

Objective: Assess the educational institution's compliance with the requirements and guidelines of the PTEC AAS Degree Program. The components will be measured against the requirements set by the Louisiana Community & Technical College System and the guidelines established by the Louisiana State PTEC Advisory Committee.

Institution Name	Date:
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Auditors:	Name:
	Name:
	Name:
	Name:
	Name:
	Name:
	Name:
	Name:

1. Regional Advisory Committee

Advisory Committee in place & functioning	Yes	No
If Advisory Committee not in place, anticipated date in place		
Charter/By Laws in place for Advisory Committee	Yes	No
Committee membership over 50% area industry reps	Yes	No
Educational Institution membership	Yes	No
Local School System membership	Yes	No
Labor Representative	Yes	No
Meeting Frequency		
Advisory Committee meeting minutes available	Yes	No
Advisory Committee participates in instructor interviews	Yes	No
Advisory Committee audits classes & provides feedback	Yes	No
Advisory Committee conducts Board of Reviews/Interviews	Yes	No

Positives: •

Opportunities for Improvement •

2. Educational Institution Management

Program Accreditation in Place	Yes	No
Specify/Define Accreditation		
Entry Requirements		
Testing instrument for entry requirements		
Testing instrument for exit assessment		
Testing instrument for remediation placement		
Remediation capability	Yes	No
Remediation program/process in place	Yes	No
Describe		

2 .Educational Institution Management - continued		
Semester Fees		
Library/Other Student resource availability	Yes	No
Identify student resources		
Marketing program in place?	Yes	No
PTEC Program accurately described in institution literature	Yes	No
Prerequisites described in institution literature	Yes	No
Institution Web site in place	Yes	No
Linked to GCPTA / other PTEC sites	Yes	No
Utilizing GCPTA Web site to assist in graduate placement	Yes	No
<i>Positives:</i> •		
<i>Opportunities for Improvement</i> •		

3. PTEC Program Coordinators and Instructors		
Identified Program Coordinator accountable for PTEC program	Yes	No
Name		
Background/Experience	Industry	
	Education	
3a. PTEC Program Instructors		
Name		
Area of Instruction	Background/ Experience	
	Industry	
	Education	
Professional Development Participation:	List activities:	Number of hour during previous year:
Name		
Area of Instruction	Background/ Experience	
	Industry	
	Education	
List Professional Development Participation:	List activities:	Number of hour during previous year:

3a. PTEC Program Instructors - continued

Name		
Area of Instruction		
Background/ Experience	Industry	
	Education	
List Professional Development Participation:	List activities:	Number of hour during previous year:

Name		
Area of Instruction		
Background/ Experience	Industry	
	Education	
List Professional Development Participation:	List activities:	Number of hour during previous year:

3b. General Education / Core Subject Instructors

Name	
Area of Instruction	
Education Level	
Experience	

Name	
Area of Instruction	
Education Level	
Experience	

Name	
Area of Instruction	
Education Level	
Experience	

Name	
Area of Instruction	
Education Level	
Experience	

3a & b. PTEC Program Coordinators and Instructors

<i>Positives:</i>	•
<i>Opportunities for Improvement</i>	•

4. Schedule of Program		
On college semester schedule	Yes	No
On quarter schedule	Yes	No
If neither, describe schedule		
Approximate length of time to complete program		
Policy in place to identify maximum course load for student <i>(12 hrs. stated as maximum, but not specified in policy)</i>	Yes	No
Out-of-class assignments given	Yes	No
Absorption time built into program	Yes	No
Internship Program in place	Yes	No
Internship is structured with measurable objectives	Yes	No
Internship evaluation in place and on file	Yes	No
Internship evaluation completed by	Industry	School
Offers PTEC courses outside of 2-year degree program	Yes	No
List Offerings/Describe		
Identify Tests used to ensure articulation		
Positives: •		
Opportunities for Improvement •		

5. State PTEC Curriculum & Requirements		
Curriculum in place as defined by State PTEC Committee	Yes	No
Utilizing PTEC program objectives	Yes	No
PTEC course tests developed against program objectives	Yes	No
Utilizing PTEC program materials developed by PTEC Grants	Yes	No
List Elective Courses Offered		
Plant visits scheduled into program	Yes	No
Utilize guest speakers /visits from industry representatives	Yes	No
Frequency of Instructor Visits to Plants		
Building PTEC cross-disciplinary skills into curriculum	Yes	No
Describe the methods used to build the cross-disciplinary skills listed below throughout the curriculum		
Data Gathering/Analysis		
Problem Solving		
Teamwork		
Safety Consciousness		
Computer Skills		
Troubleshooting		
Work ethic		
Technical Reading/writing		
Equipment/flows sketching		
Communication skills		
Presentation skills		
Planning & scheduling		
Positives: •		
Opportunities for Improvement •		

6. Teaching Aids/Resources					
Glass demo labs in place			Yes	No	
Supporting Equipment to provide hands on (cutaways, demonstration units, etc). Check those that apply below:					
Simulators		Distillation equip demos		Instrumentation demos	
Pumps		Valves		Hoses	
Vacuum Jets		Heat Exchangers		Compressors	
Turbines		List:		List:	
Describe other support resources					
Ability to allow students to experience physical and other aspects of job Check those that apply below:					
Height requirements		Wearing of PPE		Physical activities	
Shift work schedule		Lifting/carrying			
<i>Positives:</i> •					
<i>Opportunities for Improvement</i> •					

7. Students in Program						
Tracking graduate placements			Yes	No		
Placement percentage	Year:		Year:		%	
Feedback Process in Place from Graduates			Yes	No		
Number - full-time students:						
Number of Students in Progression	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6
Student records available			Yes	No		
% of Students in GPA ranges	94-100	88-93	80-87	70-79		
Behavioral documentation in place work ethics			Yes	No		
Records of Board of Reviews/Interview Results			Yes	No		
<i>Positives:</i> •						
<i>Opportunities for Improvement</i> •						

8a. Interview with Student in Program						
Name				PTEC Semesters Completed		
GPA		% of course time instructor led			% of course time hands on	
Instructor Support	Excellent	Very Good	Adequate	Low		
Tests Fair / Differentiate between those who know/don't				Yes		No
Value of Glass Labs	Excellent	Very Good	Adequate	Low		
Have you participated in site visits				Yes		No
Value of site visits						
Participation in an internship		Yes	No	Paid?	Yes	No
Were you allowed hand-on activities during internship?				Yes		No
Value of internship						
Have you participated in mock interview or Board of Review?				Yes		No
Value of interview/BOR						
Satisfaction with PTEC	Excellent	Very Good	Adequate	Low		
Explain above answer						
What would you change about PTEC program?						
How would you rate the value of using lab equipment?						

8b. Interview with Student in Program						
Name				PTEC Semesters Completed		
GPA		% of course time instructor led			% of course time hands on	
Instructor Support	Excellent	Very Good	Adequate	Low		
Tests Fair / Differentiate between those who know/don't				Yes		No
Value of Glass Labs	Excellent	Very Good	Adequate	Low		
Have you participated in site visits				Yes		No
Value of site visits						
Participation in an internship		Yes	No	Paid?	Yes	No
Were you allowed hand-on activities during internship?				Yes		No
Value of internship						
Have you participated in mock interview or Board of Review?				Yes		No
Value of interview/BOR						
Satisfaction with PTEC	Excellent	Very Good	Adequate	Low		
Explain above answer						
What would you change about PTEC program?						
How would you rate the value of using lab equipment?						

8c. Interview with Student in Program					
Name			PTEC Semesters Completed		
GPA		% of course time instructor led		% of course time hands on	
Instructor Support	Excellent	Very Good	Adequate	Low	
Tests Fair / Differentiate between those who know/don't			Yes		No
Value of Glass Labs	Excellent	Very Good	Adequate	Low	
Have you participated in site visits			Yes		No
Value of site visits					
Participation in an internship	Yes	No	Paid?	Yes	No
Were you allowed hand-on activities during internship?			Yes		No
Value of internship					
Have you participated in mock interview or Board of Review?			Yes		No
Value of interview/BOR					
Satisfaction with PTEC	Excellent	Very Good	Adequate	Low	
Explain above answer					
What would you change about PTEC program?					
How would you rate the value of using lab equipment?					
Positives: •					
Opportunities for Improvement •					

9a. PTEC Curriculum Semester 1				
College Orientation		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Student GPA Percentages	100-90	89-80	79-70	69-60
College English 1		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown	% Instructor Led		% Self-Managed	
Student GPA Percentages	100-90	89-80	79-70	69-60
College Algebra		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown	% Instructor Led		% Self-Managed	
Student GPA Percentages	100-90	89-80	79-70	69-60
Computer Literacy		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown	% Instructor Led		% Self-Managed	
Student GPA Percentages	100-90	89-80	79-70	69-60
Introduction to PTEC		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown	% Instructor Led		% Self-Managed	
Results of Test's Review against PTEC Objectives				
Student GPA Percentages	100-90	89-80	79-70	69-60
PTEC Instrumentation 1		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown	% Instructor Led		% Self-Managed	
Results of Test's Review against PTEC Objectives				
Student GPA Percentages	100-90	89-80	79-70	69-60

9b. PTEC Curriculum Semester 2				
College Chemistry		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-90	89-80	79-70	69-60
College Chemistry Lab		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-90	89-80	79-70	69-60
College Trigonometry		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-90	89-80	79-70	69-60
College English 2		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-90	89-80	79-70	69-60
PTEC Plant Equipment		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Results of Test's Review against PTEC Objectives				
Student GPA Percentages	100-90	89-80	79-70	69-60
PTEC Instrumentation 2		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Results of Test's Review against PTEC Objectives				
Student GPA Percentages	100-90	89-80	79-70	69-60

9c. PTEC Curriculum Semester 3				
College Speech		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-90	89-80	79-70	69-60
College Physics		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-90	89-80	79-70	69-60
College Physics Lab		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-90	89-80	79-70	69-60
PTEC Plant Safety		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Results of Test's Review against PTEC Objectives				
Student GPA Percentages	100-90	89-80	79-70	69-60
PTEC Plant Operations		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Results of Test's Review against PTEC Objectives				
Student GPA Percentages	100-90	89-80	79-70	69-60
PTEC Internship/Independent Study		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-90	89-80	79-70	69-60

9d. PTEC Curriculum Semester 4				
College Business Economics		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-90	89-80	79-70	69-60
PTEC Statistical Quality Control		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Results of Test's Review against PTEC Objectives				
Student GPA Percentages	100-90	89-80	79-70	69-60
PTEC Fluid Mechanics		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Results of Test's Review against PTEC Objectives				
Student GPA Percentages	100-90	89-80	79-70	69-60
PTEC Technical Elective		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Results of Test's Review against PTEC Objectives				
Student GPA Percentages	100-90	89-80	79-70	69-60
PTEC Capstone Project		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Results of Test's Review against PTEC Objectives				
Student GPA Percentages	100-90	89-80	79-70	69-60

9e. PTEC lab equipment use with classroom instruction.		
<p><i>Explain the general methods used to integrate labs with lecture.</i></p> <ul style="list-style-type: none"> • 		
<p><i>What portion/ percentage of classroom time is conducted using the lab equipment? List portion/ percentage for each PTEC class.</i></p>		
PTEC Class	Typical Activities	% of class
<ul style="list-style-type: none"> • Introduction to PTEC • Instrumentation 1 • Instrumentation 2 • Plant Equipment • Plant Safety • Plant Operations • Fluid Mechanics • Mechanical Aptitude 	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	
Academic Courses of PTEC Curriculum		
<p><i>Positives:</i></p> <ul style="list-style-type: none"> • 		
<p><i>Opportunities for Improvement</i></p> <ul style="list-style-type: none"> • 		
PTEC Courses of PTEC Curriculum		
<p><i>Positives:</i></p> <ul style="list-style-type: none"> • • 		
<p><i>Opportunities for Improvement</i></p> <ul style="list-style-type: none"> • 		

10a. Interview with Company that has hired PTEC Graduates				
Company				
Address				
Representative			Job Function	
PTEC Graduate Information		Educational Institution where degree awarded		
PTEC Knowledge	Excellent	Very Good	Adequate	Low
Work Ethic	Excellent	Very Good	Adequate	Low
Do you feel PTEC graduate was prepared for position?			Yes	No
Has hiring the PTEC graduate saved \$\$\$ in training costs?			Yes	No
Do you plan to hire additional PTEC graduates in the future?			Yes	No
Is the PTEC program a prerequisite for hiring consideration?			Yes	No
If not, does your company plan to make it a prerequisite?			Yes	No
Satisfaction with PTEC	Excellent	Very Good	Adequate	Low
Identify improvements to better prepare graduates for industry				
Any other comments?				

10b. Interview with Company that has hired PTEC Graduates				
Company				
Address				
Representative			Job Function	
PTEC Graduate Information		Educational Institution where degree awarded		
PTEC Knowledge	Excellent	Very Good	Adequate	Low
Work Ethic	Excellent	Very Good	Adequate	Low
Do you feel PTEC graduate was prepared for position?			Yes	No
Has hiring the PTEC graduate saved \$\$\$ in training costs?			Yes	No
Do you plan to hire additional PTEC graduates in the future?			Yes	No
Is the PTEC program a prerequisite for hiring consideration?			Yes	No
If not, does your company plan to make it a prerequisite?			Yes	No
Satisfaction with PTEC	Excellent	Very Good	Adequate	Low
Identify improvements to the PTEC program to better prepare graduates for industry				
Any other comments?				

10c. Interview with Company that has hired PTEC Graduates				
Company				
Address				
Representative			Job Function	
PTEC Graduate Information		Educational Institution where degree awarded		
PTEC Knowledge	Excellent	Very Good	Adequate	Low
Work Ethic	Excellent	Very Good	Adequate	Low
Do you feel PTEC graduate was prepared for position?			Yes	No
Has hiring the PTEC graduate saved \$\$\$ in training costs?			Yes	No
Do you plan to hire additional PTEC graduates in the future?			Yes	No
Is the PTEC program a prerequisite for hiring consideration?			Yes	No
If not, does your company plan to make it a prerequisite?			Yes	No
Satisfaction with PTEC	Excellent	Very Good	Adequate	Low
Identify improvements to the PTEC program to better prepare graduates for industry				
Any other comments?				

11. General Observations	
<i>Positives:</i>	•
<i>Opportunities for Improvement</i>	•