NAPTA Winter Meeting

February 24, 2025

Introduction

Welcome Message

Agenda Overview

- Maximize Hands-on time in labs
- Align and Standardize Courses
- Implementing Continuous Improvement

Maximize Hands-On Time in Labs

Online Lecture & Onsite Testing utilizing LMS capabilities.

Weekly Onsite Lab Attendance

Skills Trainers utilized for onsite labs and skills development.

Maximize Hands-On Time in Labs **Lecture & Testing - Utilization of LMS**

- Embrace Technology
  - Panopto (Online Lecture Videos) - Standardization for all classes
    - One set of lecture videos for each course section.
    - Students take notes and submit / upload to LMS.
    - Ability to audit student's time in video online.
  - LMS (Utilization of capabilities (Canvas))
    - Homework, Lecture access / storage and submission of student work (assignments)
    - Testing in LockDown Browser
    - Capability to audit tests
    - Next Semester course is copy and paste via LMS (Canvas) with continuous improvement

Maximize Hands-On Time in Labs **Weekly Lab Attendance**

- On-Campus Labs: Mandatory attendance.
  - Review of homework and lecture content (questions)
  - Hands-on lab with onsite equipment
  - One lab day per week per course
- Consistency
  - Identical lesson plans for each course section
  - Online access to all lab lesson plans
  - Adjuncts teach with full time instructors

Maximize Hands-On Time in Labs **Skills Training and Assessments**

- Skills Development
  - Advisory recommendation on core skills
  - Skills trainers available for assessments
  - Skills trainers utilized as needed for labs
  - Repeated skills/behaviors lessons each semester

Align & Standardize **Process Technology Documentation**

- Documentation
  - Utilizing SharePoint for **all** Process technology documentation.
  - All documentation accessible to entire staff
  - Examples:
    - Course Lesson Plans (continuous updates)
    - Equipment documentation: P&IDs, Eq. Specs., etc.
    - Course Syllabus
    - Procedures

Align & Standardize **Lesson Plans**

- Standardized Lesson Plans
  - One lesson plan per course per section
  - Lesson plans include materials needed, lecture, and lab itinerary
  - Links to handouts, skills procedures, assessments, and SLOs
  - Links to CSB safety videos, online content to support learning outcomes, equipment manufacturer videos.

Align & Standardize **Instructor Responsibilities**

- Course Leadership – Primary Instructor
  - Primary instructors are responsible for specific courses (all sections)
  - Ensure course content is up-to-date and follows program fundamentals (NAPTA guidelines, Advisory Board feedback, PTEC, etc.)
  - Section Instructors follow standardized lesson plans

Continuous Improvement
Feedback

- Feedback and Reviews
  - Minimum grade policy, attendance, PPE, and homework policies
  - Regular feedback from advisory board
  - Advisory board review of course content
- Alumni / Student Feedback
  - Current Student Feedback - Classroom
  - Utilizing Facebook to obtain Alumni feedback
  - Alumni / Advisory Board members encouraged in classroom participation (SMEs)

Continuous Improvement
Regular Instructor Meetings

- Knowledge Carryover
  - Discuss student knowledge carryover
  - Repetition of subject material – knowledge retention
- Grade Level Communication
  - Ensure students are prepared for next set of classes
  - Schedule instructors to teach below and above their primary course as possible

Continuous Improvement **Innovative Ideas**

- Think Outside the Box
  - Combine chemistry and physics to free up lab time
  - Internal audit team reviews of curriculum
  - Implementation of Process Technology Executive Committee
    - Manage overall Process Technology program
    - Oversee scheduling of courses / instructors
    - Ensure repetition of course material and skills throughout program – student knowledge retention

Conclusion

Question and Answer