

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:	
------------------	--	-------	--

Auditors:	Name:	
	Name:	
	Name:	
	Name:	
	Name:	
	Name:	
	Name:	
	Name:	
	Name:	

<b>1. Regional Advisory Committee</b>		
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*

<b>2. Educational Institution Management</b>		
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		

<b>2 .Educational Institution Management - continued</b>		
Semester Fees		
Library/Other Student resource availability	Yes	No
Identify student resources		
Marketing program in place <i>High School Recruiting, visit schools, brochures</i>	Yes	No
PTEC Program accurately described in institution literature <i>See catalog (page 102-104) and brochure</i>	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>		

<b>3. PTEC Program Coordinators and Instructors</b>		
Identified Program Coordinator accountable for PTEC program	Yes	No
Name		
Background/Experience	Industry	
	Education	
<b>PTEC Instructors</b>		
Name		

Area of Instruction	
Background/ Experience	Industry
	Education

Name	
Area of Instruction	
Background/ Experience	Industry
	Education

Name	
Area of Instruction	
Background/ Experience	Industry
	Education

Name	
Area of Instruction	
Background/ Experience	Industry
	Education

Name	
Area of Instruction	
Background/ Experience	Industry
	Education

Name	
Area of Instruction	
Background/ Experience	Industry
	Education

Name	
Area of Instruction	
Background/ Experience	Industry
	Education

Name	
Area of Instruction	
Background/ Experience	Industry
	Education



*Positives:*

*Opportunities*

**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 <b>GCPTA material is being adopted as it becomes available</b>	Yes	No
List Elective Courses		
Plant visits scheduled into program: <b>required in PTEC 101</b>	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*

<b>6. Teaching Aids/Resources</b>					
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			

*Positives:*

*Opportunities  
for  
Improvement*



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
Explain above answer			
What would you change about PTEC program?			
Any other comments?			

**8.b. 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?					
Any other comments?					

**8.c. 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?				
Any other comments?				

**8.d. Interview with Student in Program**

Name		See comments below		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?					
Any other comments?					

*Students  
Interviewed:  
Positives:*

*Opportunities  
for  
Improvement*

9.a. PTEC Curriculum Semester 1				
<b>College Orientation</b>		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Student GPA Percentages	100-94	93-88	87-80	79-70
<b>English</b>		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-94	93-88	87-80	79-70
<b>College Algebra</b>		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-94	93-88	87-80	79-70
<b>Computer Literacy</b>		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-94	93-88	87-80	79-70
<b>Introduction to PTEC</b>		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	100-94	93-88	87-80	79-70
<b>Please see Grade Distribution Report</b>				
<b>PTEC Instrumentation I</b>		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 Please see Grade Distribution Report	100-94	93-88	87-80	79-70
--	--------	-------	-------	-------

**9.b. PTEC Curriculum Semester 2**

<b>Chemistry</b>	Curriculum Name			
Textbook Used				
Instructor's Name	Profess	Days Taught		
Class Breakdown	% Instructor Led		% Self-Managed	
Student GPA Percentages	100-94	93-88	87-80	79-70

<b>Chemistry Lab</b>	Curriculum Name			
Textbook Used				
Instructor's Name		Days Taught		
Class Breakdown	% Instructor Led		% Self-Managed	
Student GPA Percentages	100-94	93-88	87-80	79-70

<b>Trigonometry</b>	Curriculum Name			
Textbook Used				
Instructor's Name		Days Taught		
Class Breakdown	% Instructor Led		% Self-Managed	
Student GPA Percentages	100-94	93-88	87-80	79-70

<b>English</b>	Curriculum Name			
Textbook Used				
Instructor's Name	De	Days Taught		
Class Breakdown	% Instructor Led		% Self-Managed	
Student GPA Percentages	100-94	93-88	87-80	79-70

<b>PTEC Plant Equipment</b>	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	100-94	93-88	87-80	79-70

<b>PTEC Instrumentation II</b>	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	100-94	93-88	87-80	79-70
-------------------------	--------	-------	-------	-------

**9.c. PTEC Curriculum Semester 3**

<b>Speech</b>	Curriculum Name			
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-94	93-88	87-80	79-70

<b>College Physics</b>	Curriculum Name			
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-94	93-88	87-80	79-70

<b>Physics Lab</b>	Curriculum Name			
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-94	93-88	87-80	79-70

<b>PTEC Plant Safety</b>	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	100-94	93-88	87-80	79-70

<b>PTEC Plant Operations</b>	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	100-94	93-88	87-80	79-70

<b>PTEC Internship / Independent Study</b>	Curriculum Name			
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentages	100-94	93-88	87-80	79-70

9.d. PTEC Curriculum Semester 4				
<b>Business Economics</b>		Curriculum Name		
Textbook Used				
Instructor's Name			Days Taught	
Class Breakdown		% Instructor Led		% Self-Managed
Student GPA Percentage	100-94	93-88	87-80	79-70
<b>PTEC Statistical Quality Control</b>		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	100-94	93-88	87-80	79-70
<b>PTEC Fluid Mechanics</b>		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
<b>PTEC Technical Elective</b>		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	100-94	93-88	87-80	79-70
<b>PTEC Capstone Project</b>		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	100-94	93-88	87-80	79-70

**Academic Courses of PTEC Curriculum**

*Positives:*

*Opportunities  
for  
Improvement*

**PTEC Courses of PTEC Curriculum**

*Positives:*

*Opportunities  
for  
Improvement*

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**

*Positives:*

*Opportunities  
for  
Improvement*