 a. Description of Data Collection & Assessment Results: (complete this section in spring after assessment results are in)

100% of CDP students demonstrated proficient access and use of technology appropriate to their industry or field of study with an accuracy of 74% (or above) on the GTBT 1173-InfoTech & Applications comprehensive exam.

5 a. Use of Results to Improve Instructional Program: (complete in spring based on findings)

To be determined by IT.

B. Summative Means of Assessment for Objective Identified Above:

5 b. Means of Program Assessment & Criteria for Success:

(Summative CDP) 80% of CAT Dealer Prep graduates who complete the CAT Fuel Systems course will pass a final exam as it pertains to this objective at a 74% level of accuracy.

5 b. Description of Data Collection & Assessment Results:

71% of all CDP students demonstrated their ability to access and use technology, especially as it relates their field or discipline. These data were collected and reported by DHEC 1223 faculty using the SCT database.

5 b. Use of Results to Improve Instructional Program:

Upon review it has been discovered that two students out of a total of seven who took this course failed the assessment and course, and they were subsequently removed from the program. Among students who are likely to graduate, 100% completed this assessment. Therefore, no changes to the curriculum or assessments will be considered.

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Academic Programs Form C

ASSESSMENT REPORT

Intended Educational (Student) Objective #6:

NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.

PROGRAM Objective 6: SAFETY

Follow safety policies and procedures as defined by industry.

A. Formative Means of Assessment for Objective Identified Above:

1 a. Means of Program Assessment & Criteria for Success: (How is outcome going to be measured and what will be considered acceptable success?)

(Formative CDP) This assessment will take place during the DHEC 1124 Introduction to Caterpillar. 100% of CDP students who complete the safety component of this training will have completed a safety exam with a 100% accuracy.

1 a. Description of Data Collection & Assessment Results: (complete this section in spring after assessment results are in)

NA. Students will take this course in Fall 2004.

1 a. Use of Results to Improve Instructional Program: (complete in spring based on findings)

NA

B. Summative Means of Assessment for Objective Identified Above:

1 b. Means of Program Assessment & Criteria for Success:

(Summative CDP) This assessment will take place during the DHEC 1124 Introduction to Caterpillar. 100% of CAT Dealer Prep students who pass Intro to CAT course will complete a written safety exam with 100% accuracy.

1 b. Description of Data Collection & Assessment Results:

NA. Students will take this course in Fall 2004.

1 b. Use of Results to Improve Instructional Program:

NA

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Academic Programs Form C

ASSESSMENT REPORT

Intended Educational (Student) Objective #7:

NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.

PROGRAM Objective 7: FUNDAMENTALS

Demonstrate the ability to understand the fundamentals of the defined industries.

A. Formative Means of Assessment for Objective Identified Above:

2 a. Means of Program Assessment & Criteria for Success: (How is outcome going to be measured and what will be considered acceptable success?)

(Formative CAT Dealer Prep) This assessment will take place during the DHEC 1124 Introduction to Caterpillar course. 80% of CAT Dealer Prep students who pass Introduction to Caterpillar will complete a written exam as pertains to this objective at a 75% level of accuracy.

2 a. Description of Data Collection & Assessment Results: (complete this section in spring after assessment results are in)

NA. Students will take this course in Fall 2004

2 a. Use of Results to Improve Instructional Program: (complete in spring based on findings)

NA

B. Summative Means of Assessment for Objective Identified Above:

2 b. Means of Program Assessment & Criteria for Success:

(Summative CAT Dealer Prep) This assessment will take place during the DHEC 1124 Introduction to Caterpillar course. 80% of CAT Dealer Prep students who pass Introduction to Caterpillar will complete a final exam as pertains to this objective at a 75% level of accuracy.

2 b. Description of Data Collection & Assessment Results:

NA. Students will take this course in Fall 2004

2 b. Use of Results to Improve Instructional Program:

NA

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Academic Programs Form C

ASSESSMENT REPORT

Intended Educational (Student) Objective #8:

NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.

PROGRAM Objective 8: ELECTRICAL/ELECTRONIC SYSTEMS

Access and use technology appropriate to one's industry or field of study.

A. Formative Means of Assessment for Objective Identified Above:

3 a. Means of Program Assessment & Criteria for Success: (How is outcome going to be measured and what will be considered acceptable success?)

(Formative) Arts and Sciences

(CDP Formative) This assessment will take place during the DHEC 1134 CAT Electrical Fundamentals course. 80% of CAT Dealer Prep students will complete CAT Electrical Fundamentals will have completed a written exam as it pertains to this objective at a 75% level of accuracy.

3 a. Description of Data Collection & Assessment Results: (complete this section in spring after assessment results are in)

NA. Students will take this course in Fall 2004

3 a. Use of Results to Improve Instructional Program: (complete in spring based on findings)

NA

B. Summative Means of Assessment for Objective Identified Above:

3 b. Means of Program Assessment & Criteria for Success:

(CDP Summative) This assessment will take place during the CAT Electrical Fundamentals course. 80% of CAT Dealer Prep Students who pass CAT Electrical Fundamentals will have completed a final written exam as it pertains to this objective at a 75% level of accuracy.

3 b. Description of Data Collection & Assessment Results:

NA. Students will take this course in Fall 2004

3 b. Use of Results to Improve Instructional Program:

NA

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Academic Programs Form C

ASSESSMENT REPORT

Intended Educational (Student) Objective #9:

NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.

PROGRAM Objective 9: MECHANICAL COMPONENTS

Diagnose maintain and repair mechanical components.

A. Formative Means of Assessment for Objective Identified Above:

4 a. Means of Program Assessment & Criteria for Success: (How is outcome going to be measured and what will be considered acceptable success?)

(CDP Formative) This assessment will take place during the DHEC 1323 CAT Engine Fundamentals course. 80% of CAT Dealer Prep students who complete the CAT Engine Fundamental training will have passed a written basic engine exam as pertains to this objective at a 75% level of accuracy.

4 a. Description of Data Collection & Assessment Results: (complete this section in spring after assessment results are in)

NA. Students are currently taking this course during Summer 2004

4 a. Use of Results to Improve Instructional Program: (complete in spring based on findings)

NA

B. Summative Means of Assessment for Objective Identified Above:

4 b. Means of Program Assessment & Criteria for Success:

(CDP Summative) This assessment will take place during the DHEC 1323 CAT Engine Fundamentals course. 80% of CAT Dealer Prep students who pass the CAT Engine Fundamentals course will have passed a written final exam as pertains to this objective with a 75% level of accuracy.

4 b. Description of Data Collection & Assessment Results:

NA. Students will take this course in Fall 2004

4 b. Use of Results to Improve Instructional Program:

NA

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Academic Programs Form C

ASSESSMENT REPORT

Intended Educational (Student) Objective #10:

NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.

PROGRAM Objective 10: HYDRAULIC / PNEUMATIC SYSTEMS

Diagnose maintain and repair hydraulic and pneumatic systems.

A. Formative Means of Assessment for Objective Identified Above:

5 a. Means of Program Assessment & Criteria for Success: (How is outcome going to be measured and what will be considered acceptable success?)

(CDP Formative) This assessment will take place during the DHEC 1213 CAT Hydraulic Fundamentals course. 80% of CAT Dealer Prep students who complete this training will pass a written exam as it pertains to this objective at a 75% level of accuracy.

5 a. Description of Data Collection & Assessment Results: (complete this section in spring after assessment results are in)

71% of all CDP students demonstrated their ability to access and use technology, especially as it relates their field or discipline. These data were collected and reported by DHEC 1223 faculty using the SCT database.

5 a. Use of Results to Improve Instructional Program: (complete in spring based on findings)

Upon review it has been discovered that two students out of a total of seven who took this course failed the assessment and course, and they were subsequently removed from the program. Among students who are likely to graduate, 100% completed this assessment. Therefore, no changes to the curriculum or assessments will be considered.

B. Summative Means of Assessment for Objective Identified Above:

5 b. Means of Program Assessment & Criteria for Success:

(CDP Summative) This assessment will take place during the DHEC 1213 Hydraulic Fundamentals course. 80% of CAT Dealer Prep students who complete this training will pass a final written exam as it pertains to this objective at a 75% level of accuracy.

5 b. Description of Data Collection & Assessment Results:

71% of all CDP students demonstrated their ability to access and use technology, especially as it relates their field or discipline. These data were collected and reported by DHEC 1223 faculty using the SCT database.

5 b. Use of Results to Improve Instructional Program:

Upon review it has been discovered that two students out of a total of seven who took this course failed the assessment and course, and they were subsequently removed from the program. Among students who are likely to graduate, 100% completed this assessment. Therefore, no changes to the curriculum or assessments will be considered.

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Academic Programs Form C
ASSESSMENT REPORT

Intended Educational (Student) Objective #11:

NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.

PROGRAM Objective 11: MOBILE AIR CONDITIONING SYSTEMS

Diagnose, maintain and repair Mobile air conditioning systems.

A. Formative Means of Assessment for Objective Identified Above:

2 a. Means of Program Assessment & Criteria for Success: (How is outcome going to be measured and what will be considered acceptable success?) (Arts and Sciences, formative)

(CDP Formative) This assessment will take place during the DHEC 2532 Mobile Air Conditioning course. 80% of CAT Dealer Prep students will complete a written exam as pertains to this objective at a 75% level of accuracy.

2 a. Description of Data Collection & Assessment Results: (complete this section in spring after assessment results are in)

NA. Students will take this course in Spring 2005

2 a. Use of Results to Improve Instructional Program: (complete in spring based on findings)

NA

B. Summative Means of Assessment for Objective Identified Above:

2 b. Means of Program Assessment & Criteria for Success:

(CDP Summative) This Assessment will take place during the DHEC 2532 CAT Mobile Air Conditioning course. 80% of CAT Dealer Prep students will complete a final written exam as pertains to this objective at a 75% level of accuracy.

2 b. Description of Data Collection & Assessment Results:

NA. Students will take this course in Spring 2005

2 b. Use of Results to Improve Instructional Program:

NA

OSU-Okmulgee
Academic Programs Form C
ASSESSMENT REPORT

Intended Educational (Student) Objective #12:

NOTE: There should be one form C for each intended outcome listed on form B. Intended outcome should be restated in the box immediately below with intended outcome number entered in the small blank spaces.

PROGRAM Objective 12: POWER TRAIN SYSTEMS

Diagnose, maintain and repair power train systems

A. Formative Means of Assessment for Objective Identified Above:

2 a. Means of Program Assessment & Criteria for Success: (How is outcome going to be measured and what will be considered acceptable success?) (Arts and Sciences, formative)

(CDP Formative) This assessment will take place during the DHEC 2603 CAT Power Train I course. 80% of the CAT Dealer Prep Students will complete a written exam as it pertains to this objective at a 74% level of accuracy.

2 a. Description of Data Collection & Assessment Results: (complete this section in spring after assessment results are in)

NA. Students will take this course in Summer 2005

2 a. Use of Results to Improve Instructional Program: (complete in spring based on findings)

NA

B. Summative Means of Assessment for Objective Identified Above:

2 b. Means of Program Assessment & Criteria for Success:

(CDP Summative) This assessment will take place during the DHEC 2603 CAT Power Train I course. 80% of the CAT Dealer Prep Students will complete a written final exam as it pertains to this objective at a 74% level of accuracy.

2 b. Description of Data Collection & Assessment Results:

NA. Students will take this course in Summer 2005

2 b. Use of Results to Improve Instructional Program:

NA