

# 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.
- ☒ **Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

<b>Program Name:</b> <b>Division and Department:</b> <b>Type of Award:</b> <b>Effective Term/Year:</b> <b>Initiator:</b>	<u>Commercial Building Facility Maintenance</u> <u>VCT/ CIND</u> <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS <input checked="" type="checkbox"/> Cert. <input type="checkbox"/> Adv. Cert. <input type="checkbox"/> Post-Assoc. Cert. <input type="checkbox"/> Cert. of Comp. <u>WINTER 2010</u> <u>Cristy Lindemann</u>	<b>Program Code:</b> <u>CTCBEM</u>  <b>CIP Code:</b> <u>46.0401</u>
<b>Program Features</b> Program's purpose and its goals. Criteria for entry into the program, along with projected enrollment figures. Connection to other WCC programs, as well as accrediting agencies or professional organizations. Special features of the program.	<p>Provide U of M Maintenance Mechanics with proper training on building equipment and facility maintenance.</p> <p>U of M Mechanics are the only students allowed to enroll – approximately 15 to 25 students per semester. U of M has approximately 100 staff members in need of this training with a 20% turnaround. They believe they can fill these classes for the next 6 semesters and then WCC can open the classes up beyond the needs of U of M.</p> <p>Future advancement in the CON certificates will be opened at a later date for students in basic residential certificates and commercial property maintenance. We will work with members of the U of M facilities team, as well as members of the Washtenaw Contractors Association when developing these courses.</p> <p>Commercial Building Maintenance is not currently offered at WCC</p>	
<b>Need</b> Need for the program with evidence to support the stated need.	<p>We were approached by the management team at U of M to rewrite the commercial property maintenance course to fit their needs. Currently, the CPM classes are offered for the McKinley maintenance staff, and its focus is on residential apartment dwellings. We would need to rewrite every course to fit the needs of U of M. They had originally requested certain BOMI classes to be offered here, but were not happy with the outcome and costs.</p>	

<b>Program Outcomes/Assessment</b>	<b>Outcomes</b>	<b>Assessment method</b>
State the knowledge to be gained, skills to be learned, and attitudes to be developed by students in the program.	1. Review and apply Michigan occupancy, safety, health and building laws and codes.	1. Test
Include assessment methods that will be used to determine the effectiveness of the program.	2. Demonstrate the ability to read prints, drawings and schematics of buildings, machines and fixtures.	2. Test
	3. Replace, repair and maintain various mechanical and electrical parts, pulleys sheaves, pipe fittings and fixtures.	3. Hands on Lab Exam
	4. Recognize and apply new technologies including green building and maintenance, low voltages and computer-based machines.	4. Test

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to [sjohn@wccnet.edu](mailto:sjohn@wccnet.edu) for posting on the website.

<b>Curriculum</b>  List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.	<b>Commercial Building Facility Maintenance I – 3 Credits – U of M Mechanics only</b>  <b>Commercial Building Facility Maintenance II – 3 Credits - U of M Mechanics only</b>  <b>Commercial Building Facility Maintenance III – 3 Credits - U of M Mechanics only</b>  <b>Commercial Building Facility Maintenance IV – 3 Credits – U of M Mechanics only</b>		
<b>Budget</b>  Specify program costs in the following areas, per academic year:		<b>START-UP COSTS</b>	<b>ONGOING COSTS</b>
	<b>Faculty</b>	\$ 3000.00	\$ 2250 .00
	<b>Training/Travel</b>	.	.
	<b>Materials/Resources</b>	800.	350.
	<b>Facilities/Equipment</b>	2200.	.
	<b>Other</b>	.	.
	<b>TOTALS:</b>	\$ 6000.	\$ 2600.
<b>Program Description for Catalog and Web site</b>	<p><b>This program will not be printed in the catalog or display on the web. It is currently available only to U of M maintenance mechanics.</b></p> <p>The Advanced Certificate for Commercial Building Facilities Maintenance offers advanced training for maintenance mechanics to expand their knowledge of daily and preventative maintenances of commercial buildings. This program is currently limited to University of Michigan Maintenance Mechanics.</p>		

<b>Program Information</b>	<b>Accreditation/Licensure - None</b>  <b>Advisors – Cristy Lindemann and U of M Senior Facilities Management Team</b>  <b>Advisory Committee – U of M Senior Facilities Management Members</b>  <b>Admission requirements – Only U of M Mechanics can apply when program is started up</b>  <b>Articulation agreements - None</b>  <b>Continuing eligibility requirements – C or better</b>
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**Assessment plan:**

<b>Program outcomes to be assessed</b>	<b>Assessment tool</b>	<b>When assessment will take place</b>	<b>Courses/other populations</b>	<b>Number students to be assessed</b>
Review and apply Michigan occupancy, safety, health and building laws and codes.	Test	Fall 2012 and every three years after	Students who completed Commercial Building Facility maintenance I – IV	All
Demonstrate the ability to read prints, drawings and schematics of buildings, machines and fixtures.	Test	Fall 2012 and every three years after	Students who completed Commercial Building Facility maintenance I – IV	All
Replace, repair and maintain various mechanical and electrical parts, pulleys sheaves, pipe fittings and fixtures.	Hands on Lab Exam	Fall 2012 and every three years after	Students who completed Commercial Building Facility maintenance I – IV	All
Recognize and apply new technologies including green building and maintenance, low voltages and computer-based machines.	Test	Fall 2012 and every three years after	Students who completed Commercial Building Facility maintenance I – IV	All

**Scoring and analysis plan:**

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric.

The test will be scored using an answer key and a departmentally-developed rubric. The hands-on lab will be scored using a departmentally-developed rubric.

2. Indicate the standard of success to be used for this assessment.

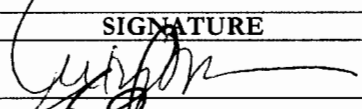
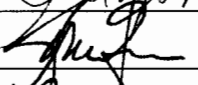
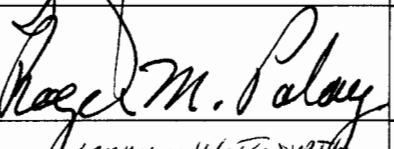

The overall class average will be 75% or higher on the test questions and the hands-on lab.

3. Indicate who will score and analyze the data.

Departmental faculty will blind-score the data.

4. Explain how and when the assessment results will be used for program improvement.

Assessment data will be gathered, and we will meet with advisory board members to further develop the program.

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	CEISTY Lindemann		11/04/09
Dean	Bruce Gibson		11/9/09
Vice President for Instruction <input type="checkbox"/> Approved for Development <input checked="" type="checkbox"/> Final Approval	Roger Palay		12/1/09
President	Kyle Whitworth		4/8/10
Board Approval			

*logged 11/9/09 sjs*  
Office of Curriculum & Assessment



## Program Information Report

### School of Construction Technology

Become part of the global community of skilled trades' professionals or skilled trades' managers. Design, plan, construct and complete structures for your home or for your career. You can earn a certificate or degree in Construction, Construction Management, Sustainable Building Practices or Heating, Ventilation and Air Conditioning. These programs offer the perfect blend of classroom education and hands-on training. At the Henry S. Landau Skilled Trades Center, you will be taught construction skills from the ground up. You can learn classic skills such as woodworking or modern techniques needed to maintain or improve your own structure. The HVAC program offers a wide range of training to equip high-end technicians with the knowledge and skills needed for successful entry into the field.

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.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, an advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, an advanced certificate (if one exists) and General Education requirements.

#### Construction Management

Prepare for work in the construction management or property maintenance industries through the completion of these programs.

### Commercial Building Facility Maintenance (CTCBFM) Certificate

#### Program Effective Term:

Fall 2012

The Advanced Certificate for Commercial Building Facilities Maintenance offers advanced training for maintenance mechanics to expand their knowledge of daily and preventative maintenances of commercial buildings. This program is currently limited to University of Michigan Maintenance Mechanics.

#### Program Admission Requirements:

Limited to U of M Maintenance Mechanics

#### Continuing Eligibility Requirements:

Students must maintain a "C" or better

#### Major/Area Requirements

(12 credits)

CON 141	Commercial Building Maintenance I	3
CON 145	Commercial Building Maintenance II	3
CON 147	Commercial Building Maintenance III	3
CON 149	Commercial Building Maintenance IV	3

#### Minimum Credits Required for the Program:

12