

Montana University System
PROGRAM REVIEW

Institution: **Helena College - UM**

Program Years: **2011 - 2017**

List of the programs reviewed:

- C.A.S / A.A.S in Computer Technology
 - C.A.S / A.A.S in Office Technology
 - C.A.S / A.A.S in Welding Technology
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Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

C.A.S / A.A.S in Computer Technology

The Program Review Committee of Helena College University of Montana recommends the continuation of the Computer Technology Program.

C.A.S / A.A.S in Office Technology

The Program Review Committee of Helena College University of Montana recommends the continuation of the Office Technology Program.

C.A.S / A.A.S in Welding Technology

The Program Review Committee of Helena College University of Montana recommends the continuation of the Welding Technology Program.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Please see attached detailed reviews.

Montana University System
PROGRAM REVIEW

Institution: **Helena College University of Montana**

Program Years: **2012-2018**

List of the programs reviewed:

Computer Technology

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Program Review Committee of Helena College University of Montana recommends the continuation of the Computer Technology Program areas based on data findings and faculty recommendations.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Information gathered during the internal review process indicates the Computer Technology Program has maintained a steady enrollment and aligns with community needs, preparing students for high skill, high demand, and high wage employment in Montana. Program enrollment and program completion has shown a minimal decline over this review period. From 2012 through 2017, the Computer Technology Program has enrolled an average of 100 students with an average of 20 completions per year.

Retention from fall to fall is 59% – higher than the average Helena College general student retention (52.4%).

Our students matriculate, obtain their Associate of Applied Science and/or Certificate of Applied Science and obtain positions as network administrators, programmers, or computer skills specialists or transfer to additional training or to 4-year degree programs. Internships are encouraged for all Associate of Applied Science Computer Technology students.

Program Goals FY2018

1. Use the new student course assessment system to map course student learning outcomes to degree outcomes and degree outcomes to College institutional competences.
2. Organize and participate in the CT Round Table Forum in the fall of 2018 to increase the visibility of the CT program and allow students to network with area professionals.
3. CT faculty will organize and participate in the interview and resume day in the spring of 2019.

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Program Review Data Summary						
Alignment with Community Needs						
Data Definition:	Current MT	Projected MT	Current U.S.	Projected U.S.		
A. Provide the total number of projected job openings for related occupations for Montana and the U.S. 2014-2025	4,543	5,226	1,478,100	1,570,600		
B. Provide percent change in job openings for related occupations for Montana and the U.S. 2014-2025		+15.0%		+6.2%		
C. Provide the median hourly wage or annual salary for related occupations	\$57,852		\$67,900			
Data Definition:	Year 1 10/11	Year 2 11/12	Year 3 12/13	Year 4 13/14	Year 5 14/15	5 Year Ave
D. Provide 5 years of in-field job placement rates for all program graduates	69% \$34,937	78% \$29,353	76% \$38,738	87% \$30,686	82% \$29,713	79% \$32,347
Student Participation and Success						
Data Definition:	Year 1 12/13	Year 2 13/14	Year 3 14/15	Year 4 15/16	Year 5 16/17	5 Year Ave
A. Provide 5 years of transfer rates to 4-year colleges (AA/AS)						
B. Provide program capacity (headcount)	N/A	N/A	N/A	N/A	N/A	N/A
C. Provide 5 years of enrollment (unduplicated headcount)	131	102	94	87	85	100
D. Provide 5 years of enrollment (FTE)	85	67	60	55	55	64
E. Annual percentage of program capacity	N/A	N/A	N/A	N/A	N/A	N/A
F. Provide 5 years of retention rates for full-time students	42%	50%	64%	74%	58%	59%
G. Provide 5 years of retention rates for part-time students	37%	50%	45%	33%	60%	45%
H. Provide 5 years of successful program course completion rates.	71%	70%	71%	74%	74%	72%
I. Provide 5 years of graduation rates for full-time students <i>rate of students graduating within 150% of completion time</i>	35%	24%	16%	19%	36%	26%
J. Provide 5 years of graduation rates for part-time students <i>rate of students graduating within 150% of completion time</i>	9%	1%	0%	12%	50%	14%
K. Provide 5 years of annual degree & certificate completions	20	16	14	31	21	20
L. Provide 5 years of degree production rates – <i>proportion of degrees/certificates granted per 100 FTE</i>	23	24	23	56	38	31
M. Provide 5 years of pass rates on occupation/industry specific licensing or certification exams (as applicable)	N/A	N/A	N/A	N/A	N/A	N/A
Fiscal and Physical Resources						
Data Definition: Instructional costs include salaries, operations, grant funding, and gifts/donations	Year 1 FY13	Year 2 FY14	Year 3 FY15	Year 4 FY16	Year 5 FY17	5 Year Ave
A. Provide 5 years of instructional cost/student (FTE)	\$2,232	\$3,005	\$3,528	\$3,922	\$3,337	\$3,205
B. Provide 5 years institutional expenditure/student (FTE)	\$7,473	\$7,396	\$8,010	\$8,344	\$9,921	\$8,229
C. Provide 5 years of instructional cost/graduate	\$9,485	\$12,583	\$15,122	\$6,959	\$8,739	\$10,577
D. Provide 5 years institutional expenditure/graduate	\$36,963	\$30,245	\$32,436	\$26,942	\$33,174	\$31,952
E. Provide 5 years of student program fees-fund balance(s)	\$4,440	\$3,780	\$1,864	\$1,120	\$806	\$2,402
F. Provide 5 years of student program fees-student costs	\$3,113	\$1,011	\$550	\$804	\$0	\$1,096
G. Provide five years of tuition revenue	\$254,007	\$182,307	\$160,740	\$150,093	\$146,080	\$178,645

Montana University System
PROGRAM REVIEW

Institution: Helena College University of Montana

Program Years: 2012-2018

List of the programs reviewed:

Office Technology

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Program Review Committee of Helena College University of Montana recommends the continuation of the Office Technology Program areas based on data findings and faculty recommendations.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Information gathered during the internal review process indicates the Office Technology Program has maintained a steady enrollment and aligns with community needs, preparing students for high-skill and high-demand employment in Montana. Program enrollment and program completion has been trending down over this review period, although it is important to keep in mind that 2011 and 2012 were the height of the recession enrollment boom. Compared statistically with the pre-recession statistics, the OT program has maintained enrollment. From 2012 through 2017, the Office Technology Program has enrolled an average of 72 students with an average of 24 completions per year.

Retention from fall to fall is 63% – higher than the average Helena College general student retention (52.4%).

Our students matriculate, obtain their Associate of Applied Science and/or Certificate of Applied Science and obtain positions as legal, medical, and general administration support or transfer to additional training or to 4-year degree programs.

Program Goals FY2018

1. Finalize and implement name change for Program and associated degree and certificate options and increased marketing.
2. Continue to pursue efforts with articulation agreement with Missoula College's Paralegal Program and Tribal Colleges.
3. Continue to pursue efforts with internship and apprenticeship opportunities with Montana Apprenticeship program.
4. Develop and educate faculty, staff, advisors, and recruiters of the professional and high academic rigor that is associated with the Office Technology program.

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PROGRAM REVIEW

Program Review Data Summary						
Alignment with Community Needs						
Data Definition:	Current MT	Projected MT	Current U.S.	Projected U.S.		
A. Provide the total number of projected job openings for related occupations for Montana and the U.S. 2016-2026	14,916	16,197	4,624,800	4,616,300		
B. Provide percent change in job openings for related occupations for Montana and the U.S. 2016-2026		+9%		0%		
C. Provide the median hourly wage or annual salary for related occupations	\$31,890- \$44,970		\$31,540- \$45,340			
Data Definition:	Year 1 11/12	Year 2 12/13	Year 3 13/14	Year 4 14/15	Year 5 15/16	5 Year Ave
D. Provide 5 years of in-field job placement rates for all program graduates	88% \$21,121	74% \$24,646	84% \$22,640	92% \$15,559	82% \$22,666	84% \$22,237
Student Participation and Success						
Data Definition:	Year 1 11/12	Year 2 12/13	Year 3 14/15	Year 4 15/16	Year 5 16/17	5 Year Ave
A. Provide 5 years of transfer rates to 4-year colleges (AA/AS)						
B. Provide program capacity (headcount)	N/A	N/A	N/A	N/A	N/A	N/A
C. Provide 5 years of enrollment (unduplicated headcount)	121	94	59	49	35	72
D. Provide 5 years of enrollment (FTE)	69	49	31	27	17	38
E. Annual percentage of program capacity	N/A	N/A	N/A	N/A	N/A	N/A
F. Provide 5 years of retention rates for full-time students	53%	31%	71%	86%	75%	63%
G. Provide 5 years of retention rates for part-time students	14%	30%	44%	100%	50%	48%
H. Provide 5 years of successful program course completion rates.	73%	64%	69%	71%	74%	70%
I. Provide 5 years of graduation rates for full-time students <i>rate of students graduating within 150% of completion time</i>	43%	26%	14%	14%	8%	21%
J. Provide 5 years of graduation rates for part-time students <i>rate of students graduating within 150% of completion time</i>	50%	18%	17%	17%	10%	22%
K. Provide 5 years of annual degree & certificate completions	24	36	15	29	17	24
L. Provide 5 years of degree production rates – <i>proportion of degrees/certificates granted per 100 FTE</i>	35	73	48	107	100	73
M. Provide 5 years of pass rates on occupation/industry specific licensing or certification exams (as applicable)	N/A	N/A	N/A	N/A	N/A	N/A
Fiscal and Physical Resources						
Data Definition: Instructional costs include salaries, operations, grant funding, and gifts/donations	Year 1 FY13	Year 2 FY14	Year 3 FY15	Year 4 FY16	Year 5 FY17	5 Year Ave
A. Provide 5 years of instructional cost/student (FTE)	\$817	\$1,197	\$1,998	\$882	\$3,752	\$1,729
B. Provide 5 years institutional expenditure/student (FTE)	\$7,473	\$7,396	\$8,010	\$8,344	\$9,921	\$8,229
C. Provide 5 years of instructional cost/graduate	\$2,348	\$1,629	\$4,128	\$821	\$3,752	\$2,536
D. Provide 5 years institutional expenditure/graduate	\$36,963	\$30,245	\$32,436	\$26,942	\$33,174	\$31,952
E. Provide 5 years of student program fees-fund balance(s)	\$754	\$1,023	\$695	\$60	\$1,288	\$764
F. Provide 5 years of student program fees-expenditures	\$0	\$0	\$0	\$0	\$0	\$0
G. Provide five years of tuition revenue	\$205,911	\$133,329	\$81,710	\$74,358	\$45,152	\$108,092

Montana University System
PROGRAM REVIEW

Institution: Helena College University of Montana

Program Years: 2012-2018

List of the programs reviewed:

Welding Technology

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Program Review Committee of Helena College University of Montana recommends the continuation of the Welding Technology Program areas based on data findings and faculty recommendations.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Information gathered during the internal review process indicates the Welding Technology Program has maintained a steady enrollment and aligns with community needs, preparing students for high skill, high demand, and high wage employment in Montana. Program enrollment and program completion have been relatively stable over this review period. From 2012 through 2017, the Welding Technology Program has enrolled an average of 44 students with an average of 13 completions per year.

Retention of full-time students from fall to fall is 73% – well above the average Helena College general student retention (52%).

Our students matriculate, obtain their Associate of Applied Science and/or Certificate of Applied Science and obtain positions as Welders, Cutters, Solderers, or Brazers or go on to additional training or to 4-year degree programs. Students in the welding program are able to attain A.W.S. certifications upon entering the workforce

Program Goals FY2018

1. Continue to improve curriculum to give students an advantage in the workforce.
2. Continue to engage high school students by offering dual enrollment courses and increasing offerings as able.
3. Leverage grant monies to hold events including Fabrication Fridays and Women in Gear to encourage interest in the areas of manufacturing and welding.
4. Continue to meet with advisory boards and respond as able to local and regional workforce needs.
5. Add augmented welding systems and increase technology to keep current.

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PROGRAM REVIEW

Program Review Data Summary						
Alignment with Community Needs						
Data Definition:	Current MT	Projected MT	Current U.S.	Projected U.S.		
A. Provide the total number of projected job openings for related occupations for Montana and the U.S. 2016-2026	1,570	1,731	404,800	427,300		
B. Provide percent change in job openings for related occupations for Montana and the U.S. 2016-2026		+10.2%		+6%		
C. Provide the median hourly wage or annual salary for related occupations	\$41,230		\$39,390			
Data Definition:	Year 1 10/11	Year 2 11/12	Year 3 12/13	Year 4 13/14	Year 5 14/15	5 Year Ave
D. Provide 5 years of in-field job placement rates for all program graduates	75% \$25,874	87% \$31,135	100% \$26,836	100% \$24,255	80% \$28,104	88% \$27,240
Student Participation and Success						
Data Definition:	Year 1 12/13	Year 2 13/14	Year 3 14/15	Year 4 15/16	Year 5 16/17	5 Year Ave
A. Provide 5 years of transfer rates to 4-year colleges (AA/AS)						
B. Provide program capacity (headcount)	49	49	49	49	49	49
C. Provide 5 years of enrollment (unduplicated headcount)	45	45	46	40	45	44
D. Provide 5 years of enrollment (FTE)	44	46	43	40	39	42
E. Annual percentage of program capacity	92%	92%	94%	82%	92%	90%
F. Provide 5 years of retention rates for full-time students	67%	89%	56%	71%	82%	73%
G. Provide 5 years of retention rates for part-time students	0%	N/A	N/A	N/A	33%	16%
H. Provide 5 years of successful program course completion rates.	95%	88%	88%	88%	91%	90%
I. Provide 5 years of graduation rates for full-time students <i>rate of students graduating within 150% of completion time</i>	71%	33%	29%	89%	38%	52%
J. Provide 5 years of graduation rates for part-time students <i>rate of students graduating within 150% of completion time</i>	0%	0%	0%	N/A	N/A	0%
K. Provide 5 years of annual degree & certificate completions	11	13	19	9	15	13
L. Provide 5 years of degree production rates – proportion of degrees/certificates granted per 100 FTE	25	28	44	22	38	31
M. Provide 5 years of pass rates on occupation/industry specific licensing or certification exams (as applicable)	N/A	N/A	N/A	N/A	N/A	N/A
Fiscal and Physical Resources						
Data Definition: Instructional costs include salaries, operations, grant funding, and gifts/donations	Year 1 FY13	Year 2 FY14	Year 3 FY15	Year 4 FY16	Year 5 FY17	5 Year Ave
A. Provide 5 years of instructional cost/student (FTE)	\$4,760	\$4,726	\$4,798	\$4,704	\$6,019	\$5,002
B. Provide 5 years average expenditure/student (FTE)	\$4,749	\$5,032	\$4,881	\$5,354	\$6,328	\$5,269
C. Provide 5 years of instructional cost/graduate	\$19,040	\$16,724	\$10,859	\$20,907	\$15,650	\$16,636
D. Provide 5 years average program expenditure/graduate	\$15,388	\$13,334	\$14,506	\$12,712	\$15,032	\$14,195
E. Provide 5 years of student program fees-fund balance(s)	\$12,355	\$16,545	\$12,905	\$14,681	\$26,189	\$16,535
F. Provide 5 years of student program fees-student costs	\$18,421	\$22,656	\$17,893	\$0	\$0	\$11,794
G. Provide five years of tuition revenue	\$132,264	\$123,806	\$115,197	\$110,160	\$103,584	\$117,002