

# **Department of Career and Technical Education**

## **Program Evaluation Report**



**Turtle Mt. Community College  
Belcourt, ND  
February 28, 2012**

**ND State Board For  
Career and Technical Education  
Board Members**

Mr. Darrel Remington, Chair..... Belfield  
Mr. Jeffery Lind, Vice Chair..... Rugby

Ms. Maren Daley ..... Bismarck  
Mr. Brian Duchscherer ..... Carrington  
Mr. William Goetz..... Bismarck  
Mr. Tim Mairs..... Lisbon  
Ms. Val Moritz..... Valley City  
Mr. David Richter..... Williston  
Dr. Wayne Sanstead..... Bismarck

# TABLE OF CONTENTS

	Page
Administration .....	4
Business & Office Technology.....	6
Family & Consumer Sciences .....	8
Health Careers	
Health Information Technology .....	10
Medical Lab Technician .....	11
Nursing.....	13
Pharmacy Technician .....	15
Phlebotomy .....	17
Information Technology.....	19
Special Populations/Educational Equity .....	20
Trade, Industry & Technology Education	
Construction Technology .....	22
Electrical Technology.....	24
HVAC .....	26
Power Plant Technology/Process Plant Technology.....	28
Welding Technology .....	29
Plan of Action .....	31



## Department of Career and Technical Education Program Evaluation Report

Type of Contact:       x   **Onsite**  
                                      **Phone**  
                                      **Email**

Date: January 30-31, 2012

School/Institution:	Turtle Mountain Community College	Program:	Administration
Administrator:	Dr. Jim Davis, President Mr. Larry Henry, Academic Dean Ms. Sheila Trottier, CTE Director	Instructor:	

### ***QUALITY INDICATORS***

*S* = A Strength     *M* = Meets Expectations     *I* = Improvement Opportunity     *NA* = Not Applicable

- |  |  |
|--|--|
| <p><u>  M  </u> <b>Standard 1</b> (Planning &amp; Organization)</p> <p><u>  M  </u> <b>Standard 2</b> (Instructional Materials Utilization)</p> <p><u>  M  </u> <b>Standard 3</b> (Qualified Instructional Personnel)</p> <p><u>  M  </u> <b>Standard 4</b> (Enrollment &amp; Student/Teacher Ratio)</p> <p><u>  S  </u> <b>Standard 5</b> (Equipment and Supplies)</p> <p><u>  S  </u> <b>Standard 6</b> (Instructional Facilities)</p> | <p><u>  S  </u> <b>Standard 7</b> (Safety &amp; Sanitation Training/Practices)</p> <p><u>  M  </u> <b>Standard 8</b> (Advisory Committees/Community Relations)</p> <p><u>  M  </u> <b>Standard 9</b> (Career &amp; Technical Student Organization)</p> <p><u>  M  </u> <b>Standard 10</b> (Coordination Activities)</p> <p><u>  S  </u> <b>Standard 11</b> (Special Populations)</p> <p><u>  M  </u> <b>Standard 12</b> (Educational Equity)</p> |
|--|--|

### **COMMENDATIONS:**

- TMCC demonstrates a commitment to CTE through the number of program offerings and promotion as a separate area on your website. Where available and appropriate TMCC has separate area accreditation. (Standard 1)
- TMCC makes great use of grant funding to support programs above any funding provided by NDCTE. (Standard 1)
- Has good access to data and uses that data to evaluate programs and the institution. Provide data to NDCTE for Perkins accountability purposes while achieving positive measurement outcomes. (Standard 1)
- Industry certifications in Information Technology are promoted and the costs for take the certification examinations are paid for by TMCC. (Standard 2, 3)
- Use of Clinical Practice for new CTE instructors while paying tuition and expenses. TMCC pays for professional development of instructors and covers the costs associated with attendance of PDC. (Standard 3)
- Enrollment in programs is sufficient having at least ten students after the programs beginning. (Standard 4)
- Excellent facilities that are either relatively new or remodeled with sufficient technology and equipment to promote quality teaching and learning. (Standard 5, 6)

- Employment of safety procedures including use of safety equipment where needed. Shops in construction and electrical building have modern eyewash stations. Buildings are equipped with fire extinguishers, first aid kits, anti-germ dispensers, and AEDs. ( Standard 7)
- Combining advisory committees with TMCHS where appropriate to eliminate duplication of effort and ease a smooth transition for students between secondary and postsecondary education. (Standard 8)
- Leadership and competitive opportunities are available through AIHEC although specific program area Career Technical Student Organizations are the preferred vehicle to teach these skills. (Standard 9)
- Many programs have a Supervised Occupational Experience (SOE) as a requirement promoting greater hands-on learning and real-world experiences. Health Careers programs have a six week clinical required. (Standard 10)
- Services are provided for special needs students including the Zhaabwii Learning Center to help CTE student achievement. The counselor recently added will aid in achievement and subsequent placement of CTE students. (Standard 11, 12)

### **SUGGESTIONS:**

- Update the website to assure that all current programs are listed and accounted for making them visible to students and prospective students. (Standard 1)
- As new administration comes on board, review coordination and reporting responsibilities of programs to improve communications within related program areas. (Standard 1)

### **RECOMMENDATIONS:**

- Implement technical assessments in select programs where end of program assessments are available through NDCTE; Health Careers, Trade & Industry, and Information Technology. (Standard 1)

---

*Dwight Crabtree*, Assistant State Director  
Supervisor or Team Facilitator

January 31, 2012  
Date



## Department of Career and Technical Education Program Evaluation Report

Type of Contact:       x   **Onsite**  
                               \_\_\_\_\_ **Phone**  
                               \_\_\_\_\_ **Email**

Date: January 31, 2012

School/Institution:	Turtle Mountain Community College	Program:	Business and Office Technology
Administrator:	Sheila Trottier	Instructor:	Rhonda Gustafson, Barbara Houle

### ***QUALITY INDICATORS***

*S* = A Strength     *M* = Meets Expectations     *I* = Improvement Opportunity     *NA* = Not Applicable

- |  |  |
|--|--|
| <p><u>  S  </u> <b>Standard 1</b> (Planning &amp; Organization)</p> <p><u>  M  </u> <b>Standard 2</b> (Instructional Materials Utilization)</p> <p><u>  M  </u> <b>Standard 3</b> (Qualified Instructional Personnel)</p> <p><u>  M  </u> <b>Standard 4</b> (Enrollment &amp; Student/Teacher Ratio)</p> <p><u>  M  </u> <b>Standard 5</b> (Equipment and Supplies)</p> <p><u>  M  </u> <b>Standard 6</b> (Instructional Facilities)</p> | <p><u>  I  </u> <b>Standard 7</b> (Safety &amp; Sanitation Training/Practices)</p> <p><u>  M  </u> <b>Standard 8</b> (Advisory Committees/Community Relations)</p> <p><u>  M  </u> <b>Standard 9</b> (Career &amp; Technical Student Organization)</p> <p><u>  S  </u> <b>Standard 10</b> (Coordination Activities)</p> <p><u>  M  </u> <b>Standard 11</b> (Special Populations)</p> <p><u>  M  </u> <b>Standard 12</b> (Educational Equity)</p> |
|--|--|

### **COMMENDATIONS:**

- **STANDARD 3:** The Business and Office Technology faculty is made up to two experienced faculty members who both hold CTE certificates. Both Ms. Gustafson and Ms. Houle are commended for their commitment to earning advanced certifications and degrees in order to best serve the students they teach.
- **STANDARD 3:** Both instructors participate in professional development activities and attend the CTE Professional Development Conference on a regular basis.
- **STANDARD 1:** Courses have been identified to help prepare students from the reservation and surrounding communities for employment that includes the unique employment situation in this area. These courses include Leadership Techniques, Grant Writing, and Job Preparation.
- **STANDARD 1:** There have been several online courses developed that offer another vehicle for delivering curriculum to students.
- **STANDARD 1:** The college is to be commended for having a Microsoft Office Specialist testing center at TMCC where students can earned industry-recognized certifications in the Microsoft Office Suite applications. Certification testing is voluntary, but 19 students have taken and passed certification exams in the last few years.
- **STANDARDS 2 and 5:** The program utilizes technologically current hardware and software in order to best serve students. When software upgrades are purchased, new instructional materials are also purchased that go along with the software upgrade.
- **STANDARD 8:** A combined advisory committee between the high school and postsecondary institutions in Belcourt is in place and meets twice a year. This unique committee structure allows for articulation of the programs at both levels.
- **STANDARD 9:** Students have the opportunity to develop their leadership skills through involvement in the Leadership Techniques course and the Entrepreneurship Club. In addition, they are given the opportunity to participate in business-related competition through involvement in the AIHEC Conference.

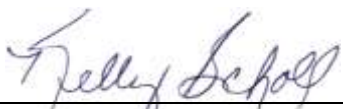
- STANDARD 10: Students are required to take part in a supervised occupational experience program that allows them to transfer and practice classroom learning to the workplace. Ms. Marcellais does an excellent job of coordinating this program and finding proper placements for students.

### **SUGGESTIONS:**

- STANDARD 1: The requirements for the Office Administration Associate of Applied Science program are not listed in the table of contents in the 2011-12 catalog. It is suggested that this be corrected when the next catalog is printed.
- STANDARD 1: The required general education courses are not listed on the catalog's program requirements pages for both the Business Management/Entrepreneurship and Office Administration programs. It is suggested that they be added to these pages so students can see all the graduation requirements for these particular programs.
- STANDARD 1: It is suggested that Keyboarding I be eliminated as a requirement in the Office Administration program. However, remediation in keyboarding skill should be available if a student enrolls who does not possess adequate keyboarding skill.
- STANDARD 1: It is suggested that Keyboarding II be incorporated into the Word Processing course since many of the topics are repeated in the two courses.
- STANDARD 3: Given the fact that the instructors often are teaching in an overload situation of 16 to 17 credits a semester, it is suggested that additional faculty, or perhaps adjunct faculty, be hired to help alleviate this situation.
- STANDARD 9: It is suggested that rather than having an Entrepreneurship Club, which serves the interests of a limited number of business students, a chapter of the American Indian Business Leaders (AIBL) organization be started at TMCC. Involvement in this organization would offer more leadership development opportunities to all students enrolled in a business program.

### **RECOMMENDATIONS:**

- STANDARDS 7: The computer lab on the 2<sup>nd</sup> floor has a number of computer and network cords that pose a hazard to students—particularly in the back of the room. The row of computers where the towers are situated on the floor have numerous cords that students could trip over and step on. In the back corner of the room, one cord has cracks in the casing, which could have been caused by chairs rolling over the cord. This situation needs to be rectified. This could be done by bundling all cords and securing them to the bottom of the computer tables and by placing tables closer to the floor outlets so that cords aren't out in the open where students can trip or step on them.



Supervisor or Team Facilitator

January 31, 2012

Date



## Department of Career and Technical Education Program Evaluation Report

Type of Contact:       x   **Onsite**  
                               \_\_\_\_\_ **Phone**  
                               \_\_\_\_\_ **Email**

Date: January 30-31 , 2012

School/Institution:	Turtle Mountain Community College	Program:	Family & Consumer Sciences – Early Childhood Education
Administrator:	Dr. Jim Davis, President; Sheila Trotter, CTE Director	Instructor:	Renee Bear King

### ***QUALITY INDICATORS***

*S* = A Strength     *M* = Meets Expectations     *I* = Improvement Opportunity     *NA* = Not Applicable

- |  |  |
|--|--|
| <p><u>  S  </u> <b>Standard 1</b> (Planning &amp; Organization)</p> <p><u>  S  </u> <b>Standard 2</b> (Instructional Materials Utilization)</p> <p><u>  S  </u> <b>Standard 3</b> (Qualified Instructional Personnel)</p> <p><u>  M  </u> <b>Standard 4</b> (Enrollment &amp; Student/Teacher Ratio)</p> <p><u>  M  </u> <b>Standard 5</b> (Equipment and Supplies)</p> <p><u>  M  </u> <b>Standard 6</b> (Instructional Facilities)</p> | <p><u>  M  </u> <b>Standard 7</b> (Safety &amp; Sanitation Training/Practices)</p> <p><u>  M  </u> <b>Standard 8</b> (Advisory Committees/Community Relations)</p> <p><u>  S  </u> <b>Standard 9</b> (Career &amp; Technical Student Organization)</p> <p><u>  M  </u> <b>Standard 10</b> (Coordination Activities)</p> <p><u>  S  </u> <b>Standard 11</b> (Special Populations)</p> <p><u>  M  </u> <b>Standard 12</b> (Educational Equity)</p> |
|--|--|

### **COMMENDATIONS:**

1. Instructor Renee Bear King is well qualified to coordinate the Early Childhood Education (ECE) program based on her education and her experiences in education. The curriculum developed for ECE enrollees focuses on the specific needs of the young child while supporting the needs of the greater Turtle Mountain community. Children and their families are the focus of the program. **Standard 3**
  
2. The student association has developed annual activities to mesh the ECE and the community. The Day of the Young Child, in addition to educating and entertaining area children, showcases the students enrolled in the program and in turn becomes a recruiting tool for the program. One additional focus of the group has been to provide activities for families with special needs students who for whatever reason are not able to fully participate in community activities. **Standard 9**
  
3. Community resources are a key factor to placement of students seeking internships. In addition to having students enrolled working in area child care centers staff members from the center serve as guest speakers and human resources for the program. **Standard 8**
  
4. The Early Childhood Education program provides qualified employees for paraeducation positions, Head Start and assorted other public and private institutions. Some certificate and two year completers transition into the four year education program. **Standard 10**



## **SUGGESTIONS:**

1. Continue to pursue the goal of an onsite licensed child care center to provide laboratory experiences for Early Child Education (ECE) enrollees. In addition to providing a continuous placement opportunity the day care could provide consistent day care for employees and students needing the service. As an option, explore the possibility of seeking a licensed provider who could contract for space on the college campus so that TMCC would not be the employer but would be the host location. **Standard 1**
2. Strengthen the role of student leaders in the classroom and in their student organization. Use terminology to support leadership opportunities such as “Committee Chairperson”, “Project Coordinator”, “President”, etc. so that students begin to see themselves as leaders. In addition to assisting students to realize their leadership potential and allowing them to practice their leadership skills the students will add critical skills their resumes. **Standard 1**
3. Continue to work toward greater male enrollment in the program. Recruiting at local events should include opportunities for both males and females. **Standard 12**

## **RECOMMENDATIONS:**

None



## Department of Career and Technical Education Program Evaluation Report

Type of Contact:             **Onsite**  
                                    **X**   **Phone**  
                                         **Email**

Date: 1/30/2012

School/Institution:	TMCC	Program:	Health Info Management
Administrator:	Shelia Trottier	Instructor:	Joan Azure

### ***QUALITY INDICATORS***

*S* = A Strength      *M* = Meets Expectations      *I* = Improvement Opportunity      *NA* = Not Applicable

- |  |  |
|--|--|
| <p><u>  <b>M</b>  </u> <i><b>Standard 1</b></i> (Planning &amp; Organization)</p> <p><u>  <b>I</b>  </u> <i><b>Standard 2</b></i> (Instructional Materials Utilization)</p> <p><u>  <b>I</b>  </u> <i><b>Standard 3</b></i> (Qualified Instructional Personnel)</p> <p><u>  <b>M</b>  </u> <i><b>Standard 4</b></i> (Enrollment &amp; Student/Teacher Ratio)</p> <p><u>  <b>S</b>  </u> <i><b>Standard 5</b></i> (Equipment and Supplies)</p> <p><u>  <b>M</b>  </u> <i><b>Standard 6</b></i> (Instructional Facilities)</p> | <p><u>  <b>M</b>  </u> <i><b>Standard 7</b></i> (Safety &amp; Sanitation Training/Practices)</p> <p><u>  <b>I</b>  </u> <i><b>Standard 8</b></i> (Advisory Committees/Community Relations)</p> <p><u>  <b>I</b>  </u> <i><b>Standard 9</b></i> (Career &amp; Technical Student Organization)</p> <p><u>  <b>S</b>  </u> <i><b>Standard 10</b></i> (Coordination Activities)</p> <p><u>  <b>M</b>  </u> <i><b>Standard 11</b></i> (Special Populations)</p> <p><u>  <b>M</b>  </u> <i><b>Standard 12</b></i> (Educational Equity)</p> |
|--|--|

### **COMMENDATIONS:**

Program is reviewed on a regular basis and is working on getting more accreditation.  
 Good student to teacher ratio but would work towards getting enrollment numbers increased.  
 Recent upgrade to Jenzebar is an improvement.

160 hour Cooperative Learning experience offers the students hands on learning.

### **SUGGESTIONS:**

Work on promoting the program to ensure sustainability.(standard 4)

### **RECOMMENDATIONS:**

To allow further learning I would recommend looking at ways to have all students' members of the National HIM Association. The virtual labs would be a great learning tool for the students.(standard 2)

Recommend getting all instructors CTE Certified. The application is found in the CTE website.(standard 3)

Each program should have its own advisory board. Recommend asking NDSCS or United Tribes for member recommendations. Advisory board information can be found on the CTE website. (standard 8)

Work on getting a CTSO going within your program area or joining another one on campus to allow the students leadership opportunities. (standard 9)

Keana Schuler

Supervisor or Team Facilitator

2/7/2012

Date



## Department of Career and Technical Education Program Evaluation Report

Type of Contact:       x     **Onsite**  
                               \_\_\_\_\_ **Phone**  
                               \_\_\_\_\_ **Email**

Date: 1/11/12 & 1/12/12

School/Institution:	Turtle Mountain Community College	Program:	Medical Lab Tech
Administrator:	Shelia Trottier	Instructor:	Wayne Olson

### ***QUALITY INDICATORS***

*S* = A Strength     *M* = Meets Expectations     *I* = Improvement Opportunity     *NA* = Not Applicable

- |  |  |
|--|--|
| <p><u>  S  </u>   <b>Standard 1</b> (Planning &amp; Organization)</p> <p><u>  S  </u>   <b>Standard 2</b> (Instructional Materials Utilization)</p> <p><u>  I  </u>   <b>Standard 3</b> (Qualified Instructional Personnel)</p> <p><u>  M  </u>   <b>Standard 4</b> (Enrollment &amp; Student/Teacher Ratio)</p> <p><u>  I  </u>   <b>Standard 5</b> (Equipment and Supplies)</p> <p><u>  I  </u>   <b>Standard 6</b> (Instructional Facilities)</p> | <p><u>  M  </u>   <b>Standard 7</b> (Safety &amp; Sanitation Training/Practices)</p> <p><u>  S  </u>   <b>Standard 8</b> (Advisory Committees/Community Relations)</p> <p><u>  I  </u>   <b>Standard 9</b> (Career &amp; Technical Student Organization)</p> <p><u>  S  </u>   <b>Standard 10</b> (Coordination Activities)</p> <p><u>  S  </u>   <b>Standard 11</b> (Special Populations)</p> <p><u>  M  </u>   <b>Standard 12</b> (Educational Equity)</p> |
|--|--|

### **COMMENDATIONS:**

- Program is working on getting accreditation and also offers students theory and practical applications. This program allows for an AAS or can act as a transfer program to the Universities.
- Having a max of 10 students lends to good ratio but the current program enrollment could be improved so I would recommend doing more marketing of the allied health programs.
- Project Choice offers a great opportunity to several students who otherwise may not be able to attend college.
- Excellent Equipment and training material for students.
- Great job at using grants to obtain numerous opportunities for students.
- Diverse group of people who sit on the advisory board, program seems to utilize these members throughout the year.
- 1000 hours of site training offers the students several different opportunities and situations to prepare them for a career and licensing.

### **SUGGESTIONS:**

- After talking with several students, it was brought to my attention that many students have little to knowledge regarding the allied health programs offered. I suggest looking at different marketing opportunities to make the students in the community and currently on campus aware of these new programs being offered. (standard 4)
- Suggest having one person oversee the Allied Health programs to promote consistency and unity within this department. I understand that currently each department is managed by whoever wrote the grant. I believe the CTE Director should oversee these programs and the staff. (standard 1)

**RECOMMENDATIONS:**

- The building is nicely renovated but lacks directional signage. Signs would direct students to the building and also serve as a way to make others aware that the school offers several health programs. (standard 6)
- Recommend putting a phone next to the emergency equipment in the doorway and/or allowing the instructor phones to be able to direct dial out of the building. In case of an emergency, going through the switchboard is adding a delay in the response time. (standard 7)
- While there appears to be leadership opportunities for students within the college I recommend the allied health programs start a SkillsUSA or HOSA chapter. (standard 9)
- Instructor needs to become CTE Certified.(received application) (standard 3)
- Having the necessary supplies is critical to learning. The current ordering system is slow and needs to be looked at to ensure supplies are ordered in a timely manner and received in a short period of time.(standard 5)
- Working with the proper department to get the new equipment (J & J blood system) up and running. (standard 5)

Keana Schuler

Supervisor or Team Facilitator

1-17-12

Date



## Department of Career and Technical Education Program Evaluation Report

Type of Contact:       x     **Onsite**  
                               \_\_\_\_\_   **Phone**  
                               \_\_\_\_\_   **Email**

Date:   1/11/12 & 1/12/12

School/Institution:	Turtle Mountain Community College	Program:	Nursing
Administrator:	Shelia Trottier	Instructor:	JoAnn Blue

### ***QUALITY INDICATORS***

*S* = A Strength     *M* = Meets Expectations     *I* = Improvement Opportunity     *NA* = Not Applicable

- |  |  |
|--|--|
| <p><u>  S  </u>   <b>Standard 1</b> (Planning &amp; Organization)</p> <p><u>  S  </u>   <b>Standard 2</b> (Instructional Materials Utilization)</p> <p><u>  I  </u>   <b>Standard 3</b> (Qualified Instructional Personnel)</p> <p><u>  S  </u>   <b>Standard 4</b> (Enrollment &amp; Student/Teacher Ratio)</p> <p><u>  S/I  </u> <b>Standard 5</b> (Equipment and Supplies)</p> <p><u>  I  </u>   <b>Standard 6</b> (Instructional Facilities)</p> | <p><u>  I  </u>   <b>Standard 7</b> (Safety &amp; Sanitation Training/Practices)</p> <p><u>  I  </u>   <b>Standard 8</b> (Advisory Committees/Community Relations)</p> <p><u>  I  </u>   <b>Standard 9</b> (Career &amp; Technical Student Organization)</p> <p><u>  I  </u>   <b>Standard 10</b> (Coordination Activities)</p> <p><u>  S  </u>   <b>Standard 11</b> (Special Populations)</p> <p><u>  M  </u>   <b>Standard 12</b> (Educational Equity)</p> |
|--|--|

### **COMMENDATIONS:**

- Program received approval from the board of Nursing to continue program. Curriculum is supplemented with additional materials to provide numerous places they can go for information.
- Students are provided lab tops/ I pads and many other resources to help them succeed in the program.
- Having a max of 12 students lends to good ratio. Over a 100 students applying for 12 spots indicates a real need for the program.
- Project Choice offers a great opportunity to several students who otherwise may not be able to attend college.
- Great job at using grants to obtain numerous opportunities for students.
- The program has the most up to date lab equipment and sufficient amounts of equipment to give the students hands on training but without getting the missing parts and adequate training, this equipment is not serving its purpose.
- Program has had a lot of changes throughout the past few years but now seems to be on the right tract with good instructors and leadership. Continue to improve to meet the requirements of CTE and also the state board of nursing recommendations.

### **SUGGESTIONS:**

- Suggest having one person oversee the Allied Health programs to promote consistency and unity within this department. I understand that currently each department is managed by whoever wrote the grant. I believe the CTE Director should oversee these programs and the staff. (standard 1)

## **RECOMMENDATIONS:**

- The building is nicely renovated but lacks directional signage. Signs would direct students to the building and also serve as a way to make others aware that the school offers several health programs. (standard 6)
- Recommend putting a phone next to the emergency equipment in the doorway and/or allowing the instructor phones to be able to direct dial out of the building. In case of an emergency, going through the switchboard is adding a delay in the response time. (standard 7)
- While there appears to be leadership opportunities for students within the college I recommend the allied health programs start a SkillsUSA or HOSA chapter.(standard 9)
- Currently none of the Nursing Program instructors are CTE Certified which is a requirement.(standard 3)
- The program has the most up to date lab equipment and sufficient amounts of equipment to give the students hands on training but without getting the missing parts and adequate training, this equipment is not serving its purpose (standard 5)
- All programs are required to have an active advisory board that meets twice a year. The board should be made up of students, community members, industry, and others who may add value to the program. The minutes should be sent to CTE. Guidelines are found at <http://www.nd.gov/cte/forms/> (standard 8)
- Continue to work with the clinical sites to allow students more hands on learning opportunities. Having these opportunities to do procedures is critical in preparing them for the working world. (standard 2)

Keana Schuler

1-17-12

---

Supervisor or Team Facilitator

Date



## Department of Career and Technical Education Program Evaluation Report

Type of Contact:       x   **Onsite**  
                               \_\_\_\_\_ **Phone**  
                               \_\_\_\_\_ **Email**

Date: 1/11/12 & 1/12/12

School/Institution:	Turtle Mountain Community College	Program:	Pharmacy
Administrator:	Shelia Trottier	Instructor:	James Michell

### ***QUALITY INDICATORS***

*S* = A Strength     *M* = Meets Expectations     *I* = Improvement Opportunity     *NA* = Not Applicable

- |  |  |
|--|--|
| <p><u>  S  </u> <b>Standard 1</b> (Planning &amp; Organization)</p> <p><u>  S  </u> <b>Standard 2</b> (Instructional Materials Utilization)</p> <p><u>  M  </u> <b>Standard 3</b> (Qualified Instructional Personnel)</p> <p><u>  M  </u> <b>Standard 4</b> (Enrollment &amp; Student/Teacher Ratio)</p> <p><u>  I  </u> <b>Standard 5</b> (Equipment and Supplies)</p> <p><u>  I  </u> <b>Standard 6</b> (Instructional Facilities)</p> | <p><u>  S  </u> <b>Standard 7</b> (Safety &amp; Sanitation Training/Practices)</p> <p><u>  S  </u> <b>Standard 8</b> (Advisory Committees/Community Relations)</p> <p><u>  I  </u> <b>Standard 9</b> (Career &amp; Technical Student Organization)</p> <p><u>  M  </u> <b>Standard 10</b> (Coordination Activities)</p> <p><u>  S  </u> <b>Standard 11</b> (Special Populations)</p> <p><u>  M  </u> <b>Standard 12</b> (Educational Equity)</p> |
|--|--|

### **COMMENDATIONS:**

- Program is working on getting full accreditation and also offers students theory and practical applications. This program allows for an AAS..
- Having a max of 12 students lends to good ratio but the current program enrollment could be improved so I would recommend doing more marketing of the allied health programs.
- Project Choice offers a great opportunity to several students who otherwise may not be able to attend college.
- Excellent Equipment and training material for students.
- Great job at using grants to obtain numerous opportunities for students.
- Diverse group of people who sit on the advisory board, program seems to utilize these members throughout the year.
- 1000 hours of site training offers the students several different opportunities and situations to prepare them for a career and licensing.

### **SUGGESTIONS:**

- After talking with several students, it was brought to my attention that many students have little to knowledge regarding the allied health programs offered. I suggest looking at different marketing opportunities to make the students in the community and currently on campus aware of these new programs being offered. (standard 4)
- Suggest having one person oversee the Allied Health programs to promote consistency and unity within this department. I understand that currently each department is managed by whoever wrote the grant. I believe the CTE Director should oversee these programs and the staff.(standard 1)

- Suggest sharing the hands free washing station as well as any other equipment, with the nursing program to allow students the opportunity to be introduced to the newest equipment.(standard 5)
- Continue to allow the instructor time to attend ASHP training. (standard 3)
- Look at adding more computer labs on campus to allow the students access to a computer and the internet for assignments.(standard 5)

**RECOMMENDATIONS:**

- The building is nicely renovated but lacks directional signage. Signs would direct students to the building and also serve as a way to make others aware that the school offers several health programs. (standard 6)
- Recommend putting a phone next to the emergency equipment in the doorway and/or allowing the instructor phones to be able to direct dial out of the building. In case of an emergency, going through the switchboard is adding a delay in the response time. (standard 7)
- While there appears to be leadership opportunities for students within the college I recommend the allied health programs start a SkillsUSA or HOSA chapter or become more actively involved with AIHEC(standard 9)
- Work with proper people to be sure all equipment is up and running and the instructor is trained on the equipment. (standard 5)

Keana Schuler

Supervisor or Team Facilitator

1-17-12

Date





## Department of Career and Technical Education Program Evaluation Report

Type of Contact:       x     **Onsite**  
                               \_\_\_\_\_ **Phone**  
                               \_\_\_\_\_ **Email**

Date: 1/11/12 & 1/12/12

School/Institution:	Turtle Mountain Community College	Program:	Phlebotomy
Administrator:	Shelia Trottier	Instructor:	Marilyn Delorme

### ***QUALITY INDICATORS***

*S* = A Strength     *M* = Meets Expectations     *I* = Improvement Opportunity     *NA* = Not Applicable

- |   |   |
|---|---|
| <u>  S  </u> <b>Standard 1</b> (Planning & Organization)<br><u>  S  </u> <b>Standard 2</b> (Instructional Materials Utilization)<br><u>  S  </u> <b>Standard 3</b> (Qualified Instructional Personnel)<br><u>  M  </u> <b>Standard 4</b> (Enrollment & Student/Teacher Ratio)<br><u>  S  </u> <b>Standard 5</b> (Equipment and Supplies)<br><u>  I  </u> <b>Standard 6</b> (Instructional Facilities) | <u>  M  </u> <b>Standard 7</b> (Safety & Sanitation Training/Practices)<br><u>  I  </u> <b>Standard 8</b> (Advisory Committees/Community Relations)<br><u>  I  </u> <b>Standard 9</b> (Career & Technical Student Organization)<br><u>  M  </u> <b>Standard 10</b> (Coordination Activities)<br><u>  S  </u> <b>Standard 11</b> (Special Populations)<br><u>  M  </u> <b>Standard 12</b> (Educational Equity) |
|---|---|

### **COMMENDATIONS:**

- Program has been accredited and also offers students theory and practical applications. This program also can be used as prep for Medical Tech.
- Instructor is CTE certified and attends regular industry training
- Having a max of 12 students lends to good ratio but the current program enrollment is low so I would recommend doing more marketing of the allied health programs.
- Project Choice offers a great opportunity to several students who otherwise may not be able to attend college.
- Excellent Equipment and training material for students.
- Great job at using grants to obtain numerous opportunities for students.

### **SUGGESTIONS:**

- After talking with several students, it was brought to my attention that many students have little to knowledge regarding the allied health programs offered. I suggest looking at different marketing opportunities to make the students in the community and currently on campus aware of these new programs being offered. (standard 4)
- Suggest having one person oversee the Allied Health programs to promote consistency and unity within this department. I understand that currently each department is managed by whoever wrote the grant. I believe the CTE Director should oversee these programs and the staff. (standard 1)

**RECOMMENDATIONS:**

- The building is nicely renovated but lacks directional signage. Signs would direct students to the building and also serve as a way to make others aware that the school offers several health programs. (standard 6)
- Recommend putting a phone next to the emergency equipment in the doorway and/or allowing the instructor phones to be able to direct dial out of the building. In case of an emergency, going through the switchboard is adding a delay in the response time. (standard 7)
- All Programs shall have an active advisory board with a broad representative of the school, community, industry, and clients served. You may choose to join the medical technician program board or start your own. Guidelines are found at <http://www.nd.gov/cte/forms/> (standard 8)
- While there appears to be leadership opportunities for students within the college I recommend the allied health programs start a SkillsUSA or HOSA chapter or become regularly involved in AIHEC. (standard 9)

Keana Schuler

1-17-12

---

Supervisor or Team Facilitator

Date



Department of Career and Technical Education
Program Evaluation Report

Type of Contact: [X] Onsite
[ ] Phone
[ ] Email

Date: January 30, 2012

Table with 4 columns: School/Institution, Program, Administrator, Instructor. Values: TMCC, IT, Sheila Trottier, Marlin Allery.

QUALITY INDICATORS

S = A Strength M = Meets Expectations I = Improvement Opportunity NA = Not Applicable

- S Standard 1 (Planning & Organization)
M Standard 2 (Instructional Materials Utilization)
M Standard 3 (Qualified Instructional Personnel)
I Standard 4 (Enrollment & Student/Teacher Ratio)
S Standard 5 (Equipment and Supplies)
S Standard 6 (Instructional Facilities)
M Standard 7 (Safety & Sanitation Training/Practices)
I Standard 8 (Advisory Committees/Community Relations)
I Standard 9 (Career & Technical Student Organization)
I Standard 10 (Coordination Activities)
M Standard 11 (Special Populations)
M Standard 12 (Educational Equity)

COMMENDATIONS:

Standard 1: Cisco curriculum, Professor Messer, All courses align with an industry certification,
Standard 2: Good budget available to purchase new equipment,
Standard 5: TMCC does a good job of providing necessary funding to program

SUGGESTIONS:

Standard 2: ITCND contacts can help with guest speaker opportunities, Use videos, Skype, IVN
Standard 3: Make industry certifications available to students upon end of course, TMCC campus join ITCND, Look into becoming a VUE, Certiport or Prometric testing center,
Standard 4: Marlin plans to collaborate with the local high schools to promote the program and increase enrollment.
Standard 8: By joining ITCND or contacting members, TMCC could broaden their advisory committee resources,
Standard 9: Stimulate more involvement in CTSO type events, Skills USA, AIHEC
Standard 10: As Marlin continues to grow the program, these outreach opportunities can be sought out, Industry Certifications will qualify students to easily transfer specific courses to universities, MSU collaboration could be upcoming, Internships for students would be beneficial,

RECOMMENDATIONS:

None

Wade Kadomas

January 31, 2012

Supervisor or Team Facilitator

Date



## Department of Career and Technical Education Program Evaluation Report

Type of Contact:       x   **Onsite**  
                                      **Phone**  
                                      **Email**

Date: 1/30-31/12

School/Institution:	Turtle Mountain Community College	Program:	Ed Equity/Special Populations
Administrator:	Davis/Trottier	Instructor:	All CTE

### ***QUALITY INDICATORS***

***S*** = A Strength     ***M*** = Meets Expectations     ***I*** = Improvement Opportunity     ***NA*** = Not Applicable

- |   |   |
|---|---|
| <u>  m  </u> <i><b>Standard 1</b></i> (Planning & Organization)<br><u>  m  </u> <i><b>Standard 2</b></i> (Instructional Materials Utilization)<br><u>  m  </u> <i><b>Standard 3</b></i> (Qualified Instructional Personnel)<br><u>  s  </u> <i><b>Standard 4</b></i> (Enrollment & Student/Teacher Ratio)<br><u>  m  </u> <i><b>Standard 5</b></i> (Equipment and Supplies)<br><u>  s  </u> <i><b>Standard 6</b></i> (Instructional Facilities) | <u>  m  </u> <i><b>Standard 7</b></i> (Safety & Sanitation Training/Practices)<br><u>  m  </u> <i><b>Standard 8</b></i> (Advisory Committees/Community Relations)<br><u>  n/a  </u> <i><b>Standard 9</b></i> (Career & Technical Student Organization)<br><u>  m  </u> <i><b>Standard 10</b></i> (Coordination Activities)<br><u>  s  </u> <i><b>Standard 11</b></i> (Special Populations)<br><u>  i  </u> <i><b>Standard 12</b></i> (Educational Equity) |
|---|---|

### **COMMENDATIONS:**

1. TMCC is commended for its warm, well maintained learning environment – appreciated by students and staff alike. Everything from the multiple student gathering places to the equipment offered for student use says “Welcome”.
2. TMCC is commended for its achievement on the Perkins Indicators. All core indicators are met with the exception of nontraditional participation.
3. TMCC has vigorously pursued and added a number of supports for students. Two examples are the Zhaabwii Learning Center and Project CHOICE, which focuses on students pursuing health careers.
4. TMCC has an extensive network with the business community which is of great benefit to students in the form of internships and supervised occupational experiences.
5. TMCC students benefit from a long-standing vocational rehabilitation project. The director possesses invaluable experience, and has serious depth of skill in the staff she manages. Students with multiple disabilities are fortunate to have their services.
6. TMCC is congratulated for focusing on those majors with potential to benefit the greater Turtle Mountain community.

## **SUGGESTIONS:**

1. Because TMCC did not meet the core indicator for students participating in nontraditional fields, have Ms. Trottier and/or staff attend the New Look in North Dakota session planned for June 19<sup>th</sup> in Fargo. This session will showcase the efforts of other community colleges in the state to foster nontraditional careers.
2. As there are multiple student services with similarities ( e.g., Zhaabwii/Trio), TMCC may wish to develop a “priority of service” policy. Such a policy could help to determine where students should first seek assistance when they qualify for help from multiple sources. It seems conceivable that a student could qualify for tutoring from at least 4 sources at TMCC. Some guidance as to where one should begin might be useful. Establishing a common Advisory Committee for Student Services could be a first step in this process.
3. Assemble a task force to work on issues of communication between programs hosted by TMCC to keep different divisions from working at cross purposes with each other. An example is the registrar’s office enrolling a student with multiple disabilities who may not have been deemed ready for the rigors of higher education by assessment of the vocational rehabilitation project. Ensure the committee has the legal expertise required to advise the college on this issue.
4. TMCC is systematically removing barriers to student success. The greatest remaining barrier is lack of campus daycare. Given the location of the college and the number of single parents served by the college, please consider how a daycare might be added. Establish a daycare center construction project for the construction technology students instead of the usual house project.

## **RECOMMENDATIONS**

none

---

Debra Huber  
Supervisor or Team Facilitator

2/21/12  
Date



## Department of Career and Technical Education Program Evaluation Report

Type of Contact:       X   **Onsite**  
                                      **Phone**  
                                      **Email**

Date: 1/31/12

School/Institution:	Turtle Mountain Comm College	Program:	Construction Technology
Administrator:	Shelia Trottier	Instructor:	Ron Parisien & Luke Baker

### ***QUALITY INDICATORS***

*S* = A Strength     *M* = Meets Expectations     *I* = Improvement Opportunity     *NA* = Not Applicable

- |   |   |
|---|---|
| <u>  S  </u> <b>Standard 1</b> (Planning & Organization)<br><u>  M  </u> <b>Standard 2</b> (Instructional Materials Utilization)<br><u> M/I </u> <b>Standard 3</b> (Qualified Instructional Personnel)<br><u>  M  </u> <b>Standard 4</b> (Enrollment & Student/Teacher Ratio)<br><u>  S  </u> <b>Standard 5</b> (Equipment and Supplies)<br><u>  S  </u> <b>Standard 6</b> (Instructional Facilities) | <u>  S  </u> <b>Standard 7</b> (Safety & Sanitation Training/Practices)<br><u>  M  </u> <b>Standard 8</b> (Advisory Committees/Community Relations)<br><u>  I  </u> <b>Standard 9</b> (Career & Technical Student Organization)<br><u>  I  </u> <b>Standard 10</b> (Coordination Activities)<br><u>  M  </u> <b>Standard 11</b> (Special Populations)<br><u>  M  </u> <b>Standard 12</b> (Educational Equity) |
|---|---|

### **COMMENDATIONS:**

- Standard 1 & 2:** The current program includes the NCCER curriculum.  
**Standard 3:** Mr. Parisien and Mr. Baker are currently CTE & ICTP certified, however no students have not been NCCER registered up to this point.  
**Standard 5&6:** Equipment is current and the Facility is new.  
**Standard 7:** Safety equipment and practices are in place and appear to be followed by students and staff.

### **SUGGESTIONS:**

- Standard 2 & 3:** Continue to research and develop HVAC program to meet the need of the community and Industry. This should also include updating the Turtle Mountain Community College Website to include HVAC in the Programs & Majors of Career & Technical Education.  
**Standard 5:** Continue to develop plans for future equipment needs including scaffolding that could be used around the entire structure during the roof construction and shingling to maintain student safety.  
**Standard 6:** This facility is one of the best in the state and should be recognized and advertised as such.  
**Standard 7:** Career Safe offers student an online option to acquire the OSHA 10 hour card. This should/could also be taken into account during the budgeting process as the cost for this program could be a CTE Perkins Funded reimbursement item.  
**Standard 8:** Continue to develop industry connections in the community and advisory boards that are required to meet 2 times a year.

**RECOMMENDATIONS:**

**Standard 2 & 3:** Both Mr. Parisien & Mr. Baker are required to register students using the NCCER automated National Registry (ANR). By doing so, Instructor certification will be maintained and students will benefit by being recognized by a national body of Industry representation.

**Standard 9:** All CTE Programs are required to offer student organization opportunities. SkillsUSA is the student organization for all TIT&H students. All TIT&H students and instructors are invited be members of SkillsUSA and attend the State SkillsUSA ND Championships in April.

It is recommended that all TMCC Instructors attend in April to gain a better understanding of what SkillsUSA and SkillsUSA ND can offer the students of Turtle Mountain Community College

---

Clarke Molter- TIT&H Supervisor  
Supervisor or Team Facilitator

2/14/12  
Date



## Department of Career and Technical Education Program Evaluation Report

Type of Contact:       x     **Onsite**  
                                        **Phone**  
                                        **Email**

Date: 1/31/12

School/Institution:	Turtle Mountain Comm College	Program:	Electrical Technology
Administrator:	Shelia Trottier	Instructor:	Wayne Sande

### ***QUALITY INDICATORS***

*S* = A Strength     *M* = Meets Expectations     *I* = Improvement Opportunity     *NA* = Not Applicable

- |   |   |
|---|---|
| <u>  S  </u> <b>Standard 1</b> (Planning & Organization)<br><u>  S  </u> <b>Standard 2</b> (Instructional Materials Utilization)<br><u>  M/I  </u> <b>Standard 3</b> (Qualified Instructional Personnel)<br><u>  M  </u> <b>Standard 4</b> (Enrollment & Student/Teacher Ratio)<br><u>  M  </u> <b>Standard 5</b> (Equipment and Supplies)<br><u>  S  </u> <b>Standard 6</b> (Instructional Facilities) | <u>  M  </u> <b>Standard 7</b> (Safety & Sanitation Training/Practices)<br><u>  I  </u> <b>Standard 8</b> (Advisory Committees/Community Relations)<br><u>  I  </u> <b>Standard 9</b> (Career & Technical Student Organization)<br><u>  M  </u> <b>Standard 10</b> (Coordination Activities)<br><u>  M  </u> <b>Standard 11</b> (Special Populations)<br><u>  M  </u> <b>Standard 12</b> (Educational Equity) |
|---|---|

### **COMMENDATIONS:**

- Standard 1& 2:** This program is using a variety of curriculum including NCCER, and the National Electrical Code (NEC) to guide the program to meet the needs of the community and the students.
- Standard 3:** Mr. Sande is CTE certified through 2015.
- Standard 5:** Equipment need appear to be appropriate and are current.
- Standard 6:** The use of the 2 story, 16 framed in rooms inside the shop allow for real world experiences.
- Standard 7:** Safety equipment and practices are in place and appear to be followed by students and staff.

### **SUGGESTIONS:**

- Standard 3:** continue to seek out Professional Development opportunities to stay current with teaching strategies and methods
- Standard 3 & 5:** Due to instructor illness, the program equipment and tools have not yet been properly stored. It is suggested that this process is completed for better shop organization and tool storage.
- Standard 7:** Career Safe offers student an online option to acquire the OSHA 10 hour card. This should/could also be taken into account during the budgeting process as the cost for this program could be a CTE Perkins Funded reimbursement item.
- Standard 8:** Continue to develop industry connections and advisory boards.



**RECOMMENDATIONS:**

**Standard 3:** Mr. Sande should attend the NCCER ICTP. This training will provide him certification that will enable him to register his students with another Nationally recognized certification in Electrical Technology.

**Standard 9:** All CTE Programs are required to offer student organization opportunities. SkillsUSA is the student organization for all TIT&H students. All TIT&H students and instructors are invited be members of SkillsUSA and attend the State SkillsUSA ND Championships in April. It is recommended that all TMCC Instructors attend in April to gain a better understanding of what SkillsUSA and SkillsUSA ND can offer the students of Turtle Mountain Community College.

---

Clarke Molter- TIT&H Supervisor  
Supervisor or Team Facilitator

2/14/12  
Date



## Department of Career and Technical Education Program Evaluation Report

Type of Contact:       X   **Onsite**  
                                      **Phone**  
                                      **Email**

Date: 1/30/12

School/Institution:	Turtle Mountain Comm College	Program:	HVAC
Administrator:	Shelia Trottier	Instructor:	Todd Poitra

### ***QUALITY INDICATORS***

*S* = A Strength     *M* = Meets Expectations     *I* = Improvement Opportunity     *NA* = Not Applicable

- |   |   |
|---|---|
| <u>  S  </u> <b>Standard 1</b> (Planning & Organization)<br><u>  S  </u> <b>Standard 2</b> (Instructional Materials Utilization)<br><u>  M/I  </u> <b>Standard 3</b> (Qualified Instructional Personnel)<br><u>  M  </u> <b>Standard 4</b> (Enrollment & Student/Teacher Ratio)<br><u>  M  </u> <b>Standard 5</b> (Equipment and Supplies)<br><u>  I  </u> <b>Standard 6</b> (Instructional Facilities) | <u>  M  </u> <b>Standard 7</b> (Safety & Sanitation Training/Practices)<br><u>  M  </u> <b>Standard 8</b> (Advisory Committees/Community Relations)<br><u>  I  </u> <b>Standard 9</b> (Career & Technical Student Organization)<br><u>  I  </u> <b>Standard 10</b> (Coordination Activities)<br><u>  M  </u> <b>Standard 11</b> (Special Populations)<br><u>  M  </u> <b>Standard 12</b> (Educational Equity) |
|---|---|

### **COMMENDATIONS:**

- Standard 1 & 2:** The current program curriculum has been developed from a variety of sources including NCCER and is well planned out and structured.
- Standard 3:** Mr. Potria is very knowledgeable in his field and is well organized. He is also currently enrolled in the 2011-12 Clinical Practice program.
- Standard 5&6:** Equipment and mock ups in the Facility are set up efficiently and the building is being utilized beyond capacity. It appears appropriate equipment is available, however there is not enough space in the facility to unpack some of it from its crates.
- Standard 7:** Safety equipment and practices are in place and appear to be followed by students and staff.

### **SUGGESTIONS:**

- Standard 1:** Continue to research and develop HVAC program to meet the need of the community and Industry. This should also include updating the Turtle Mountain Community College Website to include HVAC in the Programs & Majors of Career & Technical Education.
- Standard 5 & 6:** Continue to research and explore future equipment and Facility needs. It is unfortunate that there is currently not enough room for the equipment to be unpacked from its original shipping packaging. Efforts and planning should continue and developed though advisory committees, department discussions, and other on campus sources in seeking facility alternatives ideally on the campus of Turtle Mountain Community College.
- Standard 7:** Career Safe offers student an online option to acquire the OSHA 10 hour card. This should/could also be taken into account during the budgeting process as the cost for this program could be a CTE Perkins Funded reimbursement item.
- Standard 8:** Continue to develop industry connections in the community and advisory boards that are required to meet 2 times a year.

**RECOMMENDATIONS:**

**Standard 3:** Mr. Poitra should attend the NCCER ICTP. This training will provide him certification that will enable him to register his students with a Nationally recognized certification in HVAC.

**Standard 4 & 6:** The Turtle Mountain Community College website should be updated to reflect the HVAC Program opportunities for students

**Standard 6:** Signage for the building has been started, and is currently in storage. Work with the Welding Department to finish the signage to help to promote the program.

**Standard 9:** All CTE Programs are required to offer student organization opportunities. SkillsUSA is the student organization for all TIT&H students. All TIT&H students and instructors are invited be members of SkillsUSA and attend the State SkillsUSA ND Championships in April. It is recommended that all TMCC Instructors attend in April to gain a better understanding of what SkillsUSA and SkillsUSA ND can offer the students of Turtle Mountain Community College.

---

Clarke Molter- TIT&H Supervisor  
Supervisor or Team Facilitator

2/14/12

Date



Department of Career and Technical Education
Program Evaluation Report

Type of Contact: [x] Onsite
[ ] Phone
[ ] Email

Date: 1/30/12

Table with 4 columns: School/Institution, Program, Administrator, Instructor. Values include Turtle Mountain Comm College, Power Plant Technology, Shelia Trottier, and Keith Brien.

QUALITY INDICATORS

S = A Strength M = Meets Expectations I = Improvement Opportunity NA = Not Applicable

- List of 12 standards with checkboxes: Standard 1 (Planning & Organization), Standard 2 (Instructional Materials Utilization), Standard 3 (Qualified Instructional Personnel), Standard 4 (Enrollment & Student/Teacher Ratio), Standard 5 (Equipment and Supplies), Standard 6 (Instructional Facilities), Standard 7 (Safety & Sanitation Training/Practices), Standard 8 (Advisory Committees/Community Relations), Standard 9 (Career & Technical Student Organization), Standard 10 (Coordination Activities), Standard 11 (Special Populations), Standard 12 (Educational Equity).

COMMENDATIONS:

Standard 1& 2: This program is monitored on campus and received by students online from Bismarck State College. It appears that this program is meeting BSC requirements, However the BSC Power Plant program was not reviewed during this evaluation at Turtle Mountain Community College.

SUGGESTIONS:

Standard 4: Continue to meet the needs of Bismarck State College to provide this program for the student of TMCC.

RECOMMENDATIONS:

No recommendations at this time..

Clarke Molter- TIT&H Supervisor
Supervisor or Team Facilitator

2/14/12
Date



## Department of Career and Technical Education Program Evaluation Report

Type of Contact:      **Onsite**  
                                **Phone**  
                                **Email**

Date: 1/30/12

School/Institution:	Turtle Mountain Comm College	Program:	Welding
Administrator:	Shelia Trottier	Instructor:	Carl Eller

### ***QUALITY INDICATORS***

*S* = A Strength     *M* = Meets Expectations     *I* = Improvement Opportunity     *NA* = Not Applicable

- |  |  |
|--|--|
| <p><u>M</u> <b>Standard 1</b> (Planning &amp; Organization)</p> <p><u>M</u> <b>Standard 2</b> (Instructional Materials Utilization)</p> <p><u>S</u> <b>Standard 3</b> (Qualified Instructional Personnel)</p> <p><u>S</u> <b>Standard 4</b> (Enrollment &amp; Student/Teacher Ratio)</p> <p><u>M</u> <b>Standard 5</b> (Equipment and Supplies)</p> <p><u>M</u> <b>Standard 6</b> (Instructional Facilities)</p> | <p><u>M</u> <b>Standard 7</b> (Safety &amp; Sanitation Training/Practices)</p> <p><u>I</u> <b>Standard 8</b> (Advisory Committees/Community Relations)</p> <p><u>I</u> <b>Standard 9</b> (Career &amp; Technical Student Organization)</p> <p><u>I</u> <b>Standard 10</b> (Coordination Activities)</p> <p><u>M</u> <b>Standard 11</b> (Special Populations)</p> <p><u>M</u> <b>Standard 12</b> (Educational Equity)</p> |
|--|--|

### **COMMENDATIONS:**

- Standard 1 & 2:** Current curriculum including industry and post-secondary is being used to support the hands on Welding instruction.
- Standard 5&6:** Equipment and Facilities are in good working condition and the shop area is well lit and well maintained. The classroom just off the shop is adequate, clean and maintained.
- Standard 7:** Safety equipment and practices are in place and appear to be followed by students and staff.

### **SUGGESTIONS:**

- Standard 1:** Continue to research and develop a plan to expand the welding program offerings to include the pipe welding that would offer students greater opportunities.
- Standard 3:** continue to seek out Professional Development opportunities to stay current with teaching strategies and methods
- Standard 5:** Continue to gain knowledge of TMCC program budgeting procedures and policies to ensure department funding is adequate for equipment updates and future needs.
- Standard 5 & 6:** Continue to research and explore future equipment and Facility needs. It is unfortunate that there is currently not enough room for the equipment to be unpacked from its original shipping packaging. Efforts and planning should continue and developed though advisory committees, department discussions, and other on campus sources in seeking facility alternatives ideally on the campus of Turtle Mountain Community College.
- Standard 7:** Career Safe offers student an online option to acquire the OSHA 10 hour card. This should/could also be taken into account during the budgeting process as the cost for this program could be a CTE Perkins Funded reimbursement item.
- Standard 8:** Continue to develop industry connections and advisory boards.

**RECOMMENDATIONS:**

**Standard 4 & 6:** The Turtle Mountain Community College website should be updated to reflect the Welding Program opportunities for students

**Standard 6:** Signage for the building has been started, and is currently in storage. This too should be finished to help better promote the program.

**Standard 9:** All CTE Programs are required to offer student organization opportunities. SkillsUSA is the student organization for all TIT&H students. All TIT&H students and instructors are invited be members of SkillsUSA and attend the State SkillsUSA ND Championships in April.

It is recommended that all TMCC Instructors attend in April to gain a better understanding of what SkillsUSA and SkillsUSA ND can offer the students of Turtle Mountain Community College

---

Clarke Molter- TIT&H Supervisor  
Supervisor or Team Facilitator

2/14/12

Date

# Turtle Mt. Community College

## Plan of Action

January 30-31, 2012

Date of Evaluation

<b>Recommendations</b>	<b>Action To Be Taken (Be Specific)</b>	<b>Date Action Is To Be Completed</b>	<b>Individual Responsible For Action</b>
<p><b>Administration</b></p> <p>Implement technical assessments in select programs where end of program assessments are available through NDCTE; Health Careers, Trade &amp; Industry, and Information Technology. (Standard 1)</p>			
<p><b>Business &amp; Office Technology</b></p> <p>The computer lab on the 2<sup>nd</sup> floor has a number of computer and network cords that pose a hazard to students—particularly in the back of the room. The row of computers where the towers are situated on the floor have numerous cords that students could trip over and step on. In the back corner of the room, one cord has cracks in the casing, which could have been caused by chairs rolling over the cord. This situation needs to be rectified. This could be done by bundling all cords and securing them to the bottom of the computer tables and by placing tables closer to the floor outlets so that cords aren't out in the open where students can trip or step on them. (Standard 7)</p>			
<p><b>Family &amp; Consumer Sciences</b></p> <p>None</p>			
<p><b>Health Careers</b></p> <p><b>Health Information Management</b></p> <p>To allow further learning I would recommend looking at ways to have all students' members of the National HIM Association. The virtual labs would be a great learning tool for the students. (Standard 2)</p> <p>Recommend getting all instructors CTE Certified. The application is found in the CTE website. (Standard 3)</p>			

Recommendations	Action To Be Taken (Be Specific)	Date Action Is To Be Completed	Individual Responsible For Action
<p><b>Health Information Management Continued</b></p> <p>Each program should have its own advisory board. Recommend asking NDSCS or United Tribes for member recommendations. Advisory board information can be found on the CTE website. (Standard 8)</p> <p>Work on getting a CTSO going within your program area or joining another one on campus to allow the students leadership opportunities. (Standard 9)</p> <p><b>Medical Lab Tech</b></p> <p>The building is nicely renovated but lacks directional signage. Signs would direct students to the building and also serve as a way to make others aware that the school offers several health programs. (standard 6)</p> <p>Recommend putting a phone next to the emergency equipment in the doorway and/or allowing the instructor phones to be able to direct dial out of the building. In case of an emergency, going through the switchboard is adding a delay in the response time. (standard 7)</p> <p>While there appears to be leadership opportunities for students within the college I recommend the allied health programs start a SkillsUSA or HOSA chapter. (standard 9)</p> <p>Instructor needs to become CTE Certified.(received application) (standard 3)</p> <p>Having the necessary supplies is critical to learning. The current ordering system is slow and needs to be looked at to ensure supplies are ordered in a timely manner and received in a short period of time.(standard 5)</p>			



Recommendations	Action To Be Taken (Be Specific)	Date Action Is To Be Completed	Individual Responsible For Action
<p><b>Medical Lab Tech Continued</b></p> <p>Working with the proper department to get the new equipment (J &amp; J blood system) up and running. (standard 5)</p> <p><b>Nursing</b></p> <p>The building is nicely renovated but lacks directional signage. Signs would direct students to the building and also serve as a way to make others aware that the school offers several health programs. (standard 6)</p> <p>Recommend putting a phone next to the emergency equipment in the doorway and/or allowing the instructor phones to be able to direct dial out of the building. In case of an emergency, going through the switchboard is adding a delay in the response time. (standard 7)</p> <p>While there appears to be leadership opportunities for students within the college I recommend the allied health programs start a SkillsUSA or HOSA chapter.(standard 9)</p> <p>Currently none of the Nursing Program instructors are CTE Certified which is a requirement.(standard 3)</p> <p>The program has the most up to date lab equipment and sufficient amounts of equipment to give the students hands on training but without getting the missing parts and adequate training, this equipment is not serving its purpose (standard 5)</p> <p>All programs are required to have an active advisory board that meets twice a year. The board should be made up of students, community members, industry, and others who may add value to the program. The minutes should be sent to CTE. Guidelines are found at <a href="http://www.nd.gov/cte/forms/">http://www.nd.gov/cte/forms/</a> (standard 8)</p>			

Recommendations	Action To Be Taken (Be Specific)	Date Action Is To Be Completed	Individual Responsible For Action
<p><b>Nursing Continued</b></p> <p>Continue to work with the clinical sites to allow students more hands on learning opportunities. Having these opportunities to do procedures is critical in preparing them for the working world. (standard 2)</p> <p><b>Pharmacy Technician</b></p> <p>The building is nicely renovated but lacks directional signage. Signs would direct students to the building and also serve as a way to make others aware that the school offers several health programs. (standard 6)</p> <p>Recommend putting a phone next to the emergency equipment in the doorway and/or allowing the instructor phones to be able to direct dial out of the building. In case of an emergency, going through the switchboard is adding a delay in the response time. (standard 7)</p> <p>While there appears to be leadership opportunities for students within the college I recommend the allied health programs start a SkillsUSA or HOSA chapter or become more actively involved with AIHEC(standard 9)</p> <p>Work with proper people to be sure all equipment is up and running and the instructor is trained on the equipment. (standard 5)</p> <p><b>Phlebotomy</b></p> <p>The building is nicely renovated but lacks directional signage. Signs would direct students to the building and also serve as a way to make others aware that the school offers several health programs. (standard 6)</p> <p>Recommend putting a phone next to the emergency equipment in the doorway and/or allowing the instructor phones to be able to direct dial out of the building. In case of an emergency, going through the switchboard is adding a delay in the response time. (standard 7)</p>			

Recommendations	Action To Be Taken (Be Specific)	Date Action Is To Be Completed	Individual Responsible For Action
<p><b>Phlebotomy Continued</b></p> <p>All Programs shall have an active advisory board with a broad representative of the school, community, industry, and clients served. You may choose to join the medical technician program board or start your own. Guidelines are found at <a href="http://www.nd.gov/cte/forms/">http://www.nd.gov/cte/forms/</a> (standard 8)</p> <p>While there appears to be leadership opportunities for students within the college I recommend the allied health programs start a SkillsUSA or HOSA chapter or become regularly involved in AIHEC. (standard 9)</p>			
<p><b>Information Technology</b></p> <p>None</p>			
<p><b>Special Populations/Ed Equity</b></p> <p>None</p>			
<p><b>Trade, Industry &amp; Tech Ed</b></p> <p><b>Construction Technology</b></p> <p>Standard 2 &amp; 3: Both Mr. Parisien &amp; Mr. Baker are required to register students using the NCCER automated National Registry (ANR). By doing so, Instructor certification will be maintained and students will benefit by being recognized by a national body of Industry representation.</p> <p>Standard 9: All CTE Programs are required to offer student organization opportunities. SkillsUSA is the student organization for all TIT&amp;H students. All TIT&amp;H students and instructors are invited be members of SkillsUSA and attend the State SkillsUSA ND Championships in April. It is recommended that all TMCC Instructors attend in April to gain a better understanding of what SkillsUSA and SkillsUSA ND can offer the students of Turtle Mountain Community College</p>			

Recommendations	Action To Be Taken (Be Specific)	Date Action Is To Be Completed	Individual Responsible For Action
<p><b>Electrical Technology</b></p> <p>Standard 3: Mr. Sande should attend the NCCER ICTP. This training will provide him certification that will enable him to register his students with another Nationally recognized certification in Electrical Technology.</p> <p>Standard 9: All CTE Programs are required to offer student organization opportunities. SkillsUSA is the student organization for all TIT&amp;H students. All TIT&amp;H students and instructors are invited be members of SkillsUSA and attend the State SkillsUSA ND Championships in April. It is recommended that all TMCC Instructors attend in April to gain a better understanding of what SkillsUSA and SkillsUSA ND can offer the students of Turtle Mountain Community College.</p> <p><b>HVAC</b></p> <p>Standard 3: Mr. Poitra should attend the NCCER ICTP. This training will provide him certification that will enable him to register his students with a Nationally recognized certification in HVAC.</p> <p>Standard 4 &amp; 6: The Turtle Mountain Community College website should be updated to reflect the HVAC Program opportunities for students</p> <p>Standard 6: Signage for the building has been started, and is currently in storage. Work with the Welding Department to finish the signage to help to promote the program.</p> <p>Standard 9: All CTE Programs are required to offer student organization opportunities. SkillsUSA is the student organization for all TIT&amp;H students. All TIT&amp;H students and instructors are invited be members of SkillsUSA and attend the State SkillsUSA ND Championships in April. It is recommended that all TMCC Instructors attend in April to gain a better understanding of what SkillsUSA and SkillsUSA ND can offer the students of Turtle Mountain Community College.</p>			

Recommendations	Action To Be Taken (Be Specific)	Date Action Is To Be Completed	Individual Responsible For Action
<p><b>Power Plant/Process Plant Tech</b></p> <p>None</p> <p><b>Welding Technology</b></p> <p>Standard 4 &amp; 6: The Turtle Mountain Community College website should be updated to reflect the Welding Program opportunities for students</p> <p>Standard 6: Signage for the building has been started, and is currently in storage. This too should be finished to help better promote the program.</p> <p>Standard 9: All CTE Programs are required to offer student organization opportunities. SkillsUSA is the student organization for all TIT&amp;H students. All TIT&amp;H students and instructors are invited be members of SkillsUSA and attend the State SkillsUSA ND Championships in April. It is recommended that all TMCC Instructors attend in April to gain a better understanding of what SkillsUSA and SkillsUSA ND can offer the students of Turtle Mountain Community College</p>			