

Program Information Report

School of Apprenticeship and Occupational Studies

Find a trade-related associate's degree program that builds on your professional abilities while giving you the knowledge and skills needed to move into organizational leadership.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

The next level, an Associate in Applied Science, is available for some programs.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate and General Education requirements.

HVAC

Whether you are working on residential or commercial equipment these programs prepare you for a career in the Heating, Ventilation, Air Conditioning and Refrigeration Industry.

Accelerated Training in HVACR (CTAHTR)

Certificate

Program Effective Term: Fall 2013

This program focuses on HVACR training. Safety, installation, service and equipment troubleshooting will be the key objectives. The class will be taught from Local Union training centers or mobile training centers to allow the United Association to offer the program where the demand for these skills are the greatest. This program is limited to students who are selected by the United Association for program participation.

Program Admission Requirements:

- Must be at least 18 years old
- High school diploma or General Education Development (GED) certificate
- Valid driver's license
- Pass a urinalysis drug test
- Eligible students who are selected by the United Association for program participation

Major/Area Requirements

UAE 165 Accelerated HVACR Training

(12 credits)

12

Minimum Credits Required for the Program:

12

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: ^{CCA HVT} ~~UA-165~~ Program Name: ^R Accelerated HVAC Training
Division Code: ATP Department: UA

Effective Term: SS 13

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|--|---|
| ☐ Review | ☐ Program admission requirements |
| ☐ Remove course(s): _____ | ☐ Continuing eligibility requirements |
| ☐ Add course(s): _____ | ☐ Program outcomes |
| ☐ Program title (title was _____) | ☐ Accreditation information |
| ☐ Description | ☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| ☐ Type of award | ☒ Other Change in number of credits awarded |
| ☐ Advisors | |
| ☐ Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

After operating the UA HVACR accelerated program, it was determined that the credits should be adjusted to 12 credits for the class. The change will more accurately reflect the student instructor contact hours. UA students attend 720 hours of training for this class. The proposed change allows 60 hours of lab time to equate to one credit hour in the Accelerated HVAC Program.

Financial/staffing/equipment/space implications:

List departments that have been consulted regarding their use of this program.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Les Pullins	<i>Les Pullins</i>	4/10/2013
Department Chair	Les Pullins	<i>Les Pullins</i>	4/10/2013
Division Dean/Administrator	Marilyn Donham	<i>Marilyn Donham</i>	4/16/2013
Vice President for Instruction	Bill Abernathy	<i>Bill Abernathy</i>	6/17/13
President	Rose Bellanca		

Do not write in shaded area. Entered in: Banner _____ C&A Database _____ Log File *4/25/13* Board Approval _____

logged 4/17/13
Office of Curriculum & Assessment

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Accelerated HVACR Training (CCAHVT)**Certificate of Completion**

Program Effective Term: Fall 2013

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Major/Area Requirements

UAE 165 Accelerated HVACR Training

(12 credits)

12

Minimum Credits Required for the Program:**12**

ACADEMICS

Accelerated HVACR Training (CCAHVT)

Certificate of Completion

2013 - 2014

Description

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Admissions Requirements

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- High school diploma or General Education Development (GED) certificate
- Valid driver's license
- Pass a urinalysis drug test
- Eligible students who are selected by the United Association for program participation

Contact Information

Division: Adv Tech/Public Serv Careers
Department: United Association Dept
Advisors: Rogrigo Jara, Mike Hazard

Requirements

Major/Area Requirements

Class	Title	Credits
<u>UAE 165</u>	Accelerated HVACR Training	6 12
Total		6 12
Total Credits Required:		6 12

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Major/Area Requirements

UAE 165 Accelerated HVACR Training

6

Minimum Credits Required for the Program:

6

PROGRAM PROPOSAL FORM

- ☐ **Preliminary Approval** – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms. Complete sections I, II, III, IV and V.
- ☒ **Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval for a program proposal. For final approval, complete information must be provided for each item.

<i>Section I General Information</i> Proposed Program Name: Division and Department: Type of Award: Request Financial Aid Eligibility: Effective Term/Year: Initiator:	<u>Accelerated HVACR Training</u> <u>ATP/HVAC</u> ☐ AA ☐ AS ☐ AAS ☐ Cert. ☐ Adv. Cert. ☐ Post-Assoc. Cert. ☒ Cert. of Comp. ☒ Complete VA eligibility form. <u>Winter 2013</u> <u>Les Pullins</u>	Program Code: <u>CCAHT</u> CIP Code: <u>47.0201</u>
<i>Section II Program Description for Catalog and Web site</i>	This program focuses on HVACR training. Safety, installation, service, and equipment troubleshooting will be the key objectives. The class will be taught from Local Union training centers or mobile training centers to allow the United Association to offer the program where the demand for these skills are the greatest. -Eligible students are selected by the United Association for program participation	
<i>Section III Need</i> Need for the program with evidence to support the stated need. Describe how the institution determined the need for the program. Projected enrollment figures over next 2-3 years. Will these be new students or students who will transfer from an existing program?	The United Association has recognized the need to find employment for veterans and is working to accomplish this goal. The U. S. Bureau of Labor statistics predicts the job outlook for HVAC mechanics and installers to increase 34% (Much faster than average) from 2010 to 2020. Program developed at the request of and in conjunction with the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting and Service Technician Industry of the United States and Canada. Three classes of 12 new students per year selected by the United Association.	

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logged 2/20/13 sjv

PROGRAM PROPOSAL FORM

<i>Section IV</i> Program Features Program's purpose and its goals. Connection to other WCC programs, as well as accrediting agencies or professional organizations. Special features of the program.	This program focuses on HVACR training. Safety, installation, service, and equipment troubleshooting will be the key objectives. The class will be taught from Local Union training centers or mobile training centers to allow the United Association to offer the program where the demand for these skills are the greatest. After completion of the program, students will be admissible into an apprenticeship program at the second-year level. This program is limited to Veterans who are selected by the United Association for program participation.
<i>Section I</i> Program Information	Describe how the program was reviewed or approved by, or developed in conjunction with, one or more of the following: ☐ Business advisory committees ☐ Program integrity boards ☐ Public or private oversight or regulatory agencies (not including the state licensing /authorization agency and accrediting agency) ☒ Businesses that would likely employ graduates of the program Accreditation/Licensure - Advisors – Rogrigo Jara, and Mike Hazard Advisory Committee – Les Pullins, Rogrigo Jara, and Mike Hazard Admission requirements – Veterans elected by UA for participation -Must be at least 18 years of age -High school diploma or general education development (GED) certificate -Valid driver's license -Pass a urinalysis drug test -Eligible students are selected by the United Association for program participation Articulation agreements – None Continuing eligibility requirements – None

PROGRAM PROPOSAL FORM

<i>Section VII Budget</i>		START-UP COSTS	ONGOING COSTS
Specify program costs in the following areas, per academic year:	Faculty	\$ 0	\$ 0
	Training/Travel		
		0	
	Materials/Resources	.	.
	Facilities/Equipment	.	.
	Other	.	.
	TOTALS:	\$.	\$.

Section VIII Assessment plan:

Semester and Year Program will be Assessed:				
1	Program outcome to be assessed	Assessment tool	Populations	Number to be assessed
	Recognize and apply the principles of proper safety and OSHA procedures.	Multiple Choice Test	All students	All students
	How will the assessment be scored?	Standard of Success for this assessment tool	Who will score and analyze data?	
	Answer Sheet	75% of the students will score 75% or higher	Departmental Faculty	
2	Program outcome to be assessed	Assessment tool	Populations	Number to be assessed
	Recognize and apply the principles of HVACR pipe brazing and soldering.	Multiple Choice Test	All students	All students
	How will the assessment be scored?	Standard of Success for this assessment tool	Who will score and analyze data?	
	Answer Sheet	75% of the students will score 75% or higher	Departmental Faculty	
2	Program outcome to be assessed	Assessment tool	Populations	Number to be assessed
	Recognize and apply the principles of HVACR pipe brazing and soldering.	Practical component of the final project	All students	All students
	How will the assessment be scored?	Standard of Success for this assessment tool	Who will score and analyze data?	
	Departmentally-developed rubric	75% of the students will score 75% or higher	Departmental Faculty	
3	Program outcome to be assessed	Assessment tool	Populations	Number to be assessed
	Recognize and apply the principles of refrigeration, air conditioning, and refrigerant handling.	Multiple Choice Test	All students	All students

PROGRAM PROPOSAL FORM

	How will the assessment be scored?	Standard of Success for this assessment tool	Who will score and analyze data?	
	Answer Sheet	75% of the students will score 75% or higher	Departmental Faculty	
3	Program outcome to be assessed	Assessment tool	Populations	Number to be assessed
	Recognize and apply the principles of refrigeration, air conditioning, and refrigerant handling.	Practical component of the final project	All students	All students
	How will the assessment be scored?	Standard of Success for this assessment tool	Who will score and analyze data?	
	Departmentally-developed rubric	75% of the students will score 75% or higher	Departmental Faculty	
4	Program outcome to be assessed	Assessment tool	Populations	Number to be assessed
	Recognize and apply the principles of combustion and heating.	Multiple Choice Test	All students	All students
	How will the assessment be scored?	Standard of Success for this assessment tool	Who will score and analyze data?	
	Answer Sheet	75% of the students will score 75% or higher	Departmental Faculty	
4	Program outcome to be assessed	Assessment tool	Populations	Number to be assessed
	Recognize and apply the principles of combustion and heating.	Practical component of the final project	All students	All students
	How will the assessment be scored?	Standard of Success for this assessment tool	Who will score and analyze data?	
	Departmentally-developed rubric	75% of the students will score 75% or higher	Departmental Faculty	
5	Program outcome to be assessed	Assessment tool	Populations	Number to be assessed
	Recognize and apply the principles of electrical controls and electricity as applied to HVACR.	Multiple Choice Test	All students	All students
	How will the assessment be scored?	Standard of Success for this assessment tool	Who will score and analyze data?	
	Answer Sheet	75% of the students will score 75% or higher	Departmental Faculty	
5	Program outcome to be assessed	Assessment tool	Populations	Number to be assessed
	Recognize and apply the principles of electrical controls and electricity as applied to HVACR.	Practical component of the final project	All students	All students
	How will the assessment be scored?	Standard of Success for this assessment tool	Who will score and analyze data?	

PROGRAM PROPOSAL FORM

	Departmentally-developed rubric	75% of the students will score 75% or higher	Departmental Faculty
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Section IX. Recommended Course Sequences

Complete recommended course sequence for **full-time students**. Full-time students need a minimum of 12 credits per semester.

Semester 1		Fall	Winter	Spring/Summer	Any
Course #	Course Title				Credit Hours
UAE 165	UA HVACR accelerated program				6
	Total Semester Credits				6
Total Program Credit Hours					6

REVIEWER	PRINT NAME	SIGNATURE	DATE
Faculty Preparer	Les Pullins	<i>Les Pullins</i>	2/19/13
Department Chair/Area Director	Les Pullins	<i>Les Pullins</i>	2/19/13
Dean	Marilyn Donham	<i>Marilyn Donham</i>	2/19/13
Vice President for Instruction ☐ Approved for Development ☐ Final Approval	Stuart Blacklaw	<i>Stuart Blacklaw</i>	2/26/13
President	Rose Bellanca	<i>Rose Bellanca</i>	4/9/13
Board Approval			3/26/13