We thank you for your tireless dedication to your profession, students and the community as you’ve created, maintained and improved the outstanding quality of the discipline. Your presentations were thoughtful, thorough and well organized.

This response contains 4 sections: 1) Commendations, 2) suggestions/observations, 3) response to recommendations/areas of SAC needs and 4) Closing comments.

1. Commendations
   * The incorporation of problem solving based instruction
   * The use of hands-on activities
   * The development of Green Technology and Sustainability options
   * Remodeled and improved lab space through the 2008 Bond
   * Use of portfolios of work samples by students
   * Collaboration with the Chemistry Department to offer a more meaningful/relevant Chemistry class for CMET students
   * Extensive use of appendices to to supplement your Program Review
   * Use of the Annual Report for Assessment of Outcomes and the Technical Skills Assessment
   * The 2010-2011 Assessment Award for design
   * The 2012-2013 award for "Planned Improvements to Increase Student Attainment of Outcomes"
   * Changes to written lab reports based on assessment
   * Acknowledgement that the inclusion of some DL offerings could be beneficial for some students
   * The inclusion of in-class activities to internationalize the offerings
   * The consideration of CAD courses for Dual Credit
   * Use of second year students as tutors for first year students
   * The effective use of an 'in-house' advisor
   * The combining of students from the Lead and Lag first year starts into second year courses
   * The cultivation of an active Advisory Committee
   * Efforts to recruit more Advisory Committee members with hiring authority
   * The use of Engineering Technology Orientation meetings for new students
   * Data on job placement/salaries through graduate survey
   * Comprehensive review of the pros and cons of ABET accreditation
   * The incorporation of 'Soft skills" in CMET 111
*The incorporation of many of the elements of MTH 65, 95, 111, 112, 251, and 252 in three terms of CMET math.
*Plan to employ a more formal and consistent entrance and exit survey process
*Funding through Intel to support the MakerSpace and PCC’s outreach to high school robotics teams
*The inclusion of current and former students in your presentation
*The creation of the power of the cohort
*Faculty outreach to targeted math classes
*The impressive response rates obtained in your survey of former students
*The acquisition of new equipment
  - Tensile tester
  - Vernier lab equipment
  - Survey-grade GPS
*List of professional development activities by faculty (Greg Gerstner's recent participation in a CIEE exchange), resulting in the incorporation of a Global Energy project in CMET 122; and Tara Nelson’s participation in the national “How to Engineer Engineering Education” workshop, resulting in the inclusion of hands-on learning activities to increase student engagement.
*The collaborative creation of the MakerSpace, engaging
  - Students across Sylvania
  - STEAM club
  - EET students
*The use of a three-pronged approach to instruction
  - Introduction of theory
  - Faculty demonstration
  - Student in-class work groups
*Alignment of TSAs with college core outcomes of:
  - Critical thinking
  - Problem Solving, and
  - Professional Competence
*The inclusion of 3 processes used for your Learning Assessment Report
  - Portfolios of work samples
  - Oral and written presentations and lab experiments
  - Oral and written presentations on projects
*The identification of changes made since the last Program Review
  - Changes made to courses and sequences
  - The development of a plan of study, over 7-8 terms, rather than strictly a 6-term program

2. Suggestions and Observations
You noted the reliance on full time faculty to teach the 'long courses' given the workload numbers. We want to remind you that since the last FT/PT and AP Agreement, part time faculty now are permitted to teach one term a year in which they exceed the standard .82 workload with a maximum load not to exceed 1.09. This would permit part time faculty to teach one Long Course a year, which would enable full time faculty to teach other classes.

Regarding the extraordinary success you routinely have with students in your 'long courses', we will encourage representatives from the Math SAC to discuss with you your best practices, as they struggle with low success rates in many of the equivalent courses.

We applaud you for 'thinking outside the box' regarding the reconfiguration of MET and CET as more distinct tracks, with fewer OOD and more Breakout courses. We ask that you work with your Division Dean to develop a detailed plan, including anticipated benefits to students along with associated costs. As this proposal represents a significant change, approving it is beyond the scope of an Administrative Response to your Program Review. Campus Leadership, however, commits to working with you and your Division Dean to further discuss.

3. Recommendations

A. **Adding full-time faculty.** During the coming months we anticipate that each campus will be directed to develop a multi-year academic plan along with a Strategic Plan. Given the limited, permanent funds available, we suggest you work with your Division Dean to bring this request forward through the plans noted above. We anticipate that components of these plans will be reviewed and prioritized at the campus level and then integrated with plans from the other campuses at the District level.

B. **Assistance with marketing the program.** Shasta Buchanan, the Registrar, has been tasked by Dr. Brown to develop an outreach/recruitment plan for the college. Though the plan is not yet finalized, we urge that you work with your Division Dean to identify your top 3-5 marketing needs to have them ready to discuss when the Registrar’s plan is finished. A second avenue is to provide these priorities to campus leadership (DOI and President), asking that they carry the request forward to Marketing. A third option, which we recommend you try first, is to meet with Deb Crawford, Sylvania’s Public Relation Manager, as she may be able to assist you with some of your marketing needs. She can be reached at extension 4339 or by email at deb.crawford@pcc.edu. And, as noted at today’s presentation, we recommend you make contact with PCC’s Veterans Office to discuss ways to connect with veterans who have come to PCC.
Currently, this Office is focused on assisting veterans with funding through the GI Bill. Plans are in place to develop a PCC Veteran’s Resource Center. Once the facility is completed and staff hired, we urge that you make contact with them, as well.

C. **Stable funding for ET Advisor.** We understand and appreciate your interests in procuring stable funds for this, so refer you back to our reply in #1 above.

D. **Assistance with curriculum development.** We ask that you work with your Division Dean to develop a more detailed plan, listing the new courses anticipated and the amount of time needed to develop them. Some one-time funds, either through the Office of Professional Development (Curriculum Development funding IIP) and/or Campus funds might be available to support this effort. As noted during the presentation, please consider talking with Sally Earll, PCC’s Coordinator for Curriculum, to determine the required information needed to move a new course through the curriculum approval process, as IIP funds are only available after a course has been approved. Sally may be reached at x7812 or by email at sally.earll@pcc.edu

E. **More hands on activities.** We support your recommendation to incorporate more 'hands-on' activities in your courses.

F. **Inclusion of soft skills.** We applaud the introduction of soft skills in your classes.

G. **More break-out classes for MET and CET.** This is an intriguing idea and relates to recommendations B and D above.

H. **New equipment.** Please work with your Division Dean to develop a prioritized list of equipment needed, including prices. In turn, the Campus DOI will work with your Dean to determine the availability of funding for these requests.

4. **Closing Comments**

It was immediately obvious to us that you take great pride in your offerings and have dedicated countless hours to continuously improve them.

In closing, we want to thank you for a very thoughtful Program Review and engaging presentation.

Administrative Response submitted by Jeff S. Triplett on behalf of the Deans of Instruction and Dean of Academic Affairs.

Cheryl Scott
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Marilyn Davis
Kurt Simonds