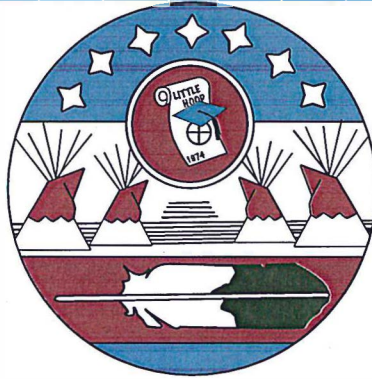

PROFESSIONAL DRIVING PROGRAM REVIEW

Cankdeska Cikana Community College



CANKDESKA CIKANA
COMMUNITY COLLEGE

Spirit Lake Dakota Nation

**I. Program description and relationship to the Cankdeska Cikana Community College mission.
(See also Appendix A)**

The Cankdeska Cikana Community College Professional Driving Program currently consists of a 63 credit Associate of Applied Science (AAS) degree and a 32 credit certificate. The program's mission is to provide students with the foundation for obtaining a commercial driving license (CDL) in the areas of over the road, dedicated line haul, and local driving positions. It is designed to give the student a foundation for a Class A or B driver's license.

The CDL program follows the CCCC mission Statement by providing students the opportunity to earn a commercial driver's license which will provide the student with independence and self-sufficiency through viable employment opportunities.

Reflection

Strengths

- The program gives the students the opportunity to stay in the local area or to relocate to other areas of the country for driving positions.

Concerns

- Students want to stay local and not relocate to other locations where there are more job opportunities.
- Students are not completing the current degree or certificate.

Progress on concerns from last previous program review (give date of last review, if applicable)

N/A

Recommendations

- **Develop a one-semester certificate to increase the number of completers and create options for different license classes and certifications.**

II. Program background information, enrollment and breadth (See also Appendix B)

The Professional Driving program staff consists of one member: Richard Rasmussen

- BS in Education with a minor in Physical Education, Northern State University
- Driver Education Certificate, Bemidji State University,
- Graduate work, Bemidji State University, Mankato State University, St. Cloud State University.

The CDL program has had 22 students obtain a class A or B license in the last 3 years. Of the 22 students, 93% have obtained a driving position. Richard Rasmussen teaches 12-16 credits per semester, this is all of the CDL courses offered (See Appendix A).

The advisory committee is composed of 2 students, a Transportation Director, an instructor for the CDL program at NDSCS, and a local farmer with experience in the trucking industry. The committee meets twice a year and gives input for program changes and continuation.

Reflection

Strengths

- A high percentage of students obtaining a CDL have obtained a position as a professional driver.

Concerns

- Lack of housing for students interested in the program but who live in a different city.
- Attendance is inconsistent.
- Of the 22 students who obtained a CDL, none have completed a certificate or degree.
- Students may not be able to afford the required drug tests and DOT physical.

Progress on concerns from last previous program review (give date of last review, if applicable)

N/A

Recommendations

- Implement changes in the certificate program as recommended in section I.
- Look into ways to include the cost of the drug testing and DOT physicals as part of the course fees/tuition.

III. Program Quality and Assessment (See also attached assessment template(s) Appendix C)

The Professional Driving program conforms in content, textbooks, and instructional methods that adhere to state Department of Transportation regulations.

Each semester student learning outcome data is collected and reported to the assessment team for continued evaluation. From the possible recommendations of the assessment team, steps are taken to improve courses that are in the program. Results of these possible improvement are then reported back to the assessment team after the course is taught another semester. Students that have attended class and completed the courses have met the measurement goal. The factor that seems to keep students from meeting the goals are non-attendance or inconsistent attendance.

Reflection

Strengths

- State of the art equipment

Concerns

- Non-attendance is a major factor in students not meeting the program's assessment goals.
- Students are not completing the current Associates degree or certificate program.
- Students are unwilling or reluctant to take non-driving classes as they are not relevant to their chosen occupation.

Progress on concerns from last previous program review (give date of last review, if applicable)

N/A

Recommendations

- Modify the certificate program to meet the needs of the students and the college.

IV. Program cost effectiveness and ability to meet occupational needs (See also Appendix D)

The Cankdeska Cikana Community College (CCCC) Professional Driver program strives to recruit and train students that, upon completion of the program, will help to fill the ongoing openings for professional drivers. According to the U.S. Bureau of Labor Statistics, North Dakota alone is looking at a shortage of 30,000 drivers. This number increases to 230,000 nationwide.

Revenue for the Professional Driving program has been good in years 2 & 3. This can be attributed to an increase in the number of students. The revenue was extremely low and showed a loss in the first year. This can be attributed to time spent developing the program without any students. Profit increases are projected as the equipment costs should decrease in the next few years.

Reflection

Strengths

- The professional driving program is able to provide students who obtain a CDL a wide range of employment opportunities.

Concerns

- Students are unwilling or reluctant to relocate for jobs upon obtaining a Class A or B license.

Progress on concerns from last previous program review (give date of last review, if applicable)

N/A

Recommendations

- Continue networking to provide students with employment opportunities upon completion.
- Utilize the simulator to create additional revenue opportunities from outside entities who may be interested.

V. Ability to positively impact CCCC's relationships, partnerships, and alliances

The Professional Driving program is located in the Business Development Center at CCCC. Classroom space is inadequate and is too small if enrollment is above 8. With only one instructor, enrollment above 8 makes the student driving time difficult to manage. However, the classroom is equipped with up-to-date technology and visual aid equipment. The classroom is also equipped with a state of the art simulator which provides students with an opportunity to participate in simulated driving prior to receiving a learner's permit.

Students have access to all of the college services, including the library, tutoring, computer labs, counseling, student government, and student clubs.

The Professional Driving program curriculum is relevant only to the program. However, the program has produced bus drivers for the CCCC Head Start program as well as local schools.

Reflection

Strengths

- Professional Driving students have helped to alleviate a shortage of bus drivers on the Spirit Lake Nation.
- Professional Driving instructor is well networked and is able to assist students.

Concerns

- Classroom space, especially if enrollment continues to increase.
- As the program grows, additional instructors may be needed.

Progress on concerns from last previous program review (give date of last review, if applicable)
N/A

Recommendations

- Continue to provide training for local employment needs.
- Explore possibilities within the college for possible classroom space needs.

VI. Program Analysis and Reflection Narrative

An advisory team has been established to help ensure that the program meets current workforce needs. The instructor also makes sure the content is current and up-to-date through use of professional reading, observing and research of other programs (Department of Transportation) and professional development. Professional development specific to the major has consisted of the instructor attending and representing CCCC at conferences every year. All course syllabi are being updated as the instructor looks to revise the current certificate program to better meet the needs of students.

Although the program has not had any graduates in either the certificate or associate programs, the Professional Driving program has been successful as demonstrated by the 22 students who have obtained their CDL while enrolled in the program. The high percentage of students who are working in the industry would also indicate the program is successful.

Limited classroom space could become an obstacle if the program continues to expand and show growth. Additional faculty would also be needed if the program continues to grow.

A short-term goal of the Professional Driving program would be to add a 16-18 credit certificate to replace the current 32 credit certificate. This will allow students to complete the certificate in a short period of time and then enter the workforce.

Appendix A



Report of Credits Earned/Needed for Graduation

Name:

Professional Driving Certificate

Date:

Essential Study Requirements

			<u>Semeste</u> <u>r</u>	<u>Credit</u> <u>s</u>
ENGL	100	Student Success	_____	1
ENGL	105	*Technical Communications	_____	3
		ND:COMPS		
CSCI	101	C **Introduction to Computers	_____	3
DS	110	ND:HUM Dakota Thought, Philosophy and Culture	_____	3
ENGL	161	ND:HUM Dakota Language I	_____	3
TOTAL ESSENTIAL CREDITS				13

* OR HIGHER LEVEL

** Must take CSCI 101 (Introduction to Computers) before enrolling in an on-line class.

Core Classes

CDL	101	CDL Permit	_____	1
CDL	200	State & Fed. Regulations	_____	1
CDL	240	Operation of a Commercial Veh	_____	3
CDL	250L	OTR Simulator Training/Lab I	_____	3
CDL	251L	OTR Simulator Training/Lab II	_____	3
CDL	230	Trip Planning	_____	2
Electives				_____
TOTAL CORE CREDITS				19

Electives

CDL	102	Load Securement	_____	1
CDL	110	Introduction to Electronic Logs	_____	2
CDL	115	Hazardous Materials	_____	3
CDL	117	Doubles and Triples/Tanker	_____	1
CDL	118	Operation Lifesaver	_____	3
BUSN	170	Entrepreneurship	_____	3
BUSN	120	Fundamentals of Business	_____	3
CDL	220	Safety Operations Fundamental	_____	3
CDL	225	Forklift Operations	_____	3
CDL	255	Bus Driving	_____	3
CDL	260	OSHA 10/30 Hour Course	_____	3

PROGRAM TOTAL 32



Report of Credits Earned/Needed for Graduation

Name:

AAS Professional Driving

Date:

Essential Study Requirements

			<u>Offered</u>	<u>Semester</u>	<u>Credits</u>
ENGL	100		Student Success	FA,SP	1
ENGL	105	*	Technical Communications	FA	3
COMM	110	ND:COMM	Fundamentals of Public Speaking	FA,SP	3
ASC	093	*	Intermediate Algebra	FA,SP,SU	3
CSCI	101	ND:COMPSC	Introduction to Computers	FA,SP	3
HPER	101-104		Physical Education Activities		1
HPER	217		Personal and Community Health	FA,SP	2
DS	110	ND:HUM **	Dakota Thought, Philosophy and Culture	FA,SP,SU	3
ENGL	161	ND:HUM	Dakota Language I	FA,SP,SU	3
			Fine Arts and Humanities		3
			Social Science Elective		3
			Laboratory Science Elective		4
TOTAL					32

* OR HIGHER LEVEL

** Alternate Summer Rotation

Core Classes

CDL	101		CDL Permit	FA,SP,SU	1
CDL	200		State & Fed. Regulations	FA,SP,SU	1
CDL	240		Operation of a Commercial Veh	FA,SP,SU	3
CDL	250L		OTR Simulator Training/Lab I	FA,SP,SU	3
CDL	251L		OTR Simulator Training/Lab II	FA,SP,SU	3
CDL	230		Trip Planning	FA,SP,SU	2
			Electives		18
TOTAL					31

Electives

CDL	102		Load Securement	FA-EV	1
CDL	110		Introduction to Electronic Logs	FA,SP,SU	2
CDL	115		Hazardous Materials	SP	3
CDL	117		Doubles and Triples/Tanker	SP-OD	1
CDL	118		Operation Lifesaver	FA-EV	3
BUSN	170		Entrepreneurship	SP-OD	3
BUSN	120		Fundamentals of Business	FA-EV	3
CDL	220		Safety Operation Fundamental	SP_OD	3
CDL	225		Forklift Operations	FA-EV	3
CDL	255		Bus Driving	FA, SP	3
CDL	260		OSHA 10/30 Hour Course	SP-OD	3

*** EV - Even Year

*** OD- Odd Year

TOTAL

63

Appendix B – Program Background Information, Enrollment, and Breadth

Faculty Program Staff and Credit Hour Loads (double-click to enter data)

Name	Title/Position	FT/PT/T EMP	Credit Load/ Semester
Richard Rasmussen	Instructor	FT	12-18 credits

Enrollment and Graduation Data (double-click to modify with data applicable for a specific program)

	# Enrolled in Program	Total Enrollment	Program % of Total Enrollment
Spring 2015	2	186	1.1%
Summer 2015	2	61	3.3%
Fall 2015	9	212	4.2%
Spring 2016	10	177	5.6%
Summer 2016	0	54	0.0%
Fall 2016	6	180	3.3%
Spring 2017	7	178	3.9%
Summer 2017	0	28	0.0%

Program Graduates		
2014-2015	2015-2016	2016-2017
0	0	0
0%	0%	0%

Appendix C – Program Quality and Assessment
Assessment Plan
2017 / FALL
Professional Truck Driving

Program Statement: To produce well-trained entry-level truck/bus drivers who can transition into gainful employment in their respective fields.

Course Outcomes

CDL250L

1. The student will continue to improve their driving skills through the use of lab work with the simulator and hands on experience of driving the tractor and trailer.

CDL230

1. The student will familiarize themselves with trip planning.
2. The student will be able to read and use a road atlas.

CDL251L

1. The student will continue to improve their driving skills through the use of lab work with the simulator and hands on experience of driving the tractor and trailer.

CDL240

1. The student will familiarize themselves with vehicle and its system.
2. The student will be able to start and diagnose any equipment failure, demonstrate safe operations, be able to couple and uncouple, do route inspections and safety checks, and finally perform post-trip inspections and be able to park and secure the vehicle.

CDL255

1. The student will have the knowledge to test for their North Dakota Bus Drivers License.

CDL200

1. The student will be able to: pass the written test to obtain his/her permit and understand both State and Federal Regulation to continue to pursue a CDL license and a degree in Professional Tuck Driving.

CDL101

1. The student will be able to: pass the written test to obtain his/her permit to continue to pursue a CDL license and a degree in Professional Tuck Driving.

Program Outcomes

1. The student will prepare a roundtrip cross-country plan.
2. The student will demonstrate communication skills that ensure safety.
3. The student will demonstrate proficiency in technological skills in developing "Driver duty status records".
4. The student will display professionalism in operating a vehicle and interacting with clients.

Essential Studies Outcomes

1. Critical Thinking
2. Communication
3. Technological Literacy
4. Personal Attributes

D-Direct I-Indirect List activity(ies) used to measure student success	Goal	Findings - Results (N = # students met/# total) (Avg. = average grade) Range = lowest to highest grade recorded)	Analysis (Contributing factors - Internal and External -resulting in not meeting goal)	Recommendations	Identify Course Outcome(s) being demonstrated	Identify Program Outcome(s) being demonstrated	Identify Essential Studies Outcome(s) being demonstrated
D – DMV Class A/B I – self-eval	Pass	N = 8/11	Low attendance Family issues Job Conflict	Discussed attendance Discussed if quit job, come back	1	2,3	1,2,4
D – DMV Class A/B I – self-eval	Pass	N = 8/11	Low attendance Family issues Job Conflict	Discussed attendance Discussed if quit job, come back	1,2	1,2,3	2,3,4
D – DMV Class A/B I – self-eval	Pass	N = 8/11	Low attendance Family Issues Job Conflict	Discussed attendance Discussed if quit job, come back	1	1	2,4
D – DMV Class A/B I – self-eval	Pass	N = 8/11	Low attendance Family Issues Job Conflict	Discussed attendance Discussed if quit job, come back	1,2	2,4	1,4
D – DMV Class A/B I – self-eval	Pass	N = 8/11	Low attendance Family Issues Job Conflict	Discussed attendance Discussed if quit job, come back	1	2,4	1,2,4
D – DMV Class A/B I – self-eval	Pass	N = 8/11	Low attendance Family Issues Job Conflict	Discussed attendance Discussed if quit job, come back	1	3,4	1,3,4
D – DMV Class A/B I – self-eval	Pass	N = 8/11	Low attendance Family Issues Job Conflict	Discussed attendance Discussed if quit job, come back	1	3	1,4

Assessment Plan
2018 / SPRING
Professional Truck Driving

Program Statement: To produce well-trained entry-level truck/bus drivers who can transition into gainful employment in their respective fields.

Course Outcomes

CDL250L

2. The student will continue to improve their driving skills through the use of lab work with the simulator and hands on experience of driving the tractor and trailer.

CDL230

3. The student will familiarize themselves with trip planning.
4. The student will be able to read and use a road atlas.

CDL251L

2. The student will continue to improve their driving skills through the use of lab work with the simulator and hands on experience of driving the tractor and trailer.

CDL240

3. The student will familiarize themselves with vehicle and its system.
4. The student will be able to start and diagnose any equipment failure, demonstrate safe operations, be able to couple and uncouple, do route inspections and safety checks, and finally perform post-trip inspections and be able to park and secure the vehicle.

CDL255

2. The student will have the knowledge to test for their North Dakota Bus Drivers License.

CDL200

2. The student will be able to: pass the written test to obtain his/her permit and understand both State and Federal Regulation to continue to pursue a CDL license and a degree in Professional Tuck Driving.

CDL101

2. The student will be able to: pass the written test to obtain his/her permit to continue to pursue a CDL license and a degree in Professional Tuck Driving.

CDL115

1. The student will develop the skills necessary to pursue a Hazmat endorsement.

Program Outcomes

5. The student will prepare a roundtrip cross-country plan.

6. The student will demonstrate communication skills that ensure safety.
7. The student will demonstrate proficiency in technological skills in developing "Driver duty status records".
8. The student will display professionalism in operating a vehicle and interacting with clients.

Essential Studies Outcomes

1. Critical Thinking
2. Communication
3. Technological Literacy
4. Personal Attributes

D-Direct I-Indirect List activity(ies) used to measure student success	Goal	Findings - Results (N = # students met/# total) (Avg. = average grade) Range = lowest to	Analysis (Contributing factors - Internal and External - resulting in not meeting goal)	Recommendations	Identify Course Outcome(s)	Identify Program Outcome(s) being demonstrated	Identify Essential Studies Outcome(s) being demonstrated
D – DMV Class A/B I – self-eval	Pass	N = 3/4	Left the state	No communication	1	2,3	1,2,4
D – DMV Class A/B I – self-eval	Pass	N = 3/4	Left the state	No communication	1,2	1,2,3	2,3,4
D – DMV Class A/B I – self-eval	Pass	N = 3/4	Left the state	No communication	1	1	2,4
D – DMV Class A/B I – self-eval	Pass	N = 3/4	Left the state	No communication	1,2	2,4	1,4
D – DMV Class A/B I – self-eval	Pass	N = 3/4	Left the state	No communication	1	2,4	1,2,4
D – DMV Class A/B I – self-eval	Pass	N = 3/4	Left the state	No communication	1	3,4	1,3,4
D – DMV Class A/B I – self-eval	Pass	N = 3/4	Left the state	No communication	1	3	1,4
D-DMV Class A I – self-eval	Pass	N = 3/4	Left the state	No communication	1	1,2,3,4	1,2,3,4

Appendix D – Cost Effectiveness and Ability to Meet Occupational Needs

Occupational Needs

National Employment Projections, 2014 - 2024 Bureau of Labor Statistics	
Occupational Category	Projected Increase
Commercial Drivers	36.9%
Transportation and Material Moving Occupations	4.8%

Source: U.S. Bureau of Labor. (2016). Occupational projections and worker characteristics. Employment Projections, 9-10. Retrieved from https://bls.gov/emp/ep_table_107.htm

Annual Revenue and Expenditures (double-click table to modify)

Fall 2014		\$0.00	\$6,344.90	\$0.00	\$0.00
Spring 2015	2	\$3,000.00	\$6,344.90	\$6,344.90	\$9,344.90
Summer 2015	2	\$1,500.00	\$6,344.90	\$6,344.90	\$7,844.90
AY 2014-15		\$4,500.00		\$12,689.80	\$17,189.80
Fall 2015	9	\$13,500.00	\$6,717.82	\$30,230.19	\$43,730.19
Spring 2016	10	\$15,000.00	\$6,717.82	\$33,589.10	\$48,589.10
Summer 2016	0	\$0.00	\$6,717.82	\$0.00	\$0.00
AY 2015-16		\$28,500.00		\$63,819.29	\$92,319.29
Fall 2016	6	\$9,000.00	\$7,285.28	\$21,855.84	\$30,855.84
Spring 2017	7	\$10,500.00	\$7,285.28	\$25,498.48	\$35,998.48
Summer 2017	0	\$0.00	\$7,285.28	\$0.00	\$0.00
AY 2016-17		\$19,500.00		\$47,354.32	\$66,854.32

Term	2014 - 2015	2015 - 2016	2016 - 2017
Salary	\$49,920.00	\$48,227.00	\$47,733.00
Fringe	30%	35%	35%
# of Faculty	1	1	1
Total Salaries	\$49,920.00	\$48,227.00	\$47,733.00
Total Fringe	\$14,976.00	\$16,879.45	\$16,706.55
Total Expenses	\$64,896.00	\$65,106.45	\$64,439.55
Total Revenue	\$17,189.80	\$92,319.29	\$66,854.32
Net Gain/Loss	(\$47,706.20)	\$27,212.84	\$2,414.77

Program Evaluation and Review

Criteria	Program Exceeds Expectations	Program Meets Expectations	Program Needs Improvement	Program Does Not Meet Expectations
Sec II Enrollment	Increasing	Steady	Decreasing	Unsustainably Low
Sec III Quality of the Program as Determined from Assessment Information	The program's quality is substantial and notable.	The program's quality is substantial but could be strengthened through curricular and/or program enhancements, e.g. providing additional resources, adding or deleting courses	The program's quality could be strengthened through reconfiguration, e.g. substantial modification of the curriculum and the reorganization of faculty.	The program's quality and/or contribution to the institution is not substantial enough to justify its continuance
Sec IV Cost Effectiveness	Net Gain	Break Even	Net Loss	Unsustainable Losses
Sec IV Projected Occupational Need (Regional and State Level)	Large Need and Growth in This Area	Moderate Need	Minor or Low Need	No Clear Need for This Degree
Sec V Ability to positively impact CCC's relationships, partnerships & alliances	Relationships are strong – benefits the overall mission of the college	Relationships, partnerships, and/or alliances could be developed to strengthen the program	Relationships, partnerships, and/or alliances need to be reconfigured in order to positively impact the college	Relationships, partnerships, and/or alliances are not positively impacting the college. The program's reduction or phase out would not adversely impact other programs.

The Curriculum Committee makes the following recommendation:

The committee recommends that the certificate changes discussed during this program review be put in place effective immediately. In addition, the committee recommends that the AAS Professional Driving degree be furloughed, as there have been no students graduating – they leave prior to completing the degree upon licensure. Emphasis in marketing the changes in the certificate program to attract new students.

Follow up actions and timeline:

The program and certificate changes will be made prior to the Spring 2018 semester.

2 tracks



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

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Completed Program Reviews Verification

Name of Program Reviewed: Professional Driving

Emu McDonald
Director or Faculty of Record 10-31-18
Date of Review

[Signature]
Curriculum Committee Chair 10-31-18
Date of Review

Karen Saari
Academic Dean 10/31/18
Date of Review

[Signature]
President (as appropriate) 11-20-18
Date of Review

[Signature]
Chair CCCC Board of Regents (as appropriate) 11/20/18
Date of Review