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 the ASE Education Foundation.

Institution Name:

Pima Community College - Automotive

Date and time of meeting:

11/18/2020 - 4:00

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

Program strengths:

Overall strength; program is completely arranged so students open-entery and exit to meet individual needs. Each station incorporates ASE tasks as part of a larger process that allows students to prove competency at their own pace. Extensive staff assistance provided for the faculty and for individual student instruction. Each work station equipped with tools, equipment, test, and diagnostic equipment needed for learning every aspect of the task. Following are rated 5. 7.1-A; excellent simple course listing & brochure. 7.6-A; simple time card specific to each class with listing of required stations. 7.7-C; all stations required hands-on testing. 8.8-A; exceptional ease of tool access. 9.2-B; more than adequate fire extinguishers. 9.4-A; exceptional cleanliness throughout the facility. 9.7-E; each work station are locked and secured when not in use. 9.9-A; extensive availablilty of exhaust hoses with heat shields.

SUMMARY OF DEBRIEFING MEETING FORM (cont.)

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

6.1-A; rated "No" - more than half the meetings over the last 5 years have less than 5 industry members in attendance, although this met standards in 2020. 6.1-C; rated 3 - advisory committee may benefit from greater number of technicians, especially former students. 6.2-A; rated 3 - need to share actual operating budget categories and amounts with the advisory committee on an annual basis. 6.5-A; rated 3 - need to involve the committee in an overall annual program evaluation. 6.5-C; rated 3 - need to develop actual process to review and update tools, equipment and training aides. 6.3-C; rated "No" - need some type of facilities checklist that is used by the advisory committee for annual evaluation. 7.5-D; rated 3 - it would be beneficial for the students to record flat-rate time for each task/station. 7/14-E; rated 2 - need to develop student follow-up data that is used in the evaluation process. 7.15-D; rated 3 - Repair Orders are being used but need to be "industry-type" rather than education type. 9.2-A; rated 3 - some storage areas with gases need external signage. 9.2-C; rated 3 - central electrical disconnect needs visible signage. 9.2-E; rated 3 - safety inspections are being held by facilities, but need to be routinely shared with the faculty. 9.10-C - first aide kit has expired ointment. 10.3-B - One faculty instructor doesn't meet the 20 hours per year of technical updating requirement.

3,000 character limit

1/1/2017

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 \square RENEWAL OF ACCREDITATION \boxtimes
a.	Number of program hours in the course of study: 1488 Minimum hour requirements: MLR - 540 AST - 840 MAST - 1200
b.	Is this program using Standard 11 (Work-Based Learning) to meet hour requirements?
	YES NO If so, how many hours?
c.	Is this program using Standard 12 (E-Learning) to meet hour requirements?
	YES NO If so, how many hours?
d.	Percentage of: P-1: % P-2: % P-3: %
e.	Does the instructor(s) meet the minimum qualifications? Yes ⊠ No □
f.	Does the instructor(s) have current ASE A6 & G1 certification? Yes No
g.	FOR MLR ACCREDITATION ONLY Does the instructor(s) have current ASE A4, A5, A6, & G1 certification?
	YES NO
h.	FOR MAST ACCREDITATION ONLY Does the Engine Performance instructor(s) hold current ASE certification in Advanced Engine Performance L-1?
	YES NO NO
i.	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 WORLD TO THE STANDARDS

	6	7	8	9	10	11
			1.5			If applicable
Number of evaluators	3	3	3	3	bas a 3 d jump	hilly
AVERAGE MLR						
AVERAGE AST	meet hour	u (gnimes.i	openel-AnoW)	il budget g	Halfastgota.	idi zi .o
AVERAGE MAST	3.3	4.0	4.1	4.1	4.0	

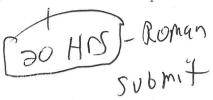
Strengths/Recommendations for Improvements (give Standard number)

time card specific to e testing. 8.8-A; except exceptional cleanlines when not in use. Reco	each class with ional ease of to ss throughout	n listing of requestion of access. 9.2 the facility. 9.3	uired stations. 2-B; more than .7-E; each wor	7.7-C; all adequate rk station a	stations rec fire extingu	quired han uishers. 9 nd secure	nds-on .4-A; d
	VI						
Yes 🖾 No 🗍			mentASE A6				
1 - Sy							
tion in Advanced Engl							

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.)

For advisory meetings to meet the 2 times per year requirment, each meeting must have at least 5 members from industry present. Advisory meeting minutes need to reflect graduate results data is shared with the committee and the committee completes a facilities inspection at least annually. Related to this, Standard 7.14-E requires the use of follow-up data in the evaluation process.



2,500 character limit

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.		Greg Wilson	11/18/2020
	Program Administrator Signature	Typed or Printed Name	Date (m/d/yyyy)
2.		Skylar Webb	11/18/2020
	Program Instructor Signature	Typed or Printed Name	Date (m/d/yyyy)
3.		Paul Herrick	11/18/2020
	Team Member Signature	Typed or Printed Name	Date (m/d/yyyy)
4.		Bryant Horn	11/28/2020
	Team Member Signature	Typed or Printed Name	Date m/d/yyyy)
5.			
	Team Member Signature	Typed or Printed Name	Date (m/d/yyyy)
6.			
	Team Member Signature	Typed or Printed Name	Date (m/d/yyyy)
7.		Gerald M. Petersen	11/18/2020
	ETL Signature	Typed or Printed Name	Date (m/d/yyyy)

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