

Nashua Community College

Academic Program Plan - Collision Repair Technology (2020-2023)

Department Goal: 1.1 Student Engagement and Success

Attain ASE Accreditation

Goal Status: Active

Planned Assessment Year(s): 2019 - 2020, 2020 - 2021

Start Date: 01/21/2020

Targeted Completion Date: 12/31/2020

Actions

In Progress - Complete Self Study to attain full accreditation for Collision Repair Program (Active)

Outcome (Measure of Success): Obtain site visit in Fall of 2020 and be awarded accreditation by Spring of 2021

Current Status: No accreditation/currently working on self study and hope to submit application summer of 2020.

Action Start Date: 01/21/2020

Target Completion Date: 01/21/2020

Required Funding: Approximately \$1800.00 for application and related fees for site visit

Individual Responsible: Program Coordinator

Department Goal: 1.2 Student Engagement and Success

ASE Entry Level Certification Test offered by ASE

Goal Status: Active

Planned Assessment Year(s): 2021-2022, 2022-2023

Start Date: 01/21/2020

Targeted Completion Date: 05/12/2023

Actions

Not Yet Started - Participate in the end of course/program (Active)

Outcome (Measure of Success): Students completing the program will test and achieve Entry Level Certification through ASE

Current Status: No end of program certifications offered

Action Start Date: 08/23/2021

Target Completion Date: 05/12/2023

Required Funding: Approximately 45.00 per student

Individual Responsible: Program Coordinator

Department Goal: 1.3 Student Engagement and Success

Offer I-CAR Certification to students

Goal Status: Active

Planned Assessment Year(s): 2020 - 2021, 2021-2022, 2022-2023

Start Date: 01/21/2020

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Targeted Completion Date: 05/12/2023

Actions

Not Yet Started - Integrate I-CAR Curriculum into CRT Courses (Active)

Outcome (Measure of Success): Students will receive I-CAR training and certifications in the CRT courses

Current Status: Not being used at this time

Action Start Date: 08/24/2020

Target Completion Date: 05/12/2023

Required Funding: Possibility of additional instructor training through I-CAR. Cost N/A at this time

Individual Responsible: Program Coordinator and program faculty

Department Goal: 2.1 Enrollment and Sustainability

Increase enrollment in program

Goal Status: Active

Planned Assessment Year(s): 2020 - 2021, 2021-2022, 2022-2023

Start Date: 01/21/2019

Targeted Completion Date: 05/12/2023

Actions

In Progress - Faculty will participate in various recruiting events such as NCC Open House, Career Discovery Day, Automotive Career Day, college fairs, high school classroom visits, and serve on high school advisory committees. (Active)

Outcome (Measure of Success): Increase the number of freshmen by 50%

Current Status: CRT currently has 11 students; 3 Seniors and 8 Freshmen

Action Start Date: 01/21/2020

Target Completion Date: 05/12/2023

Required Funding: Approximately \$1000.00 for recruiting materials such as program profile sheets, brochures and other promotional materials

Individual Responsible: Program Coordinator and program faculty

In Progress - Develop new program videos and photos for promotional events (Active)

Outcome (Measure of Success): Produce new photos and videos to project a fresh image for the program

Current Status: Photos and videos are at least 3-4 years old.

Action Start Date: 08/24/2020

Target Completion Date: 05/14/2021

Required Funding: ?

Individual Responsible: Program Coordinator and Marketing Staff

In Progress - Work with local high schools to identify students interested in Collision Repair but, could not get into a high school shop class (Active)

Outcome (Measure of Success): Contact those interested to apply to NCC CRT

Current Status: No procedure currently in place

Action Start Date: 08/24/2020

Target Completion Date: 05/12/2023

Required Funding: No funding expected

Individual Responsible: Program Coordinator

In Progress - Hire a Part Time Program Assistant to assist with enrollment (Active)

Outcome (Measure of Success): Position will be filled and the person will assist with recruiting activities, advising, and other duties to help increase and maintain enrollments.

Current Status: Currently, there is a posting for the position.

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Action Start Date: 01/21/2020
Target Completion Date: 08/24/2020
Required Funding: Cost of salary for part time assistant
Individual Responsible: HR, Department Chair

In Progress - Create a 2 year certificate program (Active)
Outcome (Measure of Success): 2 year stackable certificate in addition to the 1 year certificate and 2 year degree programs
Current Status: Currently we have a 1 year certificate and a 2 year degree program
Action Start Date: 01/21/2020
Target Completion Date: 12/31/2020
Required Funding: None
Individual Responsible: Program Coordinator

Department Goal: 3.1 Diversity and Inclusion

Increase number of non-traditional students

Goal Status: Active
Planned Assessment Year(s): 2019 - 2020, 2020 - 2021, 2021-2022, 2022-2023
Start Date: 01/21/2020
Targeted Completion Date: 05/12/2023

Actions

In Progress - Faculty and Admissions will work together to promote the program at events and locations with diverse populations such as high schools in Nashua, Manchester, Lowell, Lawrence and Methuen MA. (Active)
Outcome (Measure of Success): Increase the number of non trad students by 50%

NON-TRAD? **
Current Status: Currently, there is one nontraditional student in the program
Action Start Date: 01/21/2020
Target Completion Date: 05/12/2023
Required Funding: See Marketing Materials
Individual Responsible: Admissions and Program Faculty

Department Goal: 4.1 Efficiency and Effectiveness

Work Coop documentation for CRT students

Goal Status: Active
Planned Assessment Year(s): 2020 - 2021
Start Date: 01/21/2020
Targeted Completion Date: 05/14/2021

Actions

In Progress - Create a list of competencies that employers will use to rate students participating in the Work Coop (Active)
Outcome (Measure of Success): Completed list and paperwork for the new Work Coop
Current Status: A partial list is in place
Action Start Date: 01/21/2020
Target Completion Date: 05/14/2021
Required Funding: None
Individual Responsible: Program Coordinator

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Department Goal: 4.2 Efficiency and Effectiveness

Increase the number of full time faculty in CRT

Goal Status: Active

Planned Assessment Year(s): 2020 - 2021

Actions

Not Yet Started - Advertise, interview and hire an additional f/t faculty for CRT (Active)

Outcome (Measure of Success): Hiring 1 additional full time faculty will benefit the program and students. It will provide a more consistent learning environment plus allow more faculty to be out promoting the program. An additional full time faculty will help the program grow.

Current Status: 1 full time and 2 adjunct faculty

**Action Start Date: Fall 2020 Targeted Completion Date: Fall 2020

Required Funding: Salary for full time faculty

Individual Responsible: Department Chair, HR, Administration

Department Goal: 4.3 Efficiency and Effectiveness

Use of Zoom and Canvas for online learning

Goal Status: Active

Planned Assessment Year(s): 2020 - 2021, 2021-2022, 2022-2023

Start Date: 01/21/2020

Targeted Completion Date: 05/12/2023

Actions

Integrate the use of Canvas and Zoom into current lectures (Active)

Outcome (Measure of Success): Establish online learning environment to be able to teach lectures online allowing more flexibility in scheduling and reduce time for students that travel a distance

Current Status: Just starting to use Zoom and Canvas for online instruction due to the COVID-19 virus

Action Start Date: 08/24/2020

Target Completion Date: 05/13/2023

Required Funding: Computers with audio and video capabilities

Individual Responsible: Program faculty and IT