

Montana University System

PROGRAM REVIEW

Institution: Helena College University of Montana

Program Years: 2008-2013

List of the programs reviewed:

Associate of Applied Science Automotive Technology

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Program Review Committee of Helena College University of Montana recommends the continuation of the Automotive Technology Program areas based on data findings and faculty recommendations.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Information gathered during the internal review process indicates the AAS Automotive Technology has maintained a steady enrollment and aligns with community needs, preparing students for high skill, high demand, and high wage employment in Montana. Program enrollment and program completion have been relatively stable over this review period. From 2008 through 2013, the Automotive Technology program capacity has been an average of 88%. Program completion rates average 40%.

Retention from fall to fall is 78%-- slightly higher than average Helena College general student retention (77%) and higher than Helena College Trades Program student retention (68%).

Our students matriculate, obtain their ASE certification and obtain positions in the automotive industry, or transfer to additional training or to 4-year degree programs.

1. Issue of concern: Lack of graduate employment data
 Lack of employer satisfaction data
2. Response: Internal processes to capture graduate contact information to conduct a graduate employment survey are being developed to capture and record graduate employment data. Internal process to capture graduate employer satisfaction surveys are being developed to capture and record employer satisfaction.

Program Goals FY2015

1. Develop a long-term equipment acquisition plan to increase the inventory of relevant and currently equipment used in automotive maintenance and repair facilities.
2. Update curriculum and skill development to include development, study and maintenance of alternative fuel vehicles, particularly electric vehicles.

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3. Increase instructor professional development through participation in professional conferences and organizations.
4. Contracted services to integrate of Electric Vehicle Technology Certificate Program, using National Stem Consortium Curriculum. 1-year plan to outline equipment and staffing needs.
5. Build career awareness by partnering with industry partners, secondary schools and US Department of Labor Job Service.
6. Initiate Student Professional Organization which will include student participation in statewide skills competition

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Program Review Data Summary Alignment with Community Needs (AAS/CAS Only)						
Data Definition:	Current MT	Projected MT	Current U.S.	Projected U.S.		
A. Provide the total number of projected job openings from related occupations for Montana and the U.S.	3,860 (2010)	3,920 (2020)	723,400 (2010)	848,200 (2020)		
B. Provide percent change in job openings for related occupations for Montana and the U.S.		+2%		+17%		
C. Provide the median hourly wage or annual salary for related occupations	\$16.10 hourly		\$17.60 hourly			
Data Definition:	Year 1 2009	Year 2 2010	Year 3 2011	Year 4 2012	Year 5 2013	5 Year Ave
D. Provide 5 years of in-field job placement rates for all program graduates	*N/A **50%	*100% **40%	*N/A **80%	*33% **N/A	*20% **N/A	*51% **57%
E. For applied programs with program admission provide five years of student application totals	N/A	N/A	N/A	N/A	N/A	N/A
F. For applied programs with program admission provide five years of students accepted totals	N/A	N/A	N/A	N/A	N/A	N/A
Student Participation and Success						
Data Definition:	Year 1 08/09	Year 2 09/10	Year 3 10/11	Year 4 11/12	Year 5 12/13	5 Year Ave
A. Provide 5 years of transfer rates to 4-year colleges (AA/AS)						
B. Provide program capacity (headcount)	40	40	40	40	40	40
C. Provide 5 years of enrollment (unduplicated headcount)	24	32	38	46	37	35
D. Provide 5 years of enrollment (FTE)	15	17	27	34	22	23
E. Annual percentage of program capacity	60%	80%	95%	115%	92%	88%
F. Provide 5 years of retention rates for full-time students	62%	44%	62%	54%	33%	52%
G. Provide 5 years of retention rates for part-time students	N/A	0%	33%	0%	0%	10%
H. Provide 5 years of successful program course completion rates.	56%/75%	63%/67%	74%/84%	84%/77%	70%/85%	69%/78%
I. Provide 5 years of graduation rates for full-time students <i>rate of students graduating within 150% of completion time</i>	50% Fall 06	43% Fall 07	50% Fall 08	21% Fall 09	44% Fall 10	40%
J. Provide 5 years of graduation rates for part-time students <i>rate of students graduating within 150% of completion time</i>	25% Fall 06	N/A	N/A	0% Fall 09	0% Fall 10	11%
K. Provide 5 years of annual degree & certificate completions	5	5	1	10	5	5
L. Provide 5 years of degree production rates – <i>proportion of degrees/certificates granted per 100 FTE enrollment</i>	33	29	4	29	23	24
M. Provide 5 years of pass rates on occupation/industry specific licensing or certification exams (as applicable)	--	--	--	--	--	--
Fiscal and Physical Resources						
Data Definition: Instructional costs include salaries, operations, grant funding, and gifts/donations from partners	Year 1 08/09	Year 2* 09/10	Year 3 10/11	Year 4 11/12	Year 5 12/13	5 Year Ave
A. Provide 5 years of instructional cost/student (FTE)	N/A	\$11,429	\$7,077	\$4,450	\$6,465	\$6,789
B. Provide 5 years institutional expenditure/student (FTE)	\$7,367	\$6,872	\$6,024	\$6,328	\$7,473	\$6,813
C. Provide 5 years of instructional cost/completion	N/A	\$38,857	\$191,076	\$15,132	\$28,445	\$32,329
D. Provide 5 years institutional expenditure/completion	\$34,392	\$34,209	\$33,220	\$29,193	\$34,780	\$33,159
E. Provide 5 years of student program fees-fund balance(s)	N/A	\$1,580	\$2,520	\$3,355	\$2,225	\$2,420
F. Provide 5 years of student program fees-student costs	N/A	\$121	\$0	\$2,700	\$5,054	\$1,969
G. Provide five years of tuition revenue (Annual FTE x Res Tuition)	N/A	N/A	\$79,569	\$95,676	\$59,554	\$78,263

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PROGRAM REVIEW

Institution: **Helena College University of Montana**

Program Years: **2009 - 2013**

List of the programs reviewed:

Associate of Applied Science Fire and Rescue

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Program Review Committee of Helena College University of Montana recommends the continuation of the Fire and Rescue Program areas based on data findings and faculty recommendations.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Information gathered during the internal review process indicates the AAS Fire and Rescue has maintained a steady enrollment and aligns with community needs by preparing students for employment in the Fire Service and related professions such as Emergency Management, Emergency Medical Services, and those in private industry such as hazardous materials mitigation companies.

The retention rate of full-time students in the AAS Fire and Rescue (68% for the five year average 2009-2013) is above the College average percentage. Students complete program courses at the rate of 89% (again for the five year average). Through research conducted by phone interviews of alumni with a known location, students matriculate and obtain positions in the Fire Service, or transfer to additional education in related fields or to 4-year degree programs.

Areas of concern:

Lack of graduate employment data

Lack of employer satisfaction data

Lack of placement data for years 4 and 5

Response: Internal processes to capture graduate contact information to conduct a graduate employment survey are being developed to capture and record graduate employment data. Internal process to capture graduate employer satisfaction surveys are being developed to capture and record employer satisfaction. Internal processes to create alumni network to assist with data capture.

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Program Goals FY2014

1. Collaborate with business, industry, and the community as partners to provide a quality learning experience that gives graduates the best opportunity to gain employment
2. Solicit input from our constituents including, students, graduates, advisory board members, business, industry, faculty, staff, and administration concerning the operation and improvement of the program and career tracks
3. Assess student and program performance through the use of outcomes assessment, Program Review and Evaluation Process, job placement rates, employer and graduate surveys
4. Increase enrollment through recruiting efforts including; business, industry, government, professional organizations, and high schools
5. Obtain program accreditation through the International Fire Service Accreditation Congress Degree Assembly.
6. Expand offerings in the Emergency Medical Services field to provide for additional employment opportunities and continuing education accessibility.

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Helena College – Fire & Rescue 12/13/13

Program Review Data Summary									
Alignment with Community Needs (AAS/CAS Only)									
Data Definition:	Current MT	Projected MT	Current U.S.	Projected U.S.				Program Notes	Source
A. Provide the total number of projected job openings from related occupations for Montana and the U.S.	740 (2010)	830 (2020)	310,400 (2010)	336,900 (2020)				Firefighters	CareerOneStop/US Dept of Labor
B. Provide percent change in job openings for related occupations for Montana and the U.S.		+12%		+9%				See links for specific employ/wage data	CareerOneStop/US Dept of Labor
C. Provide the median hourly wage or annual salary for related occupations	\$22.34 hourly		\$21.73 hourly					Wage information as of 2012	CareerOneStop/US Dept of Labor
Data Definition:	Year 1 2009	Year 2 2010	Year 3 2011	Year 4 2012	Year 5 2013	3 Year Ave	Program Notes	Source	
D. Provide 5 years of in-field job placement rates for all program graduates	*0% **90%	*0% **31%	*N/A **77%	*N/A **N/A	*N/A **N/A	*0% **66%	*HC Graduate Surveys 09-10 25% Average Response Rate **Perkins 4P1 Reports 09-11	Helena College Graduate Survey and/or OCHE Perkins Data Program Employer Contacts	
E. Provide 5 years of transfer rates to 4-year colleges (AA/AS)								Institutional Research	
Student Participation and Success									
Data Definition:	Year 1 08/09	Year 2 09/10	Year 3 10/11	Year 4 11/12	Year 5 12/13	3 Year Ave	Program Notes	Source	
A. Provide program capacity (headcount)	80	80	80	80	80	80	1 st and 2 nd Year	Institutional Research	
B. Provide 5 years of enrollment (unduplicated headcount)	30	37	63	48	42	52		Institutional Research	
C. Provide 5 years of enrollment (FTE)	43	60	60	37	36	48	Total fall FIRE course credits/15	Institutional Research	
D. Annual percentage of program capacity	62%	71%	79%	60%	52%	65%	Enrollment/Program Capacity	Institutional Research	
E. Provide 5 years of retention rates for full-time students	60%	74%	30%	83%	75%	68%	Entering students returning	Institutional Research	
F. Provide 5 years of retention rates for part-time students	25%	0%	N/A	100%	33%	39%	the following fall semester	Institutional Research	
G. Provide 5 years of successful program course completion rates.	83%/88%	89%/94%	84%/71%	90%/95%	92%/96%	88%/89%	Pass or C- or better each term		
H. Provide 5 years of graduation rates for full-time students rate of students graduating within 150% of completion time	39% Fall 06	32% Fall 07	45% Fall 08	49% Fall 09	27% Fall 10	46%	% entering students graduating with 3 years	Institutional Research	
I. Provide 5 years of graduation rates for part-time students rate of students graduating within 150% of completion time	0% Fall 06	0% Fall 07	25% Fall 08	0% Fall 09	0% Fall 10	5%	% entering students graduating with 3 years	Institutional Research	
J. Provide 5 years of annual degree & certificate completions	16	13	14	8	16	13		Institutional Research	
K. Provide 5 years of degree production rates – proportion of degrees/certificates granted per 100 FTE enrollment	33	22	23	22	44	29	# of completers per 100 FTE enrollment	Institutional Research	
L. Provide 5 years of pass rates on occupation/industry specific licensing or certification exams (as applicable)	--	--	--	--	--	--		Program Records	
M. For applied programs with program admission provide five years of student application totals	N/A	N/A	N/A	N/A	N/A	N/A		Program Records	
N. For applied programs with program admission provide five years of students accepted totals	N/A	N/A	N/A	N/A	N/A	N/A		Program Records	
Fiscal and Physical Resources									
Data Definition: Instructional costs include salaries, operations, grant funding, and gifts/donations from partners	Year 1 08/09	Year 2 09/10	Year 3 10/11	Year 4 11/12	Year 5 12/13	3 Year Ave	Program Notes	Source	
A. Provide 5 years of instructional cost/student (FTE)	\$4,753	\$2,906	\$3,176	\$6,128	\$6,040	\$4,601	HR + Operating/FTE	Institutional Research/Finance	
B. Provide 5 years institutional expenditure/student (FTE)	\$7,367	\$6,872	\$6,024	\$6,328	\$7,473	\$6,813	Total Budget/FTE	MUS-OCHE	
C. Provide 5 years of instructional cost/completion	\$13,349	\$13,412	\$13,613	\$28,343	\$13,591	\$16,462	HR+Operating/Pr Compl	Institutional Research	
D. Provide 5 years institutional expenditure/completion	\$34,392	\$34,209	\$33,220	\$29,193	\$34,780	\$33,159	Total Budget/Inst Compl	MUS-OCHE	
E. Provide 5 years of student program fees-fund balance(s)	\$9,581	\$12,360	\$16,243	\$9,446	\$8,835	\$11,293	Fees(H60380, H60420, H60430)	Finance/Program Records	
F. Provide 5 years of student program fees-student costs	\$7,294	\$5,618	\$7,200	\$2,900	\$976	\$4,798	Fees(H60380, H60420, H60430)	Finance/Program Records	
G. Provide five years of tuition revenue (Annual FTE x Res Tuition)	N/A	N/A	\$176,820	\$104,118	\$97,452	\$126,130	Budgeted resident tuition revenue X FTE FY11-62,847 FY12-62,814 FY13-62,707	MUS-OCHE	

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PROGRAM REVIEW

Institution: **Helena College University of Montana**

Program Years: **2008-2013**

List of the programs reviewed:

Associate of Applied Science Aviation Maintenance Technology

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Program Review Committee of Helena College University of Montana recommends the continuation of the Aviation Maintenance Technology Program areas based on data findings and faculty recommendations.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Information gathered during the internal review process indicates the AAS in Aviation Maintenance Technology has maintained a steady enrollment and aligns with community needs, preparing students for high skill, high demand, and high wage employment in Montana. Program enrollment and program completion have been relatively stable over this review period. Retention from fall to fall is 78%-- higher than average Helena College general student retention (77%) and higher than Helena College Trades Program student retention (68%).

Our students matriculate, obtain their airframe and powerplant license and obtain positions in the aviation maintenance industry, or transfer to additional training or to 4-year degree programs.

- Issue of concern: Lack of graduate employment data
Lack of employer satisfaction data
- Response: Internal processes to capture graduate contact information to conduct a graduate employment survey are being developed to capture and record graduate employment data. Internal process to capture graduate employer satisfaction surveys are being developed to capture and record employer satisfaction.

Program Goals FY2015

1. Develop a long-term equipment acquisition plan to increase the inventory of relevant and currently equipment used in aviation maintenance facilities. The addition of aircraft and engines is essential to the viability of the program.
2. Collaborate with business, industry, and the community as partners to provide a quality learning experience that gives graduates the best opportunity to gain employment.
3. Solicit input from our constituents including, students, graduates, advisory board members, business, industry, faculty, staff, and administration concerning the operation and improvement of the program and career tracks.

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4. Assess student and program performance through the use of outcomes assessment, Program Review and Evaluation Process, job placement rates, employer and graduate surveys.
5. Increase enrollment through recruiting efforts including; business, industry, government, professional organizations, and high schools.

Program Review Data Summary						
Alignment with Community Needs (AAS/CAS Only)						
Data Definition:	Current MT	Projected MT	Current U.S.	Projected U.S.		
A. Provide the total number of projected job openings from related occupations for Montana and the U.S.	320 (2008)	350 (2018)	123,800 (2010)	131,600 (2020)		
B. Provide percent change in job openings for related occupations for Montana and the U.S.		+9%		+6%		
C. Provide the median hourly wage or annual salary for related occupations	\$22.78 hourly		\$26.25 hourly			
Data Definition:	Year 1 2008	Year 2 2009	Year 3 2010	Year 4 2011	Year 5 2012	5 Year Ave
D. Provide 5 years of in-field job placement rates for all program graduates	*67% **N/A	*100% **50%	*70% **33%	*N/A **77%	*N/A **N/A	*44% **74%
E. For applied programs with program admission provide five years of student application totals	N/A	N/A	N/A	N/A	N/A	N/A
F. For applied programs with program admission provide five years of students accepted totals	N/A	N/A	N/A	N/A	N/A	N/A
Student Participation and Success						
Data Definition:	Year 1 07/08	Year 2 08/09	Year 3 09/10	Year 4 10/11	Year 5 11/12	5 Year Ave
A. Provide 5 years of transfer rates to 4-year colleges (AA/AS)						
B. Provide program capacity (headcount)	40	40	40	40	40	40
C. Provide 5 years of enrollment (unduplicated headcount)	21	33	33	36	36	32
D. Provide 5 years of enrollment (FTE)	21.6	32.4	32.6	30	32.7	29.9
E. Annual percentage of program capacity	52%	82%	82%	90%	90%	79%
F. Provide 5 years of retention rates for full-time students	71%	67%	78%	77%	85%	76%
G. Provide 5 years of retention rates for part-time students	N/A	N/A	N/A	N/A	N/A	N/A
H. Provide 5 years of successful program course completion rates.	90%/90%	82%/96%	93%/99%	92%/92%	88%/100%	89%/95%
I. Provide 5 years of graduation rates for full-time students <i>rate of students graduating within 150% of completion time</i>	44% Fall 05	43% Fall 06	57% Fall 07	67% Fall 08	62% Fall 09	55%
J. Provide 5 years of graduation rates for part-time students <i>rate of students graduating within 150% of completion time</i>	0%	0%	N/A	N/A	N/A	0%
K. Provide 5 years of annual degree & certificate completions	6	6	13	7	11	9
L. Provide 5 years of degree production rates – <i>proportion of degrees/certificates granted per 100 FTE enrollment</i>	27	18	40	23	34	28
M. Provide 5 years of pass rates on occupation/industry specific licensing or certification exams (as applicable)	--	--	--	--	--	--
Fiscal and Physical Resources						
Data Definition: Instructional costs include salaries, operations, grant funding, and gifts/donations from partners	Year 1 07/08	Year 2 08/09	Year 3 09/10	Year 4 10/11	Year 5 11/12	5 Year Ave
A. Provide 5 years of instructional cost/student (FTE)	N/A	\$4,544	\$4,051	\$5,848	\$3,487	\$4,482
B. Provide 5 years institutional expenditure/student (FTE)	\$7,591	\$7,367	\$6,872	\$6,024	\$6,328	\$6,836
C. Provide 5 years of instructional cost/completion	N/A	\$24,536	\$10,158	\$25,064	\$10,367	\$17,756
D. Provide 5 years institutional expenditure/completion	\$36,511	\$34,392	\$36,209	\$33,220	\$29,193	\$33,905
E. Provide 5 years of student program fees-fund balance(s)	N/A	\$3,975	\$5,472	\$5,688	\$6,048	\$5,296
F. Provide 5 years of student program fees-student costs	N/A	0	\$4,944	0	\$8,506	\$6,725
G. Provide five years of tuition revenue (Annual FTE x Res Tuition)	N/A	N/A	N/A	\$88,410	\$92,018	\$90,214