



07-08 Transportation Unit Plan Annual Narrative

Directions: Use the "Unit Plan Narrative Guide Sheet" to complete this planning form. Be sure that under each section, you write a narrative which discusses all elements listed under each heading. If a particular element does not apply to your area, note that within your narrative. Again, this form should be completed as a narrative, not bulleted.

Department/Unit: Transportation

Unit Administrator: Tom Berryman

Date: August 20, 2008

A. Unit Description

a. Connection of the unit to the institution's role and mission:

The Transportation Department, marketed as The Alabama Center for Automotive Excellence, provides affordable and accessible lifelong learning opportunities in order to prepare students for employment in the field of Automotive Service. We also offer career advancement for working technicians through our night class offerings and Maintenance and Light Repair program partnered with Corporate Services and statewide Ford/Lincoln/Mercury dealerships. Through our partnership with Corporate Services we also offer customized training for fleets and independent shops throughout the state of Alabama.

The Alabama Center for Automotive Excellence is truly a world-class instructional program. Our Instructors are Master certified through ASE – the industry leader, and we have more NATEF certified transportation-related programs than any other school in the Southeast.

b. Unit Achievements:

Completed NATEF certification for our AUM and DEM programs, bring our total of NATEF certified programs to five. Partnered with Corporate Services to hold automotive workshops for high school instructors with 52 participants from AL, TN and MS. Made recruiting visits to over 50 high schools throughout AL, TN and MS to increase awareness of our programs. Our Toyota T-TEN program was ranked in the top 10 with Toyota, and received second place nationally with the Automotive Industry Planning Council.

B. Unit Effectiveness

a. Staff Description:

We currently employ 10 full time faculty and one adjunct Instructor. Ten of the faculty members are ASE certified Master technicians in their area of expertise, and the final one will be Master certified in the Fall of 2008. All faculty are extensively trained through manufacturer-branded programs and are qualified for the area they teach.

b. Instructional Effectiveness / Student Success:

Our manufacturer-sponsored ASE programs consistently maintain a placement rate of 100%. Our ABR, AUM and DEM programs maintain a placement rate of over 80%.

c. Support Services Connection & Resource Availability:

Equipment and facilities are in need of updating. The Department is in need of alignment machines, tire changers, tire balancers, brake lathes, and other equipment. In order to stay current and competitive we need to replace equipment that in most cases is antiquated or worn out.

All programs, most especially the ABR program, are in need of larger lab and classroom space if we are to expand our class sizes.

d. Customer Service Ranking:

Our Advisory Committee's have expresses satisfaction with our progress that we have made in the past year. Interest is beginning to build, and we have been approached by several businesses to begin partnerships that would benefit our programs. We have partnerships in place with GM, Ford, Toyota, BMW and Snap-On Tools.

C. Value Added

a. Support of the unit to other program and units:

The Alabama Center for Automotive Excellence works closely with Corporate Services to offer summer camps for area high school and junior high school students and Summer Conferences for High School Instructors. We also support the Academic programs by counseling our students to take the Associates Degree track.

b. Strengths:

The Alabama Center for Automotive Excellence offers a large variety of transportation programs, seminars and workshops giving students an opportunity to advance their employment status, receive a raise at the current position or gain needed skills to apply for a new position.

d. Areas Needing Improvement:

Advertisement, marketing and recruiting of new students.

D. Projections

a. Staff needs:

An instructor is needed to teach our new Snap-On Certification program. We are also working with the National Alternative Fuels Training Consortium to offer alternative fuels training. An additional Instructor would also allow us to deliver alternative fuels training and substitute in various other programs so existing Instructors could attend update training.

b. Resources needs:

Advertising dollars, and more budget money. All programs need additional lab and classroom space. The ABR program would benefit from a move to the Bessemer campus, allowing them to work more closely with the other 5 programs.

c. Professional development needs: All faculty members need professional development to stay current in their field.

d. Department and Unit Needs:

More space.

E. Recommendations:

There are no recommendations at this time

Institutional Effectiveness Unit Plan

Directions: Use 9 point font when completing this form. First, complete columns A-D. Make sure your Unit Outcomes are targeted, essential and measurable. Columns E & F (which serve to assess whether your goals were reached and how you intend to use the results) will *not* be completed until the end of the cycle in the spring.

Unit : Transportation (ACAE) **Unit Administrator:** Tom Berryman **School Year:** 2007-2008

	A. Unit Outcomes (3-4) <i>no more</i>	B. Outcomes Link to Institutional Goals & Strategic Indicators	C. Methods of Assessing the Outcome	D. Budget Implications
Number each Outcome in each column	<p>Should be measurable. Use percentages where possible. <u>Be brief.</u></p> <ol style="list-style-type: none"> 1. Achieve Fall semester new student enrollment goals for each program. Ford ASSET - 20; GM ASEP - 20; Toyota T-TEN – 20; AUM – 25; DEM – 12; ABR – 25 2. Achieve target completion numbers for all programs in the Transportation Division. ABR - 20 ; GM ASEP - 12; Ford ASSET -14; Toyota T-TEN – 10; AUM – 20; DEM - 10 3. NATEF Certification of ABR program. 	<p>List the goal numbers and the corresponding Strategic Indicator letters (i.e., Goal 1; Indicators B & C; Goal 2; Indicators A-C, etc.)</p> <ol style="list-style-type: none"> 1. Goal 2: Indicators A-F Goal 1: Indicator C 2. Goal 2: Indicators A-F 3. Goal 1: Indicators A-B 	<p>List what indirect methods you plan on using to measure each outcome (i.e., board exams, surveys, graduation results, retention results, etc.) /</p> <ol style="list-style-type: none"> 1. Fall 2008 enrollment in the following Classes; ABR 111, ASE101, AUM 101, and DEM 104 2. Spring 2008 Graduation Results 3. NATEF Evaluation Results 	<p>If your outcome has budget implications (costs that will exceed \$499), list them here.</p> <ol style="list-style-type: none"> 1. \$4,000 in travel budgets 2. None 3. None

Unit Plan--Part II: Directions : As noted on page one of this plan, complete columns E & F at the end of the planning cycle in the spring. As you report under each column, be sure to carry over the numbers which represent each outcome you are addressing.

E. Actual Results Obtained—When you assessed and measured your stated outcomes, what results did you find? Be clear and concise in your reporting.

- Based on the enrollment numbers for entry-level classes (ABR 111, AUM/ASE 101, and DEM 104) we did not reach our recruiting goals in Ford, GM, Toyota or the DEM programs.

Ford – 9	AUM - 36
GM – 9	ABR - 36
Toyota – 19	DEM - 10
- Results are based on the "Graduate Listing" reports attached.
ABR – 20 completers; GM ASEP – 5 completers; Ford ASSET – 6 completers; Toyota T-TEN – 1 completer; AUM – 27 completers; DEM – 9 completers.
- All NATEF preparations have been completed for the three programs (ABR, AUM, DEM). The NATEF evaluation team was on-site in November and December to review the AUM and DEM programs. Both programs passed their evaluations and are now NATEF certified. The ABR program cannot proceed with NATEF certification until both Instructors are ASE certified in the areas needed.

F. Use of Results—Now that you have your results, how do you intend to use these results or, if implemented early, how have you used these results to improve your overall unit for the upcoming academic year? **NOTE:** After you list how you intend to use these results, be sure to include such improvements in your new Unit Plan for the upcoming academic year.

- Our recruiting numbers for Fall 2007 are an improvement over the preceding year, but the numbers are not quite there yet. We will increase our recruiting visits to include the states of Mississippi and Tennessee in our efforts next year. We held two Parent/Student open houses in the Spring that were very well received. Based on input from the students, parents, and high school Instructors, we will begin holding monthly Parent/Student open houses on the Bessemer campus beginning in the Fall of 2008.
- Instructors and Program Coordinators will work closely with students to encourage completion of the student's Degree Plan.
- ASE certification testing is scheduled for Fall of 2008. The NATEF evaluation visit will be scheduled following the test results.