

Montana University System
PROGRAM REVIEW

Institution: **Helena College**

Program Years: **2014-2015**

List of the programs reviewed:

- Diesel Technology
- General Education
- Machine Tool/Computing Aided Manufacturing

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

See the attached detailed individual Program Review summaries.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

See the attached individual Program Review summaries.

Montana University System
PROGRAM REVIEW

Institution: Helena College University of Montana

Program Years: 2008-2013

List of the programs reviewed:

Diesel Technology (*asked not to submit due to TAACCCT*)

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Program Review Committee of Helena College University of Montana recommends the continuation of the Diesel Technology Program areas based on data findings and faculty recommendations.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Associate of Applied Science: Diesel Technology

Information gathered during the internal review process indicates the Diesel Technology Program has maintained a steady enrollment and aligns with community needs, preparing students for high skill, high demand, and high wage employment in Montana. From 2008 through 2013, the Diesel Technology Program capacity has been an average of 85%. With a five-year average of 12 student completers, program completion rates are at 60%. The retention rate of students in the Diesel Technology (85%) is above the College average percentage. Our students complete and succeed in program courses at the rate of 97%. Our students matriculate and obtain positions in the diesel maintenance and repair industry, or transfer to additional training or to 4-year degree programs.

- Issue of concern: Lack of graduate employment data
 Lack of employer satisfaction data
- Response: Internal processes to capture graduate contact information to conduct a graduate employment survey are being developed to capture and record graduate employment data. Internal process to capture graduate employer satisfaction surveys are being developed to capture and record employer satisfaction.

Program Goals FY2014

1. Create a plan to integrate student acquisition of the CDL license as part of the entrance or exit requirements to the program.
2. Collaborate with business, industry, and the community as partners to provide a quality learning experience that gives graduates the best opportunity to gain employment.

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3. Solicit input from our constituents including, students, graduates, advisory board members, business, industry, faculty, staff, and administration concerning the operation and improvement of the program and career tracks which align with industry standards.
4. Assess student and program performance through the use of outcomes assessment, Program Review and Evaluation Process, job placement rates, employer and graduate surveys.
5. Increase enrollment through recruiting efforts including; business, industry, government, professional organizations, and high schools.

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Helena College – Associate of Applied Science Diesel Technology						
Program Review Data Summary						
Alignment with Community Needs (AAS/CAS Only)						
Data Definition:	Current MT	Projected MT	Current U.S.	Projected U.S.		
A. Provide the total number of projected job openings from related occupations for Montana and the U.S.	1,200 (2010)	1,320 (2020)	242,200 (2010)	277,400 (2020)		
B. Provide percent change in job openings for related occupations for Montana and the U.S.		+10%		+15%		
C. Provide the median hourly wage or annual salary for related occupations	\$17.86 hourly		\$20.35 hourly			
Data Definition:	Year 1 2009	Year 2 2010	Year 3 2011	Year 4 2012	Year 5 2013	5 Year Ave
D. Provide 5 years of in-field job placement rates for all program graduates	*100% **70%	*60% **45%	*N/A **73%	*N/A **N/A	*N/A **N/A	*80% **63%
E. Provide 5 years of transfer rates to 4-year colleges (AA/AS)						
Student Participation and Success						
Data Definition:	Year 1 08/09	Year 2 09/10	Year 3 10/11	Year 4 11/12	Year 5 12/13	5 Year Ave
A. Provide program capacity (headcount)	40	40	40	40	40	40
B. Provide 5 years of enrollment (unduplicated headcount)	26	35	43	40	42	37
C. Provide 5 years of enrollment (FTE)	19	28	38	34	34	31
D. Annual percentage of program capacity	65%	87%	107%	100%	105%	93%
E. Provide 5 years of retention rates for full-time students	85%	89%	76%	82%	92%	85%
F. Provide 5 years of retention rates for part-time students	N/A	0%	33%	50%	66%	37%
G. Provide 5 years of successful program course completion rates.	100%/96%	96%/97%	97%/97%	97%/93%	99%/100%	98%/97%
H. Provide 5 years of graduation rates for full-time students rate of students graduating within 150% of completion time	65% Fall 06	75% Fall 07	77% Fall 08	65% Fall 09	53% Fall 10	46%
I. Provide 5 years of graduation rates for part-time students rate of students graduating within 150% of completion time	N/A Fall 06	N/A Fall 07	N/A Fall 08	0% Fall 09	33% Fall 10	5%
J. Provide 5 years of annual degree & certificate completions	11	11	12	13	14	12
K. Provide 5 years of degree production rates – proportion of degrees/certificates granted per 100 FTE enrollment	58	39	31	38	41	41
L. Provide 5 years of pass rates on occupation/industry specific licensing or certification exams (as applicable)	--	--	--	--	--	--
M. For applied programs with program admission provide five years of student application totals	N/A	N/A	N/A	N/A	N/A	N/A
N. For applied programs with program admission provide five years of students accepted totals	N/A	N/A	N/A	N/A	N/A	N/A
Fiscal and Physical Resources						
Data Definition: Instructional costs include salaries, operations, grant funding, and gifts/donations from partners	Year 1 08/09	Year 2 09/10	Year 3 10/11	Year 4 11/12	Year 5 12/13	5 Year Ave
A. Provide 5 years of instructional cost/student (FTE)	\$7,556	\$6,328	\$5,369	\$5,484	\$6,029	\$6,153
B. Provide 5 years institutional expenditure/student (FTE)	\$7,367	\$6,872	\$6,024	\$6,328	\$7,473	\$6,813
C. Provide 5 years of instructional cost/completion	\$13,051	\$16,108	\$17,004	\$18,959	\$14,641	\$15,953
D. Provide 5 years institutional expenditure/completion	\$34,392	\$34,209	\$33,220	\$29,193	\$34,780	\$33,159
E. Provide 5 years of student program fees-fund balance(s)	\$1,540	\$2,273	\$2,740	\$2,730	\$2,390	\$2,335
F. Provide 5 years of student program fees-student costs	\$0	\$1,519	\$0	\$3,000	\$3,511	\$1,606
G. Provide five years of tuition revenue (Annual FTE x Res Tuition)	N/A	N/A	\$111,986	\$95,676	\$92,038	\$126,130

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Institution: **Helena College University of Montana**

Program Years: **2009-2014**

List of the programs reviewed:

General Education

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Program Review Committee of Helena College University of Montana recommends the continuation of the General Education Program areas based on data findings and faculty recommendations.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Information gathered during the internal review process indicates the General Education Program has maintained a steady enrollment and aligns with community needs, preparing students for transfer to four-year university programs. Program enrollment and program completion have been relatively stable over this review period. Annual degree and certificate completions show a five-year average of 45 per year, with 70% of students seeking either an A.A. or A.S. passing with a C- or better each term. From 2009 through 2014, the General Education Program transfer rate has been an average of 17%. This is expected to rise with the increase in articulation agreements with multiple four-year universities around the State. The five-year average for graduation rates for both full-time and part-time students graduating within 150% completion time is about 20%. This is due, in part, to the large number of students who work full-time and raise families while attending Helena College. Retention from fall to fall is 52% for full-time students, and 43% for part-time students.

Our students matriculate, obtain their A.A. or A.S. General Transfer Degree, and transfer to four-year degree programs, or find employment. Graduate employment data is not available for the A.A. and A.S. degrees, as they are designed to transfer to four-year degree programs.

1. Issue of concern: Graduation rates for students graduating within 150% of completion time
Transfer rates
2. Response: Internal processes have been created to increase student support through faculty advising, student services, and new academic recovery programs. With the increase of support, students will be better able to focus their efforts on graduation, as well as a possible transfer to a four-year university program. In addition, several articulation agreements with four-year universities around the State have been created. These articulation agreements give students a clear understanding of what the four-year degree track looks like, so they are better able to plan. Work has started on articulation agreements that will allow students to remain in Helena while completing the third and fourth year of

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a four-year degree as well. Relocating out of Helena has been a barrier to students interested in pursuing a four-year degree, so removal of that barrier would be beneficial to the students at Helena College.

Program Goals FY2015

1. Increase student access to faculty advising and to student support services in order to improve student graduation and transfer rates.
2. Continue work on articulation agreements with four-year universities around the State, particularly those that allow students to remain in Helena while completing the four-year degree.
3. Continue work on General Education Core Assessments. Assessments and evaluations are being done in the following four areas: written and oral communication, natural sciences and mathematics, social and psychological sciences, and humanities and fine arts.

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Helena College – General Education Program Review Data Summary						
Alignment with Community Needs (AAS/CAS Only)						
Data Definition:	Current MT	Projected MT	Current U.S.	Projected U.S.		
A. Provide the total number of projected job openings from related occupations for Montana and the U.S.	N/A	N/A	N/A	N/A		
B. Provide percent change in job openings for related occupations for Montana and the U.S.		N/A		N/A		
C. Provide the median hourly wage or annual salary for related occupations	N/A		N/A			
Data Definition:	Year 1 2009	Year 2 2010	Year 3 2011	Year 4 2012	Year 5 2013	5 Year Ave
D. Provide 5 years of in-field job placement rates for all program graduates	N/A	N/A	N/A	N/A	N/A	N/A
E. For applied programs with program admission provide five years of student application totals	N/A	N/A	N/A	N/A	N/A	N/A
F. For applied programs with program admission provide five years of students accepted totals	N/A	N/A	N/A	N/A	N/A	N/A
Student Participation and Success						
Data Definition:	Year 1 09/10	Year 2 10/11	Year 3 11/12	Year 4 12/13	Year 5 13/14	5 Year Ave
A. Provide 5 years of transfer rates to 4-year colleges (AA/AS)	17% Fall 07	13% Fall 08	18% Fall 09	12% Fall 10	24% Fall 11	17%
B. Provide 5 years of academic performance following transfer	--	75% (3.10)	84% (3.00)	78% (2.95)	74% (2.75)	78%
C. Provide 5 years of enrollment (annual unduplicated headcount)	621	702	748	761	728	712
D. Provide 5 years of enrollment (annual FTE)	--	--	846	669	790	1,034
F. Provide 5 years of retention rates for full-time students	50%	52%	50%	46%	62%	52%
G. Provide 5 years of retention rates for part-time students	37%	46%	46%	45%	40%	43%
H. Provide 5 years of successful program course completion rates.	71%/72%	72%/68%	71%/68%	69%/75%	66%/69%	70%/70%
I. Provide 5 years of graduation rates for full-time students rate of students graduating within 150% of completion time	29% Fall 07	16% Fall 08	24% Fall 09	16% Fall 10	15% Fall 11	20%
J. Provide 5 years of graduation rates for part-time students rate of students graduating within 150% of completion time	14% Fall 07	29% Fall 08	24% Fall 09	12% Fall 10	12% Fall 11	18%
K. Provide 5 years of annual degree & certificate completions	40	36	52	48	50	45
L. Provide 5 years of degree production rates – proportion of degrees/certificates granted per 100 FTE enrollment	--	--	6	4	5	5
M. Provide 5 years of pass rates on occupation/industry specific licensing or certification exams (as applicable)	--	--	--	--	--	--
Fiscal and Physical Resources						
Data Definition: Instructional costs include salaries, operations, less grant funding, gifts/donations from partners	Year 1 09/10	Year 2 10/11	Year 3 11/12	Year 4 12/13	Year 5 13/14	5 Year Ave
A. Provide 5 years of instructional cost/student (FTE)	--	--	\$882	\$1,320	\$1,174	\$1,125
B. Provide 5 years institutional expenditure/student (FTE)	\$6,872	\$6,024	\$6,328	\$7,473	\$7,639	\$6,867
C. Provide 5 years of instructional cost/student completion	\$13,284	\$17,686	\$14,349	\$18,395	\$18,555	\$16,454
D. Provide 5 years institutional expenditure/completion	\$34,209	\$33,220	\$29,193	\$34,780	\$34,148	\$33,110
E. Provide 5 years of student program fees-fund balance(s)	\$16,219	\$14,296	\$21,085	\$20,345	\$16,808	\$17,751
F. Provide 5 years of student program fees-student costs	\$13,117	\$11,442	\$7,995	\$18,882	\$6,499	\$11,587
G. Provide five years of tuition revenue (Annual FTE x Res Tuition)	N/A	N/A	\$2,211,444	\$1,810,983	N/A	\$2,011,214

Montana University System
PROGRAM REVIEW

Institution: Helena College University of Montana

Program Years: 2009-2014

List of the programs reviewed:

Machine Tool/Computer Aided Manufacturing

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Program Review Committee of Helena College University of Montana recommends the continuation of the Machine Tool/Computer Aided Manufacturing Program areas based on data findings and faculty recommendations.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Information gathered during the internal review process indicates the Machine Tool/Computer Aided Manufacturing Program has maintained a steady enrollment and aligns with community needs, preparing students for high skill, high demand, and high wage employment in Montana. Program enrollment and program completion have been relatively stable over this review period. From 2009 through 2014, the Machine Tool/Computer Aided Manufacturing Program capacity has been an average of 83%. Program completion rates average 96%.

Retention from fall to fall is 69% – slightly higher than average Helena College general student retention (59%) over the same period and higher than Helena College Trades Program student retention (66%).

Our students matriculate and obtain positions as entry-level machinists in many areas, including aerospace, computer industries, job shop, gun smithing, tool and die making, computer numerical control (CNC) operator, and CNC programmer.

1. Issue of concern: Lack of graduate employment data
 Lack of employer satisfaction data
2. Response: Internal processes to capture graduate contact information to conduct a graduate employment survey are being developed to capture and record graduate employment data. Internal process to capture graduate employer satisfaction surveys are being developed to capture and record employer satisfaction.

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Program Goals FY2015

1. Collaborate with business, industry, and the community as partners to provide a quality learning experience that gives graduates the best opportunity to gain employment
2. Solicit input from our constituents including, students, graduates, advisory board members, business, industry, faculty, staff, and administration concerning the operation and improvement of the program and career tracks which align with industry standards
3. Assess student and program performance through the use of outcomes assessment, Program Review and Evaluation Process, job placement rates, employer and graduate surveys
4. Increase enrollment through recruiting efforts including; business, industry, government, professional organizations, and high schools

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Helena College – Machine Tool/Computer Aided Manufacturing						
Program Review Data Summary						
Alignment with Community Needs (AAS/CAS Only)						
Data Definition:	Current MT	Projected MT	Current U.S.	Projected U.S.		
A. Provide the total number of projected job openings from related occupations for Montana and the U.S.	110 (2012)	140 (2022)	140,300 (2012)	160,700 (2022)		
B. Provide percent change in job openings for related occupations for Montana and the U.S.		+22%		+15%		
C. Provide the median hourly wage or annual salary for related occupations	\$15.67 hourly		\$17.26 hourly			
Data Definition:	Year 1 2009	Year 2 2010	Year 3 2011	Year 4 2012	Year 5 2013	5 Year Ave
D. Provide 5 years of in-field job placement rates for all program graduates	*67%	N/A	*71%	N/A	N/A	69%
E. For applied programs with program admission provide five years of student application totals	N/A	N/A	N/A	N/A	N/A	N/A
F. For applied programs with program admission provide five years of students accepted totals	N/A	N/A	N/A	N/A	N/A	N/A
Student Participation and Success						
Data Definition:	Year 1 09/10	Year 2 10/11	Year 3 11/12	Year 4 12/13	Year 5 13/14	5 Year Ave
A. Provide 5 years of transfer rates to 4-year colleges (AA/AS)						
B. Provide program capacity (headcount)	30	30	30	30	30	30
C. Provide 5 years of enrollment (annual unduplicated headcount)	20	27	30	24	24	25
D. Provide 5 years of enrollment (annual FTE)	25	33	26	24	25	27
E. Annual percentage of program capacity	67%	90%	100%	80%	80%	83%
F. Provide 5 years of retention rates for full-time students	100%	75%	40%	58%	71%	69%
G. Provide 5 years of retention rates for part-time students	N/A	0%	0%	N/A	0%	0%
H. Provide 5 years of successful program course completion rates.	95%/100%	99%/97%	91%/100%	93%/95%	97%/100%	95%/98%
I. Provide 5 years of graduation rates for full-time students rate of students graduating within 150% of completion time	100% Fall 07	80% Fall 08	100% Fall 09	75% Fall 10	100% Fall 11	91%
J. Provide 5 years of graduation rates for part-time students rate of students graduating within 150% of completion time	N/A	N/A	N/A	0% Fall 10	N/A	0%
K. Provide 5 years of annual degree & certificate completions	7	15	9	6	8	9
L. Provide 5 years of degree production rates – proportion of degrees/certificates granted per 100 FTE enrollment	28	45	35	25	32	33
M. Provide 5 years of pass rates on occupation/industry specific licensing or certification exams (as applicable)	--	--	--	--	--	--
Fiscal and Physical Resources						
Data Definition: Instructional costs include salaries, operations, less grant funding, gifts/donations from partners	Year 1 09/10	Year 2 10/11	Year 3 11/12	Year 4 12/13	Year 5 13/14	5 Year Ave
A. Provide 5 years of instructional cost/student (FTE)	\$4,473	\$4,461	\$5,150	\$6,176	\$5,683	\$5,189
B. Provide 5 years institutional expenditure/student (FTE)	\$6,872	\$6,024	\$6,328	\$7,473	\$7,639	\$6,867
C. Provide 5 years of instructional cost/student completion	\$15,974	\$9,815	\$14,879	\$24,704	\$17,760	\$16,626
D. Provide 5 years institutional expenditure/completion	\$34,209	\$33,220	\$29,193	\$34,780	\$34,148	\$33,110
E. Provide 5 years of student program fees-fund balance(s)	\$3,135	\$2,775	\$2,850	\$2,696	\$3,995	\$3,090
F. Provide 5 years of student program fees-student costs	\$1,956	\$391	\$3,250	\$4,340	\$7,744	\$3,536
G. Provide five years of tuition revenue (Annual FTE x Res Tuition)	N/A	\$89,001	\$67,964	\$64,968	N/A	\$73,978