

Annual Program Review (Annual Update): Curriculum Division 50 - Career Technical Education - Aviation Maintenance Tech

I. Main

Overview

Academic Year 2022 - 2023

Originator Chacko, Vins

Division Division 50 - Career Technical Education

Department Aviation

Programs

II. Co-Contributors

Questions? Find answers in [CurricUNET User Manual](#).

Contributor

Open the Form Properties to select co-contributors and assign permissions.

III. Annual Update

1. New Goal

Hire a Program Assistant for the Aviation Department – classified Position

Please describe your status (No more than 200 words)

NA as this is a new goal

Alignment to Strategic Goal Goal 3: Academic Program Innovation and Development - To prepare students with the skills and knowledge needed to thrive in the evolving job market.

Alignment to SLO or SAO SLO

Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results

Mission Statement

Students demonstrates the ability to meet the written test standards outlined in FAA AC 147-3 - Certification and Operation of Aviation Maintenance Technician Schools

Aviation department thrive to ensure the highest quality of service by providing a fair, sensitive, and confidential environment to all individuals, regardless of background, culture, or lifestyle through the program specialist

Proposed Activity to Achieve Goal

outreach, waiting list, program coordination

Responsible Party Vins Chacko & Aviation full time employees

Timeline to Completion: Semester/Year Spring 2026

How Will You Evaluate Whether You Achieved Your Goal

Student satisfaction survey and staff evaluation.

Additional Comments

2. New Goal

Onboard the new full-time faculty

Please describe your status (No more than 200 words)

In Progress

Alignment to Strategic Goal Goal 3: Academic Program Innovation and Development - To prepare students with the skills and knowledge needed to thrive in the evolving job market.

Alignment to SLO or SAO SLO

Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results Mission Statement

Students demonstrates the ability to meet the written test standards outlined in FAA AC 147-3 - Certification and Operation of Aviation Maintenance Technician Schools.

Aviation department thrive to ensure the highest quality of service by providing a fair, sensitive, and confidential environment to all individuals, regardless of background, culture, or lifestyle.

Proposed Activity to Achieve Goal

Customer service, training and provide equal opportunities.

Responsible Party Vins Chacko & Aviation full time employees

Timeline to Completion: Semester/Year Fall 2026

How Will You Evaluate Whether You Achieved Your Goal

Student satisfaction survey and staff evaluation.

Additional Comments

3. Previous Goals Increase achievement

Proposed Activity to Achieve Goal:

Hold advisory committee meetings every semester.

Responsible Party:

Faculty and Advisors

Total Three Year Resource Allocation Request:

3000

Timeline to Completion Month / Year:

Summer of 2024

How Will You Evaluate Whether You Achieved Your Goal:

Having and meeting events on the calendar

Please describe your status (No more than 200 words)

Student completion and meeting non-traditional student population enrollments have been our continuation goal.

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request?)

Alignment to Strategic Goal

Alignment to SLO or SAO

Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results

Mission Statement

NA due to Previous Goal

Proposed Activity to Achieve Goal

NA due to Previous Goal

Responsible Party NA due to Previous Goal

Timeline to Completion: Semester/Year NA due to Previous Goal

How Will You Evaluate Whether You Achieved Your Goal

NA due to Previous Goal

Additional Comments

4. Previous Goals Full Enrollment

Proposed Activity to Achieve Goal:

student recruitment activities

Responsible Party:

Faculty members

Total Three Year Resource Allocation Request:

3000

Timeline to Completion Month / Year:

6-12 months

How Will You Evaluate Whether You Achieved Your Goal:

Enrollment numbers are up and persistance rates are up

Please describe your status (No more than 200 words)

COMPLETE

Aviation program has full enrollment in the beginning of the semester. Due to individualized needs and FAA regulations, the class capacity is reduced to accommodate student success. We also maintain over 90% of completion rate.

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request?)

Has there a been a significant change since your request? Outreach and class enrollment is always the department goal.

Alignment to Strategic Goal

Alignment to SLO or SAO

Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results

Mission Statement

NA as this is a Previous Goal

Proposed Activity to Achieve Goal

NA as this is a Previous Goal

Responsible Party NA as this is a Previous Goal

Timeline to Completion: Semester/Year NA as this is a Previous Goal

How Will You Evaluate Whether You Achieved Your Goal

NA as this is a Previous Goal

Additional Comments

5. Previous Goals Upgrade classes to the new FAA Part 147 standard that is expected to be released 08/2023.

Proposed Activity to Achieve Goal:

Issues certification of documentation

Responsible Party:

Faculty

Total Three Year Resource Allocation Request:

3000

Timeline to Completion Month / Year:

6 months

How Will You Evaluate Whether You Achieved Your Goal:

Meeting the deadline of 8/2023

Please describe your status (No more than 200 words)

COMPLETE. Aviation program meet the FAA regulations to meet the standard. The equipment and training are adapted.

Did you request the same resources the previous year? If so, what was the result? Has there been a significant change since your request?)

The college faculty is able to administer required FAA tests on campus.

Alignment to Strategic Goal

Alignment to SLO or SAO

Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results

Mission Statement

NA as this is a Previous Goal

Proposed Activity to Achieve Goal

NA as this is a Previous Goal

Responsible Party NA as this is a Previous Goal

Timeline to Completion: Semester/Year NA as this is a Previous Goal

How Will You Evaluate Whether You Achieved Your Goal

NA as this is a Previous Goal

Additional Comments

6. Previous Goals Adequate staffing needs

Proposed Activity to Achieve Goal:

Hire a Full Time Faculty Member

Responsible Party:

Dean Susan Sweeny

Total Three Year Resource Allocation Request:

300000

Timeline to Completion Month / Year:

1 year

How Will You Evaluate Whether You Achieved Your Goal:

Completed the hiring process

Please describe your status (No more than 200 words)

Aviation department hired a full-time qualified instructor to start effective Spring 2026.

Did you request the same resources the previous year? If so, what was the result? Has there been a significant change since your request?)

The previous year request was to find a part-time instructor, but college approved for full-time hire which is successfully completed.

Alignment to Strategic Goal

Alignment to SLO or SAO

Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results

Mission Statement

NA as it is a Previous Goal

Proposed Activity to Achieve Goal

NA as it is a Previous Goal

Responsible Party NA as it is a Previous Goal

Timeline to Completion: Semester/Year NA as it is a Previous Goal

How Will You Evaluate Whether You Achieved Your Goal

NA as it is a Previous Goal

Additional Comments

IV. Resource Requests

Click Add Item to Enter a Resource Request

1. 1. Request Name (short title) Mill Machine

2. Request amount 40000

3. Type of Request Non Personnel

4. Alignment to Goal(s)

5. Is this a one-time or ongoing expense. One-time

6. Category of Request (Select all that apply).

- Instructional Equipment
- Travel and Conference

7. The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position. Which of the following best describes your requests?

- Personnel and Position: Requests that involve hiring, staffing, or reclassifying full-time or part-time faculty or staff. These requests are reviewed and approved through a separate process by the Faculty Staffing Committee or the Executive and Leadership Council.

8. Provide a complete description, justification, or rationale for the requested amount.

Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words)

Hiring vacant position and replacing broken equipment.

V. Executive Summary

Please provide a brief executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for this year. Your audience will be your Peer Review Team, the program review Committee, President's Cabinet, Dean's Council, ASGC, Academic Senate, Budget Committee and Board of Trustees (300 words or less).

Aviation department continue to operate in full capacity and high successful rate. New full-time faculty adds value to our students and add hectic workload to current full-time faculty. Aviation department goal is to hire a new program Assistant during Spring 2026 and create new process to implement high enrollment and waiting list process.

VI. Attach Files

If there is any additional information regarding your program that you will like to have uploaded, please attach it here.

Attached File

[Part 147 Certification Process Flowchart.pdf](#)