

SUMMARY REPORT FOR SELF-STUDY EVALUATION
OF OCCUPATIONAL PROGRAMS
July 1, 2015 through June 30, 2016

| | | |
|-------------------------------------|--|---------------------|
| SUBMITTING EDUCATIONAL AGENCY | College KIRTLAND COMMUNITY COLLEGE | Date May 1, 2017 |
| | Contact Person LAURA PERCIVAL | |
| | Title DEAN OF OCCUPATIONAL PROGRAMS | |
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GENERAL INSTRUCTIONS

- This report is available at <http://www.michigancc.net/appfr/tr/>.

Complete this Summary Report using the form provided for EACH occupational program to be reviewed according to the college evaluation schedule. Exception: In special circumstances, similar programs with different CIP codes may be evaluated together, however separate demographic pages (1 and 2 of 7) must be completed for each program by August 2, 2009. **DO NOT SUBMIT COPIES OF COMPLETED SURVEY INSTRUMENTS.** A complete copy of the total evaluation document for EACH program must be kept on file at the college. This document may be requested at a later date for state or federal audit purposes. Make sure to update your Program Inventory with the date the evaluation was completed.

| | |
|--|----------------|
| CIP CODE (6 DIGIT) 47.0201 | LEVEL(s) 2 & 3 |
| PROGRAM NAME(S) LEVEL 2 CHVC2, CHVC3 – CERTIFICATE HEATING/VENTILATION AC/REFRIGERATION LEVEL 3 KHVC2, DHVC3 – ASSOCIATE OF APPLIED SCIENCE HEATING/VENTILATION AC/REFRIGERATION | |

PART I. SUMMARY REPORT FORMAT

The following data and comments are recorded to summarize the results of the college Self-Study Evaluation. Refer to the Dictionary of Community College Terminology for definitions. Enter data for the most current three years.

A. PROGRAM ENROLLMENT (Previous Three-Year Figures)

| Year | Unduplicated Headcount | Student Credit Hours For Specialty Courses | Student Contact Hours |
|-----------|------------------------|--|-----------------------|
| 2013-2014 | 0 (CERT) 8 (AAS) | 0 91.7 | 0 2,761 |
| 2014-2015 | 4 13 | 14.6 106.6 | 408 3,374 |
| 2015-2016 | 1 10 | 3 115.9 | 88 4,014 |

B. PROGRAM GRADUATES & PLACEMENT DATA (Previous Three-Year Figures)

| YEAR | # of Awards Conferred | # Students That Received at Least one Award | # Employed | # Continuing Education | # Entering Military |
|-----------|-----------------------|---|------------|------------------------|---------------------|
| 2013-2014 | 1-CERT 0-AAS | 1 0 | 1 0 | 0 0 | 0 0 |
| 2014-2015 | 0 1 | 0 1 | 0 1 | 0 0 | 0 0 |
| 2015-2016 | 6 3 | 6 3 | 1 1 | 0 0 | 0 0 |

*If a student is employed and attending school, default to report the student as employed.

C. PERKINS III CORE PERFORMANCE INDICATORS FY 2015-16

1P1: If there was no technical skill assessment available, please enter N/A.

| CORE INDICATOR (Perkins IV) | 2008-2009 Performance Levels | | |
|--|-------------------------------------|------------------|-------------------|
| | State Performance Level Expected | College | Program |
| 1P1: % of CTE concentrators who passed technical skill assessments that are aligned with industry-recognized standards, if available and appropriate, during the reporting year (that can be identified | 91.75% | 92.61% 92.61% | 55.56% 55.56% |
| 2P1: % of CTE concentrators who received an industry-recognized credential, a certificate, or a degree during the reporting year. | 31.00% | 73.33% 73.33% | 66.67% 100.00% |
| 3P1: % of CTE concentrators who remained enrolled in their original postsecondary institution or transferred to another 2- or 4-year postsecondary institution during the reporting year and who were enrolled in postsecondary education in the fall of the previous reporting year. | 71.00% | 72.21% 72.21% | 70.00% 0% |
| 4P1: % of CTE concentrators who were placed or retained in employment, or placed in military service or apprenticeship programs in the 2nd quarter following the program year in which they left postsecondary education (i.e., unduplicated placement status for CTE concentrators who graduated by June 30, 2008 would be assessed between October 1, 2008 and December 31, 2008). | 85.00% | 85.88% 85.88% | 100.00% 0% |
| 5P1: % of CTE participants from underrepresented gender groups who participated in a program that leads to employment in nontraditional fields during the reporting year. | 26.00% | 19.54% 19.54% | 4.55% 0% |
| 5P2: % of CTE concentrators from underrepresented gender groups who completed a program that leads to employment in nontraditional fields during the reporting year. | 21.00% | 15.12% 15.12% | 16.67% 0% |

D. DATA ANALYSIS. Provide a brief analysis of your data and explain what ramifications these data have for program improvement, especially in the areas of the Perkins Core Indicators.

1P1 Kirtland provides curriculum that is recognized as an approved training or educational program DOL apprenticeship programs. Curriculum goes toward a MI mechanical contractor license.

NCCER (National Center for Construction Education and Research) certifications available - HVAC levels 1 through 4. COR certifications which include: basic safety, construction math, hand tools, power tools, construction drawings, basic rigging, communication skills, employability skills, materials handling, 608 refrigerant certification in types I, II, III and Universal.

Kirtland is working with National Coalition of Certification Centers to explore additional credential/certifications for students.

2P1 We are seeing a trend where employers are sponsoring employees and encouraging them to complete their program. This topic is also on all advisory meeting agendas.

3P1 Doing fine

4P1 Doing fine

5P1 and 5P2 We are piloting our first summer camps for secondary students to open up opportunities for them. We have increased our offerings with our secondary partners. We will look at offering courses as dual enrolled opportunities in the evening and weekends for students. We are also partnering with local First Robotics teams in our area. We are offering seminars on basic equipment/lab/safety use. We are also offering teams to work on their robot at our facility to access our students/faculty and facilities. Local team coaches have committed to offering summer camps next year.

E-1. SUMMARY OF EVALUATION PERCEPTIONS BY ADMINISTRATORS AND FACULTY

COMMENTS:

Number of Administrators
and Faculty Participating:

1

WIDE VARIETY OF HVAC EQUIPMENT ON HAND TO USE FOR INSTRUCTIONAL PURPOSES.

RECOMMENDATIONS:

COULD USE AN ADDITIONAL INSTRUCTOR, MAY NEED TO PLACE ADS.

E-2. SUMMARY OF EVALUATION PERCEPTIONS BY STUDENTS

COMMENTS:

**Number of Students
Participating:**

12

Courses are conveniently located in Grayling and Gaylord.

RECOMMENDATIONS:

The material is ok, but a structured classroom would be more beneficial.

Great instructors, but need more HVAC instructors.

Get rid of out-of-district fee.

E-3. SUMMARY OF EVALUATION PERCEPTIONS BY ADVISORY COMMITTEE MEMBERS

COMMENTS:

**Number of Advisory Committee
Members Participating:**

3

Meets industry needs.

The instructors have current industry experience.

RECOMMENDATIONS:

Connect with HS.

Recruiting support & employer support need improvement.

F. COMMUNITY COLLEGE ACTION PLAN

(Include comments on goals and objectives, timelines and resources. Use additional sheets if necessary. Include actions required to increase low performance in any of the Core Indicators.

Goals/Objectives: (please be concise)

Evaluate OE/OE delivery format.
Explore alternate methods for hiring faculty
Increase credentials opportunities for students.
Work with NC3 to explore additional credentials opportunities for students.
Propose pre-apprenticeship curriculum at advisory for input and guidance
Propose dual enrollment course to our high school partners

Timelines: (including anticipated completion date)

OE/OE – academic school year 17/18
Hiring – academic school year 17/18
Credentials – academic school year 17/18
Pre-apprenticeship curriculum – Oct. advisory meeting
DE for 2018 – fall 17

Resources: (materials and staff, etc.)

Perkins support for curriculum development funds
HR

NOTE: THIS DOES NOT CONSTITUTE THE FINAL NARRATIVE REPORT OR THE FINAL EXPENDITURE REPORT FOR THE EVALUATION ACTIVITY.

ENTER DATA COMPLETED INTO THE PROGRAM INVENTORY AND KEEP A COPY IN YOUR FILE FOR ON-SITE REVIEW PURPOSES.

CERTIFICATION

I certify that the information submitted on this report is accurate and complete to the best of my knowledge.

PRESIDENT'S SIGNATURE Thomas Quinn DATE 8/1/17
(Signature)

PROJECT EVALUATOR _____ DATE _____
(Signature)

OCCUPATIONAL EDUCATION CONTACT PERSON Rama Kuni DATE 7/31/17
(Signature)

HVAC

| | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
|---------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| ENROLLMENT | | | | | |
| Credit Hours | 186 | 189 | 134 | 145 | 272 |
| Contact Hours | 4,512 | 4,599 | 3,314 | 3,618 | 6,617 |
| Excess Contact Hours | 0 | 0 | 0 | 0 | 0 |
| STAFFING | | | | | |
| FT Load (Contact Hours) | 512 | 512 | 528 | 528 | 528 |
| FT Faculty FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Overload FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PT Faculty FTE | 0.97 | 0.45 | 0.37 | 0.36 | 0.79 |
| Ind Study Contact Hrs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Parapro FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PT w/ FT Fringe FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SCOH per FTE | 4,651 | 10,220 | 8,955 | 10,049 | 8,376 |
| REVENUES | | | | | |
| Tuition | \$27,809 | \$29,625 | \$22,425 | \$25,461 | \$56,960 |
| Excess CH Fee | 0 | 0 | 0 | 0 | 0 |
| Course Fees | 20,859 | 24,986 | 17,561 | 20,668 | 36,132 |
| TOTAL REVENUES | \$48,668 | \$54,611 | \$39,986 | \$46,129 | \$93,092 |
| Revenue/ Credit Hr | \$262.36 | \$288.95 | \$297.74 | \$318.79 | \$342.00 |
| Revenue/ Contact Hr | \$10.79 | \$11.87 | \$12.07 | \$12.75 | \$14.07 |
| EXPENDITURES | | | | | |
| FT Faculty | \$0 | \$0 | \$0 | \$0 | \$0 |
| Overload | 0 | 0 | 0 | 0 | 0 |
| Preps, etc | 0 | 0 | 0 | 0 | 0 |
| PT Faculty - KCC | 21,911 | 21,911 | 21,911 | 21,911 | 0 |
| PT Faculty - EDUSTAFF | 0 | 0 | 0 | 0 | 0 |
| Independent Study | 0 | 0 | 0 | 0 | 0 |
| Paraprofessionals | 0 | 0 | 0 | 0 | 0 |
| Student Wages | 0 | 0 | 0 | 0 | 0 |
| Fringe Benefits | 7,036 | 7,207 | 7,163 | 7,338 | 0 |
| Classroom Supplies | 0 | 0 | 0 | 0 | 0 |
| Equipment | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES | \$28,947 | \$29,118 | \$29,074 | \$29,249 | \$0 |
| Exps/ Credit Hr | \$156.05 | \$154.06 | \$216.48 | \$202.14 | \$0.00 |
| Exps/ Contact Hr | \$6.42 | \$6.33 | \$8.77 | \$8.09 | \$0.00 |
| REV/ (COST) PER - | | | | | |
| Credit Hour | \$106.31 | \$134.89 | \$81.25 | \$116.66 | \$342.00 |
| Contact Hour | \$4.37 | \$5.54 | \$3.29 | \$4.67 | \$14.07 |

MEC/HAVC/ELT DEPARTMENT MEETING

JULY ~~12~~, 2016

14th

Agenda:

- Overview of program objective
- Overview of course objectives
- Best practices for meeting those objectives
- Lab procedures
- New Equipment
- Housekeeping

Sign In

Clark Dowker 989-390-1404 HVAC

George Pewinski 989-370-6607 Machining

Doane Quick 989-350-1633 Mech./hyd.

BRAD BERTELS 248 798 5489 ROBOTICS

| | Last | Company | Address | City | State | Zip | Phone | Cell Phone | Area |
|----------|--------------------------|---------------------------------------|---------------------------------|----------------|-------|-------|-----------------------|-----------------|-----------|
| First | Diller | 3-D Precision Tool Inc. | 2963 East Miller Rd. | Fairview | MI | 48621 | 989-848-7211 | | MEC |
| Larry | Crutchfield | ABB Robotics | 1250 Brown Rd. | Auburn Hills | MI | 48326 | 248-941-4108 | 248-941-4108 | robots |
| Partick | Lilak | Advance Electric | 846 Carpenter | Gaylord | MI | 49735 | 800-732-0242 | | ELT |
| Jim | Hamlin | Airgas | Engel Ave. | Gaylord | MI | 49735 | 989-732-8051 | 2316316629 cell | WLD |
| Scott | Sheldon | Airway Automation | 2268 Industrial St. | Grayling | MI | 49738 | 989-710-0803 | 989-710-0803 | MEC |
| Gary | Starkey | Airway Automation | 2268 Industrial Dr. | Grayling | MI | 49738 | 989-348-5176 | | MEC/CNC |
| Dave | Nash | AID Forest Products | 4440 W. 4 Mile Rd. | Grayling | MI | 49738 | 989-348-5412 ext 151 | | MEC |
| Tony | Neff | AID Forest Products | PO Box 629 | Grayling | MI | 49738 | 989-348-5412 ext 122 | | WLD |
| Tim | Madve | Bayshore Steel | 6336 US 31 | Charlevoix | MI | 49720 | 231-347-1160 ext 3304 | | WLD |
| Tony | Kromm | Bear River Electric | 352 Creekside Drive | Petoskey | MI | 49770 | 231-347-6311 | | ELT |
| Jason | Alma | Building 36 | Camp Grayling | Grayling | MI | 49739 | 989-344-6298 | | MEC |
| CPT Mike | Weiss | Center Manufacturing | 1444 E. Alexander Rd. | Vanderbilt | MI | 49795 | 989-983-3381 | | |
| Denny | Qasnock | Cooper Standard Automotive | 2799 E. Miller Rd. | Fairview | MI | 48621 | 989-848-2272 x315 | | |
| Larry | Pushman | Cooper Standard Automotive | 594 Alpine Rd. | Gaylord | MI | 49735 | 989-705-1056 | | ELT/CNC |
| Kris | Cronin | Cooper Standard Automotive | 594 Alpine Rd. | Gaylord | MI | 49735 | 989-732-0158 | | |
| Clay | Maladore | CPI Destaco | 12501 Taylor Rd. | Charlevoix | MI | 49720 | 231-547-6064 | | WLD/CNC |
| Dave | | DCL Inc | 8660 Ance Rd. | Charlevoix | MI | 49720 | 231-547-5600 ext 3104 | | |
| Alec | Schorfhaar(sho- fire) | Demmer Corp | 126 Fulton St. | Petoskey | MI | 49770 | 231-347-1810 | | |
| Don | Jaroneski | East Jordan Iron Works | 301 Spring St. | East Jordan | MI | 49727 | 231-536-0548 | | |
| Mike | Moore | Emmet County Electrical Inspector | 3434 Harbor-Petoskey Rd Suite E | Harbor Springs | MI | 49740 | 231-438-1735 | C 2313400121 | ELT |
| Eric | VanWormer | ESI Employment Services | PO Box 832 | Alpena | MI | 49707 | 989-358-5627 | | |
| Brian | Helzer | Family Plumbing, Heating & Air Condit | 2852 D and M Dr. | Gaylord | MI | 49735 | 989-732-8099 | | HVAC |
| Mark | Borrowiak | Gaylord Refrigeration | 3850 East M32 | Gaylord | MI | 49735 | 989-732-4511 | | HVAC |
| Mitch | Herzer | Great Lakes Pipe & Supply | 901 Dickerson Rd. | Gaylord | MI | 49735 | 989-732-5600 | | HVAC |
| Jim | Sheppard | H & H Tube | 579 Garfield St. | Vanderbilt | MI | 49795 | 989-983-2800 | | |
| Scott | Scott | Honeywell | 375 N. Lake Street | Boyerne City | MI | 49712 | 231-582-6526 | | WLD |
| Jason | Jaskowski | Honeywell | 375 N. Lake Street | Boyerne City | MI | 49712 | 231-582-6526 | | WLD |
| Kevin | Brigham | IMM | 758 Isehnauer Rd. | Grayling | MI | 49738 | 989-390-3952 | | WLD |
| Jason | House | Industrial Magnetics | 1385 Michigan 75 | Boyerne City | MI | 49712 | 231-582-3100 | | MEC |
| Casey | Lacost | Jervis B Webb Co. | 8212 Michigan 119 | Harbor Springs | MI | 49740 | 231-347-3931 ext 3147 | | ELT/MEC/V |
| Mike | Kowatch | JLK Engineering | 5766 Catawaba | Gaylord | MI | 49735 | 989-448-4631 | 989-614-4225 | HVAC/Eng |
| Justin | Yankus | L.A.Y. & Company | 620 Parkway | West Branch | MI | 49735 | 989-345-0549 | | CNC |
| Kevin | Cattaneo | Lakeview Tool | 686 Alpine Rd. | Gaylord | MI | 49735 | 989-732-6417 | | CNC |
| Jerry | Bushy | Lear | 10161 N. Roscommon Rd. | Roscommon | MI | 48653 | 989-275-5141 | | MEC/ELT |
| Mark | Kato | Lear | 10161 N. Roscommon Rd. | Roscommon | MI | 48653 | 989-275-5141 | | HR/Appper |
| Joel | Erndt | Lexamar Corporation | 100 Lexamar Dr. | Boyerne City | MI | 49712 | 231-582-3163 ext.202 | | WLD |
| Mark | Sumner | Lincoln Electric | 3749 Broadmoor Ave SE Ste B | Grand Rapids | MI | 49512 | 616-293-6704 | | WLD |
| Craig | Veyser | Link Industries | 2208 South Straits Highway | Indian River | MI | 49749 | 231-238-9012 | | |
| Jeff | Weaver | Metalfab manufacturing | 378 Booth Rd. | Milo | MI | 48647 | 989-826-2301 | | MEC/CNC |
| Jim | Yoder | Metalfab manufacturing | 378 Booth Rd. | Milo | MI | 48647 | 989-826-2301 | | |