

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

Automotive / HEVi

Toyota T-Lift

(Unit)

(Program Emphasis or Specialization)

A.A.S

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

2004 – 2005

Spring 2004

(Assessment Period Covered)

(Date Submitted)

Submitted By:

Rob Roberts

(Chair or Faculty Assessment Representative)

OSU-Okmulgee
Academic Programs Form B
ASSESSMENT REPORT FOR

Automotive / HEVI

(Academic Unit or Student Support Area)

Toyota T-Lift Program

(Emphasis or Specialization)

2004 - 2005

(Assessment Period Covered)

Spring 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 Toyota T-Lift programs mission is to prepare students to become qualified technicians for Toyota Industrial Equipment 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, FORKLIFT OPERATION

Forklift operation: Demonstrate safe operation of a forklift as prescribed by OSHA requirements.

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.

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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) 70% of the students who take composition writing courses or speech courses will satisfy this objective by getting a pass rating (equivalent to a “C” grade or higher) based on individual course documentation that will be provided by the instructors to each division at the end of each semester. The documentation will be as follows:

Speech—instructors will use a common grade sheet for the persuasive speech. Students must score at least 74% on that speech to be considered proficient.

Freshman Composition I—students will do an in-class essay and a portfolio and must score at least a “74” or higher on each to be considered proficient. The contents of the portfolio are the same for all students, regardless of instructor.

Freshman Composition II—students will do a research paper that will be graded pass/fail (with a “74” grade considered passing)-same grading criteria for all faculty.

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

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

B. Summative Means of Assessment for Objective Identified Above:

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

(T-Lift Summative) This assessment will take place during the T-Lift Parts and Service Publications course: 80% of T-Lift students who pass this course will have passed a written final exam with a 75% level of accuracy.

1 b. Description of Data Collection & Assessment Results:

1 b. Use of Results to Improve Instructional Program:

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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) Each student will take a comprehensive exam each time they complete a math course and 70% of them must make at least a 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.

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

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

B. Summative Means of Assessment for Objective Identified Above:

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

(T-Lift Summative) This assessment will take place during the T-Lift Capstone Course: 80% of T-Lift Students who pass T-Lift Electrical Systems and Theory, T-Lift Hydraulics Systems, and T-Lift Capstone course will have completed a lab project pertaining to this objective with a 75% level of accuracy.

2 b. Description of Data Collection & Assessment Results:

2 b. Use of Results to Improve Instructional Program:

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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)

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

B. Summative Means of Assessment for Objective Identified Above:

3 b. Means of Program Assessment & Criteria for Success:
(T-Lift Summative) This assessment will take place during the T-Lift Basic Electrical Course: 80% of T-Lift Students who pass T-Lift Basic Electrical course will have completed a written final exam with a 75% level of accuracy.

3 b. Description of Data Collection & Assessment Results:

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)

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:

(T-Lift Summative) 80% of T-Lift students who pass the T-Lift Planned Maintenance and Record Keeping 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:

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.

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

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

B. Summative Means of Assessment for Objective Identified Above:

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

(T-Lift Summative) This assessment will take place during the T-Lift Parts and Service Publications/General Product and T-Lift Capstone courses. 80% of T-Lift students who pass these courses will complete a final exam as pertains to this objective at a 75% level of accuracy.

5 b. Description of Data Collection & Assessment Results:

5 b. Use of Results to Improve Instructional Program:

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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

Forklift operation: Demonstrate safe operation of a forklift as prescribed by OSHA requirements.

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?)

(T-Lift Formative) This assessment will take place during the T-Lift Operation & Safety Course. 100% of T-Lift 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)

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

B. Summative Means of Assessment for Objective Identified Above:

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

(T-Lift Summative) This assessment will take place during the T-Lift Operation & Safety Course. 100% of T-Lift students who pass T-Lift Operation & Safety course will complete a written final safety exam with 100% accuracy.

1 b. Description of Data Collection & Assessment Results:

1 b. Use of Results to Improve Instructional Program:

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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?)

(T-Lift Formative) This assessment will take place during the T-Lift Planned Maintenance and Record Keeping course. 80% of T-Lift students who pass T-Lift Planned Maintenance And Record Keeping 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)

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

B. Summative Means of Assessment for Objective Identified Above:

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

(T-Lift Summative) This assessment will take place during the Introduction to Caterpillar course. 80% of CAT Dealer Prep students who pass T-Lift Planned Maintenance and Record Keeping will complete a final exam as pertains to this objective at a 75% level of accuracy.

2 b. Description of Data Collection & Assessment Results:

2 b. Use of Results to Improve Instructional Program:

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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

Diagnose, maintain and repair electrical/electronic systems.

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?)

(T-Lift Formative) This assessment will take place during the T-Lift Basic Electrical Systems course. 80% of T-Lift students will complete T-Lift Basic Electrical 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)

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

B. Summative Means of Assessment for Objective Identified Above:

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

(T-Lift Summative) This assessment will take place during the T-Lift Electrical Systems and Theory and T-Lift Capstone course. 80% of T-Lift students who pass T-Lift Electrical Systems and Theory course and T-Lift Capstone course 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:

3 b. Use of Results to Improve Instructional Program:

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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?)

(T-Lift Formative) This assessment will take place during the T-Lift Engine Overhaul and T-Lift Power Train course. 80% of T-Lift students who complete the T-Lift Engine Overhaul and T-Lift Power train courses will have passed a written basic engine exam/power train 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)

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

B. Summative Means of Assessment for Objective Identified Above:

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

(T-Lift Summative) This assessment will take place during the T-Lift Engine Overhaul and T-Lift Power Train course. 80% of T-Lift students who pass the T-Lift Engine Overhaul and T-Lift Power Train 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:

4 b. Use of Results to Improve Instructional Program:

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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?)

(T-Lift Formative) This assessment will take place during the T-Lift Hydraulic Systems course. 80% of T-Lift 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)

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

B. Summative Means of Assessment for Objective Identified Above:

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

(T-Lift Summative) This assessment will take place during the T-Lift Hydraulic Systems course. 80% of T-Lift 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:

5 b. Use of Results to Improve Instructional Program: