

**Program Information Report**

**Collision Repair and Refinish Technician (CVCRR)**

**Advanced Certificate**

**Program Effective Term: Fall 2014**

**High Demand Occupation High Wage Occupation**

This advanced certificate was developed for the individual who would like to focus on a career in the collision repair and refinishing industry. Through the use of select modules and vehicles, students will develop and apply advanced welding techniques, damage analysis, structural and non-structural repair, panel replacement and refinishing techniques. Additional topics such as related mechanical and electrical repairs, overall paint jobs, color theory, and the tinting of factory colors to obtain a blendable match will be covered. Current NATEF, I-Car and ASE standards are followed and satisfactory completion of this certificate prepares students for possible entry level employment in today's competitive and fast paced collision repair industry.

<b>Major/Area Requirements</b>		<b>(16 credits)</b>
CRT 202	Refinish Technician I	4
CRT 203	Collision Technician I	4
CRT 222	Refinish Technician II	4
CRT 223	Collision Technician II	4

**Minimum Credits Required for the Program: 16**

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: **CVCRR~~2~~** Program Name: **Collision Repair and Refinish Technician** Effective Term: **Fall 2014**  
 Division Code: **ATP** Department: **ABDD**

**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:**

- |  |   |
|--|---|
| <input type="checkbox"/> Review  | <input type="checkbox"/> Program admission requirements   |
| <input checked="" type="checkbox"/> Remove course(s): CRT 200, CRT 220, CRT 240, CRT 260, CRT 280          | <input type="checkbox"/> Continuing eligibility requirements  |
| <input checked="" type="checkbox"/> Add course(s): _CRT 202, CRT 222, CRT 203, CRT 223                     | <input checked="" type="checkbox"/> Program outcomes  |
| <input checked="" type="checkbox"/> Program title (title was <u>Collision Repair Refinish Technician</u> ) | <input type="checkbox"/> Accreditation information  |
| <input checked="" type="checkbox"/> Description  | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award   | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Advisors  |   |
| <input type="checkbox"/> Articulation information  |   |

Show all changes on the attached page from the catalog.

**Rationale for proposed changes or discontinuation:**

Because of the length of the advanced certificate programs, student success and completion rates have been below expectations. With students unable to complete all courses because of limited offerings we are revising the program. We are combining material from both CRT programs and courses into one program with fewer credit hours required for the program.

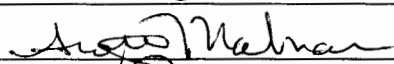
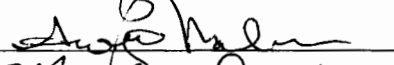
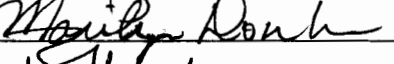

**Financial/staffing/equipment/space implications:**

None

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

Auto Body

**Signatures:**

Reviewer	Print Name	Signature	Date
Initiator	Scott Malnar		9-9-13
Department Chair	Scott Malnar		9-9-13
Division Dean/Administrator	Marilyn Donham		9-24-13
Vice President for Instruction	William Abernethy		10-17-13

Do not write in shaded area. Entered in: Banner \_\_\_\_\_ C&A Database 11/4/13 Log File 11/4/13 Board Approval \_\_\_\_\_

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

*done logged 9/26/13 sjv*

**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.

<p><b>Program Name:</b></p> <p><b>Division and Department:</b></p> <p><b>Type of Award:</b></p> <p><b>Effective Term/Year:</b></p> <p><b>Initiator:</b></p>	<p><u>Collision Repair Refinish Technician</u></p> <p><u>VCT</u></p> <p><input type="checkbox"/> AA   <input type="checkbox"/> AS   <input type="checkbox"/> AAS  <input type="checkbox"/> Cert.   <input checked="" type="checkbox"/> Adv. Cert.   <input type="checkbox"/> Post-Assoc. Cert.   <input type="checkbox"/> Cert. of Comp.</p> <p><u>W/08</u></p> <p><u>Scott Malnar</u></p>	<p><b>Program Code:</b></p> <p><b>CIP Code:</b></p> <p><b>CVCRT</b></p> <p><b>47.0603</b></p>
<p><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>	<ol style="list-style-type: none"> <li>1) To provide students with a choice in career paths within the Collision Repair industry. The positions of Repair Technician and Refinish Technician have separated and become unique career tracks. The division of these programs into separate tracks will better prepare students for employment in their chosen field.</li> <li>2) Completion of the Auto Body Repair (CFCR) certificate with a B average. Enrollment estimated at 25 in the first year.</li> <li>3) Accreditations include I-CAR, NATEF, and ASE.</li> <li>4) The program provides a detailed insight into the industry.</li> </ol>	
<p><b>Need</b>  Need for the program with evidence to support the stated need.</p>	<p>The existing Collision Repair Technician Advanced Certificate (CVCRT) is being split into two separate programs, Collision Repair Refinish and Collision Repair (auto body). This will prepare students for the specific type of employment they seek. The one-year enrollment increase in the Auto Body Repair discipline was 17% in 2006-07. The 5-Year change in enrollment (2002-2007) was +113.6%.</p>	
<p><b>Program Outcomes/Assessment</b>  State the knowledge to be gained, skills to be learned, and attitudes to be developed by students in the program.  Include assessment methods that will be used to determine the effectiveness of the program.</p>	<p><u>Outcomes</u></p> <ol style="list-style-type: none"> <li>1. Prepare vehicle for complex refinishing process.</li> <li>2. Apply top coats or other refinishing materials to industry standards.</li> <li>3. Prepare refinished vehicle for delivery to customer.</li> </ol>	<p><u>Assessment method</u></p> <ol style="list-style-type: none"> <li>1. Student achievement record and final exam</li> <li>2. Student achievement record and final exam</li> <li>3. Student achievement record and final exam</li> </ol>

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.	<table border="0"> <tr> <td>CRT 200</td> <td>Refinish Technician I</td> <td>4 credits</td> </tr> <tr> <td>CRT 220</td> <td>Refinish Technician II</td> <td>2 credits</td> </tr> <tr> <td>CRT 240</td> <td>Refinish Technician III</td> <td>4 credits</td> </tr> <tr> <td>CRT 260</td> <td>Refinish Technician IV</td> <td>4 credits</td> </tr> <tr> <td>CRT 280</td> <td>Refinish Technician V</td> <td>4 credits</td> </tr> <tr> <td colspan="2"><b>Total</b></td> <td><b>18 credits</b></td> </tr> </table>	CRT 200	Refinish Technician I	4 credits	CRT 220	Refinish Technician II	2 credits	CRT 240	Refinish Technician III	4 credits	CRT 260	Refinish Technician IV	4 credits	CRT 280	Refinish Technician V	4 credits	<b>Total</b>		<b>18 credits</b>			
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<b>Budget</b> Specify program costs in the following areas, per academic year:	<table border="1"> <thead> <tr> <th></th> <th>START-UP COSTS</th> <th>ONGOING COSTS</th> </tr> </thead> <tbody> <tr> <td>Faculty</td> <td>\$ .</td> <td>\$ .</td> </tr> <tr> <td>Training/Travel</td> <td>.</td> <td>.</td> </tr> <tr> <td>Materials/Resources</td> <td>.</td> <td>.</td> </tr> <tr> <td>Facilities/Equipment</td> <td>.</td> <td>.</td> </tr> <tr> <td>Other</td> <td>.</td> <td>.</td> </tr> <tr> <td><b>TOTALS:</b></td> <td><b>\$ 0.</b></td> <td><b>\$ .</b></td> </tr> </tbody> </table>		START-UP COSTS	ONGOING COSTS	Faculty	\$ .	\$ .	Training/Travel	.	.	Materials/Resources	.	.	Facilities/Equipment	.	.	Other	.	.	<b>TOTALS:</b>	<b>\$ 0.</b>	<b>\$ .</b>
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<b>Program Description for Catalog and Web site</b>	<p style="text-align: center;"><u>* Collision Repair Refinish Technician *</u></p> <p>This advanced certificate was developed for the individual who would like to focus on a career in the collision refinishing industry. Using modules and carefully selected vehicles, students develop and apply advanced painting skills while refinishing vehicles to pre-accident condition. Areas of study include single stage, tri-stage, and base-coat/clear-coat paint systems. Additional topics such as overall paint jobs, color theory, and the tinting of factory colors to obtain a blended match will be covered. Current NATEF, I-Car, and ASE standards are closely followed to ensure that students are ready for employment in today's competitive work place.</p>																					
<b>Program Information</b>	<p><b>Accreditation/Licensure -</b></p> <p><b>Advisors – Gary Sobbry, Tim VanSchoick, Robert Lowing, Scott Malnar</b></p> <p><b>Advisory Committee – Already in existence</b></p> <p><b>Admission requirements -</b> Students must complete the Auto Body Repair (CFCR) certificate program with a grade of “B” or better in each course.</p> <p><b>Articulation agreements - None</b></p> <p><b>Continuing eligibility requirements - None</b></p>																					

**Assessment plan:**

Program outcomes to be assessed	Assessment tool	When assessment will take place	Courses/other populations	Number students to be assessed
1. Prepare vehicle for complex refinishing process.	1. Student achievement record and final exam	W/08 & every 3 yrs	All sections	All students in all sections
2. Apply top coats or other refinishing materials to industry standards.	2. Student achievement record and final exam.	W/08 & every 3 yrs	All sections	All students in all sections

3. Prepare refinished vehicle for delivery to customer.	3. Student achievement record and final exam.	W/08 & every 3 yrs	All sections	All students in all sections
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**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.

Final exams will be scored against the answer sheet. Points will be assigned to each question with the results compared to the scoring guide. Practical application of the task will be evaluated using the Student Achievement Record. Each task is worth 5 points and will be evaluated by the instructor based on the rubric below:

- 5 points = Excellent work done with no flaws and without help from instructor, follows safety requirements
- 4 points = Above average work done with little to no flaws with some help from instructor. Follows all safety requirements
- 3 points = Average work done with few flaws and some help from instructor. Follows most safety requirements.
- 2 points = Either below average work or average work done with substantial help from instructor. Meets minimal safety requirements.
- 1 point = Failed to complete task or finished product not to code or student does not follow safety requirements.

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

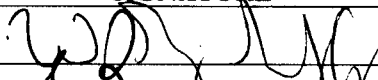
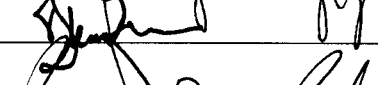


The standard of success of student performance and retention will be: 80% of the students will score 85% or higher on final exam and student achievement record. ( Final + Achievement Record) / 2 = 85% or higher).

3. Indicate who will score and analyze the data.

Department chair and instructors will blind-score the data. We will review to identify if there are areas of weakness or needed changes.

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

Assessment and update the course content. Analysis will also be done to evaluate the type of instruction used and if we identify areas of consistent weakness.

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	Gary Sobby		
Dean	Bruce Greene		1-29-08
Vice President for Instruction <input type="checkbox"/> Approved for Development <input checked="" type="checkbox"/> Final Approval			3/11/08
President			3/26/08
Board Approval			

*LA logged 1/31/08 sj  
Office of Curriculum & Assessment  
LA logged*

**Program Information Report**

**School of Automotive and Motorcycle Technology**

**Auto Body Repair**

**Collision Repair Refinish Technician (CVCRRT)**

**Advanced Certificate**

**Program Effective Term: Fall 2008**

This advanced certificate was developed for the individual who would like to focus on a career in the collision refinishing industry. Using modules and carefully selected vehicles, students develop and apply advanced painting skills while refinishing vehicles to pre-accident condition. Areas of study include single stage, tri-stage, and base-coat/clear-coat paint systems. Additional topics such as overall paint jobs, color theory, and the tinting of factory colors to obtain a blended match will be covered. Current NATEF, I-Car, and ASE standards are closely followed to ensure that students are ready for employment in today's competitive work place.

**Program Admission Requirements:**

In order to enroll in this program, students must complete the Auto Body Repair (CTAUBR) certificate program with a grade of "B" or better in each course.

Major/Area Requirements		(18 credits)
CRT 200	Refinish Technician I	4
CRT 220	Refinish Technician II	4
CRT 240	Refinish Technician III	4
CRT 260	Refinish Technician IV	4
CRT 280	Refinish Technician V	4

**Minimum Credits Required for the Program: 18**