

Annual Program Review (Annual Update): Heating, Ventilation and Air Conditioning - Division 50 - Career Technical Education - Heating, Ventilation and Air Conditioning

I. Main

Overview

Academic Year 2024 - 2025

Originator Chacko, Vins

Division Division 50 - Career Technical Education

Department Heating, Ventilation and Air Conditioning

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

Find embedded tutors in all HVAC classes

Please describe your status (No more than 200 words)

NA

Alignment to Strategic Goal Goal 2: Equity, Access, and Inclusion - With equity at the forefront, build inclusive spaces and curriculum that honor, support, and respect diverse student populations.

Alignment to SLO or SAO SLO

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

SLO: Student learning to troubleshoot, electrical controls, and participate effectively in teams, committees, task forces, and in other group efforts to make decisions and seek consensus.

Proposed Activity to Achieve Goal

HVAC program provides livable wages and stable employments to our students.

Responsible Party Brian Tagg, Bill Wise and CTE Division office

Timeline to Completion: Semester/Year Fall 2026

How Will You Evaluate Whether You Achieved Your Goal

Student retention and completion rates

Additional Comments

2. Previous Goals improve success and retention rates in HVAC program

Proposed Activity to Achieve Goal:

Ensure faculty are well trained and qualified teaching courses in accordance with the Strategic Enrollment Management Plan to support student success

Responsible Party:

HVAC dept

Total Three Year Resource Allocation Request:

10000

Timeline to Completion Month / Year:

2026

How Will You Evaluate Whether You Achieved Your Goal:

Increased sucess and retention rate

Please describe your status (No more than 200 words)

Student success and retention is a continued effort of the department. We were able to run full class in the last two semesters. We are working to maintain the retention rates.

Student employment and survival has been a key factor to maintain retention rates.

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?)

The resources have been to run the instructional classes and in class tutor.

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

IV. Resource Requests

Click Add Item to Enter a Resource Request

1. 1. Request Name (short title) Tutoring Salary
2. Request amount 5000
3. Type of Request Non Personnel
4. Alignment to Goal(s) improve success and retention rates in HVAC program
5. Is this a one-time or ongoing expense. Ongoing
6. Category of Request (Select all that apply).
 - Instructional Equipment
 - Instructional Supplies, Materials and Textbooks

- Professional or Contracted Services

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)

Part-time payment for student employee and their benefits.

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).

HVAC program has been impacted as it has limited space and high demand. We hope to hire a part-time faculty to offer additional options for the students. Current HVAC programs are in the evening and at weekends and college is looking to explore more offering options.

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