

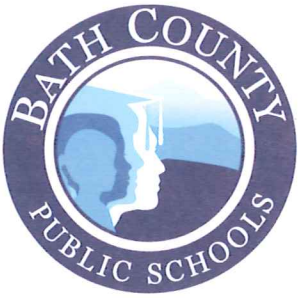
BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { X } ACTION { } CLOSED MEETING { }

SUBJECT: SUPERINTENDENT’S REPORT – PRESENTATIONS / INFORMATION

Automotive Service Technology Program Update – Mike Perry and Justin Whittington

BACKGROUND: Much work has been focused on attaining NATEF accreditation. An application has been submitted and an on-site evaluation occurred on December 7 and 8, 2017.



Bath County Public Schools

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TO: NATEF Program Accreditation Committee
VDOE CTE Program Accreditation Committee

FROM: Sue Hirsh, Division Superintendent

DATE: December 6, 2017

RE: NATEF Accreditation

Following last Spring's CTE Federal Program Review, the division's Automotive Service Technology program was found to be out of regulatory compliance. A plan of action was submitted to the Virginia Department of Education to outline the steps that would be taken to hire a teacher and begin the application process for NATEF accreditation.

The School Board and I are in full support of the work that the BCHS/MERTZ faculty has undertaken to meet NATEF expectations and we will continue to support the acquisition of all necessary resources to provide and maintain effective instruction and program compliance.

SUMMARY OF DEBRIEFING MEETING FORM

The Summary of Debriefing Meeting Form must be completed and signed concluding the on-site evaluation.

A signed copy must be left with the institution and provided to NATEF.

Institution Name: Bath County High School/ Automotive Service Technology

Date and time of meeting: December 7&8 2017

Please outline details of the meeting. Include information on program strengths and standards that need improvement.

Program strengths:

3,000 character limit

1.2 A.2 It should also be highlighted the involvement of continuing education representatives, being involved in the program and the career fair concept certainly would have benefits to the overall exposure and growth of students.

2.3 B. Instructor has large support from administration and other training resources to include colleges and local employers to continue technical education updates.

2.7 It should be noted that policy and first aid practices are well in order

3.1 It should be noted that written materials and online materials students have access to are a good representation of service information and is an effective strategy.

3.2 It should be noted the program utilizes Electude and other methods to effectively engage multiple types of learners.

6.1 Great variety and large support of advisory members

7.3 Adequate time is provided to the instructor to plan

9.5 The office space is well suited for staff and promotes safety

This program and facility is fortunate to have the program instructor and CTE director as it will lead to a successful program. The advisory committee and other supports in the community are well involved in this program.

SUMMARY OF DEBRIEFING MEETING FORM (cont.)

Standards that need improvement (provide standard number - example 7.1A):

1.1 A. It should be implemented a way to track employer input in regards to a student graduating the automotive program. It should be approved by the advisory committee and input incorporated into the program.

1.2 A.2 Employment potential should be more broadly advertised and clearly displayed to students. Information should be approved by the advisory board and presented to admin.

and other staff members with influence in student decision making. A.6 Program goals should be more clearly identified and levels of achievement that make students more marketable. These goals should be approved by the advisory board. Use of different technologies should be considered to bring awareness of the program.

2.1 It should be implemented a certificate or diploma whether it be combined or separate, that indicates level of achievement and NATEF certification upon successful completion of the automotive technology course.

2.2 A chain of command sheet is utilized but should include more identification of protocols, personnel identification, contact information, and other responsibilities.

2.3 B. Instructor has support from administration and other training resources to complete the minimal requirement of 20 hours of technical training. At this time the instructor has not received training but is currently scheduled to do so. It should be noted of his time in the position has limited the ability to do so and attempts are being made to comply.

2.4 B. Updated policies related to the program and shop operation should be developed and more prominently displayed in appropriate areas.

2.6 A. Signs added for safety areas such as fire extinguishers and electrical panels etc. Areas that are of heightened sensitivity or exposure to danger should be guarded against students, such as panel boxes and air compressors.

4.1 B. The program does receive funding and allocation but a process to access funds to limit downtime with instruction and training should be developed. 4.1D: Budgets reports should be provided quarterly.

5.3 A development of a registry of employers, employment potential, employee needs, contacts, should utilize to assist in post graduation placement. It may be considered on how to continue to promote the program and program graduates to career fields in automotive and abroad. It should be considered to develop a secure student contact base for future employment potential for graduates of years past, per advisory board and administration approval.

6.2A The advisory committee should help facilitate and design and annual graduate survey for the growth of the program.

6.3 Implement the use of a student survey according to advisory board and review during the minimal 2 working meeting minutes.

6.4 Advisory committee should be used during the review of curriculum and additional task

6.5 The advisory committee should review and provide input regarding tools and equipment

7.1 The development of a more informative syllabus should be adopted to include logical steps of the program.

7.9 A.3 A policy or development should be adopted to better expose students to the development of good customer relations. A7.9.A.5 Students need more training/ exposure to items to promote cleanliness with vehicles.

7.14 The student survey should be adopted and more emphasized in the development in instruction growth.

7.15 A. Students need more exposure to customer and or program vehicles to better serve their training. B. More resources should be investigated for students to best train on prior to live vehicle work

8.3 More consumable supplies should be adopted to support the program, and flammable cabinet to properly house appropriate materials.

8.4 A updated policy for preventive maintenance should be adopted and be approved by the advisory board

8.5 The student annual survey should be better emphasized and incorporated into the program as it relates to tools and equipment.

8.8 A tool list should be developed to assist students entering the field and emphasis placed on the purchase of tools.

9.2 C. The electrical disconnect is not working at this time but would be of good quality concept if in working order. More signs to identify electrical and other safety exposure. E. A policy should be in place to promote safety inspection. F. The safety shower is not of working order at this time but would be good to have incorporated in the safety program. The Wheel chair lift is not of good working either and that should be considered

9.3 A policy should be updated and or adopted for equipment maintenance to ensure suitability.

9.7 Vehicle storage should be investigated for ways to promote security and space

3,000 character limit

SUMMARY OF DEBRIEFING MEETING FORM (cont.)

The following recommendations must be addressed and documented at the next on-site evaluation. (The disposition of recommendations listed here will be addressed at the next on-site evaluation as part of the continuous improvement process.)

2,500 character limit

1.2 A.2 Employment potential should be more broadly advertised and clearly displayed to students. A.6 Program goals should be more clearly identified. These goals should be approved by the advisory board.

2.3 B. Instructor needs to complete the minimal requirement of 20 hours of technical training per year.

2.4 B. Updated policies related to the program and shop operation should be developed and more prominently displayed in appropriate areas.

2.6 A. Signs added for safety areas such as fire extinguishers and electrical panels etc. Areas that are of heightened sensitivity or exposure to danger should be guarded against students, such as panel boxes and air compressors.

6.2A The advisory committee should help facilitate and design an annual graduate survey for the growth of the program.

6.3 Implement the use of a student survey according to advisory board and review during the minimal 2 working meeting minutes.

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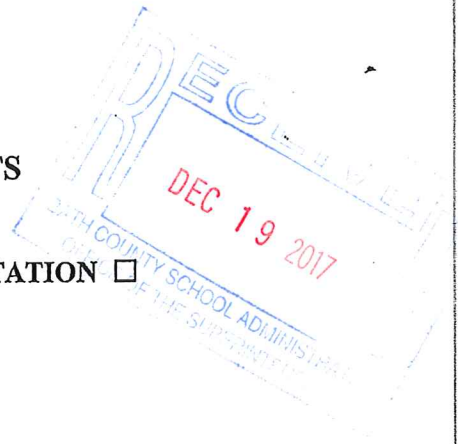
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9.2 C. The electrical disconnect is not working at this time but would be of good quality concept if in working order. More signs to identify electrical and other safety exposure. E. A policy should be in place to promote safety inspection. F. The safety shower is not of working order at this time but would be good to have incorporated in the safety program.

Signatures below verify the program's strengths and weaknesses were verbally shared with the program administrator and program instructor concluding the on-site visit, and that a copy of this form has been provided to the institution for their records.

1.	Michael Perry	12/8/2017
	Program Administrator Signature	Typed or Printed Name
2.	Justin Whittington	12/8/2017
	Program Instructor Signature	Typed or Printed Name
3.	Glen Lowry	12/8/2017
	Team Member Signature	Typed or Printed Name
4.	Roy Burns	12/8/2017
	Team Member Signature	Typed or Printed Name
5.	Brad Starcher	12/8/2017
	Team Member Signature	Typed or Printed Name
6.		12/8/2017
	Team Member Signature	Typed or Printed Name
7.	Lucas Long	12/8/2017
	ETL Signature	Typed or Printed Name
		Date (m/d/yyyy)

AUTOMOBILE SUPPLEMENTARY SHEETS
(Standards 1-5)



ACCREDITATION

RENEWAL OF ACCREDITATION

1. Please average administrative services offered by the school.

STANDARDS

	1	2	3	4	5
Number of Evaluators	4	4	4	4	4
AVERAGE	3.3	3.6	4	3.5	3.9

Strengths/Recommendations for Improvement (give Standard number)

1.1 A. It should be implemented a way to track employer input in regards to a student graduating the automotive program. It should be approved by the advisory committee and input incorporated into the program.

1.2 A.2 Employment potential should be more broadly advertised and clearly displayed to students. Information should be approved by the advisory board and presented to admin. and other staff members with influence in student decision making. A.6 Program goals should be more clearly identified and levels of achievement that make students more marketable. These goals should be approved by the advisory board. Use of different technologies should be considered to bring awareness of the program. It should also be highlighted the involvement of continuing education representatives, being involved in the program and the career fair concept certainly would have benefits to the overall exposure and growth of students.

2.1 It should be implemented a certificate or diploma whether it be combined or separate, that indicates level of achievement and NATEF certification upon successful completion of the automotive technology course.

2.2 A chain of command sheet is utilized but should include more identification of protocols, personnel identification, contact information, and other responsibilities.

2.3 B. Instructor has support from administration and other training resources to complete the minimal requirement of 20 hours of technical training. At this time the instructor has not received training but is currently scheduled to do so. It should be noted of his time in the position has limited the ability to do so and attempts are being made to comply.

2.4 B. Updated policies related to the program and shop operation should be developed and more prominently displayed in appropriate areas.

2.6 A. Signs added for safety areas such as and electrical panels etc. Areas that are of heightened sensitivity or exposure to danger should be guarded against students, such as panel boxes and air compressors.

2.7 It should be noted that policy and first aid practices are well in order

3.1 It should be noted that written materials and online materials students have access to are a good representation of service information and is an effective strategy.

3.2 It should be noted the program utilizes Electude and other methods to effectively engage multiple types of learners.

4.1 B. The program does receive funding and allocation but a process to access funds to limit downtime with instruction and training should be developed. 4.1D: Budgets reports should be provided quarterly.

5.3 A development of a registry of employers, employment potential, employee needs, contacts, should utilize to assist in post graduation placement. It may be considered on how to continue to promote the program and program graduates to career fields in automotive and abroad. It should be considered to develop a secure student contact base for future employment potential for graduates of years past, per advisory board and administration approval.

2. Please use the Employer Questionnaire forms to rate the graduates from this automobile training program.

STUDENTS

	A	B	C	D	E	F
EMPLOYER AVERAGE	4	4.5	5			

AUTOMOBILE SUPPLEMENTARY SHEET
(Standards 6-11)

****USING THE EVALUATION GUIDE RATING SHEETS EVALUATE THE PROGRAM BASED ON THE LEVEL OF ACCREDITATION APPROVED FOR TEAM REVIEW. ****

ACCREDITATION

RENEWAL OF ACCREDITATION

- a. Number of program hours in the course of study: 600
Minimum hour requirements: MLR - 540 AST - 840 MAST - 1200
- b. Is this program using Standard 12 (E-Learning) to meet hour requirements?
YES NO If so, how many hours? NA
- c. Percentage of: P-1: 95 % P-2: 80 % P-3: 50 %
- d. Does the instructor(s) meet the minimum qualifications? Yes No Needs 20 hours update
- e. Does the instructor(s) have current ASE A6 & G1 certification? Yes No
- FOR MLR ACCREDITATION ONLY**
- f. Does the instructor(s) have current ASE A4, A5, A6, & G1 certification?
Yes No
- FOR MAST ACCREDITATION ONLY**
- g. Does the Engine Performance instructor(s) hold current ASE certification in Advanced Engine Performance L-1?
Yes No
- Is the instructor(s) an ASE Master Certified Technician? Yes No

AUTOMOBILE SUPPLEMENTARY SHEET
(Standards 6-11)

**** USING THE PROGRAM EVALUATION RATING SHEETS FOR STANDARDS 6-10 EVALUATE THE PROGRAM BASED ON THE LEVEL OF ACCREDITATION APPROVED FOR TEAM REVIEW. ****

STANDARDS						
	6	7	8	9	10	11
						If applicable
Number of evaluators	4	4	4	4	4	na
AVERAGE MLR	3.6	3.8	3.6	3.8	4	NA
AVERAGE AST						
AVERAGE MAST						

Strengths/Recommendations for Improvements (give Standard number)

- 6.1 Great variety and large support of advisory members
- 6.2A The advisory committee should help facilitate and design and annual graduate survey for the growth of the program.
- 6.3 Implement the use of a student survey according to advisory board and review during the minimal 2 working meeting minutes.
- 6.4 Advisory committee should be used during the review of curriculum and additional task
- 6.5 The advisory committee should review and provide input regarding tools and equipment
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- 7.9 A.3 A policy or development should be adopted to better expose students to the development of good customer relations. A7.9.A.5 Students need more training/ exposure to items to promote cleanliness with vehicles.
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