JEFFERSON DAVIS COMMUNITY COLLEGE
GUIDELINES PROGRAM REVIEW REPORT AND PORTFOLIO
FIVE-YEAR PROGRAM REVIEW PORTFOLIO

PROGRAM: Upholstery

DIVISION: Technical

CIP CODE: 48303

TYPE OF CERTIFICATE: Long Certificate in Upholstery

CREDIT HOURS REQUIRED: 51 Credit Hour Certificate

DATE OF THIS REPORT: SPRING 2007

PERIOD OF YEARS BEING REVIEWED: Fall 2001 – Summer 2006

I. Overview of the Program

A. Description of the program purpose.

The Upholstery program equips the student with the necessary skills and knowledge so that the individual may be gainfully employed in the upholstery industry. Students will learn about the history and styles of furniture; installing, repairing, arranging and securing springs; filler, padding, and covering materials; pattern-making, cutting, sewing and trimming; outside coverings; cushion filling; styling and designing; and tufting and buttoning; and wood refinishing.

B. How is the JDCC Expanded Statement of Purpose reflected in your program?

The Upholstery purpose supports the JDCC college goal statement of providing: Technical, vocational, and career education to prepare students for employment, retrain existing employees, and promote local and state economic development and competitiveness.
II. Program Enrollment

A. Compare the student enrollment over the last five years. Please discuss any significant changes—increases or decreases.

The enrollment over the last five years remained constant. There are no significant increases or decreases.

**Student Profile by Day Classes**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Total # Student</td>
<td>25</td>
<td>28</td>
<td>32</td>
<td>27</td>
<td>27</td>
</tr>
<tr>
<td>Male</td>
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<td>28</td>
<td>32</td>
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<td>27</td>
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<td>Hispanic</td>
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<td>0</td>
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<tr>
<td>Asian</td>
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<tr>
<td>Other</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

*Note: Numbers reflect unduplicated headcounts for each academic year. Reports printed from the Registrar's office are printed from student history after purged reports have been submitted to post-secondary. These numbers are calculated per semester. The Registrar's reports provide headcounts and credit hour production for the entire academic year, broken down by each semester. Also included in this review are copies of reports provided by the Director of Financial Aid, which provides unduplicated headcounts for the academic year.*
<table>
<thead>
<tr>
<th>Items Reviewed</th>
<th>Year of Review</th>
<th>Year of Review</th>
<th>Year of Review</th>
<th>Year of Review</th>
</tr>
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<tbody>
<tr>
<td>Total # Student</td>
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<td></td>
<td></td>
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<tr>
<td>Male</td>
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<tr>
<td>Female</td>
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<tr>
<td>White</td>
<td>NON APPLICABLE</td>
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<td>Black</td>
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<td>Native Americans</td>
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<td>Hispanic</td>
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<tr>
<td>Asian</td>
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<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>
B. Enrollment Limitations

1. Does your program have a limit on number of students due to faculty, facilities, equipment, etc?  X Yes  ___ No

   Lack of program assignment by the Department of Corrections job board.

   Is the program at maximum capacity:  ___ Yes  X No

   Student numbers are controlled by the Alabama Department of Corrections and affected by the prison inmate transfer process within the system.

2. How can your program address new audiences?

   The Upholstery program is offered only at the correctional site at this time. The Department of Corrections does not allow evening classes, distance learning, or continuing education classes to inmate students.
III. Focus on Support

A. Technology

See Appendix A

<table>
<thead>
<tr>
<th>Year</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>None</td>
<td>Smart Classroom</td>
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</tbody>
</table>

Needs:
None

B. Facilities and Equipment

<table>
<thead>
<tr>
<th>Year</th>
<th></th>
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<tbody>
<tr>
<td>None</td>
<td>Added (2) new type of sewing machines</td>
</tr>
</tbody>
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Needs:
None

C. Learning Resources

<table>
<thead>
<tr>
<th>Year</th>
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<tbody>
<tr>
<td>None</td>
<td>Set of Upholstery and Lab Procedures CD’s on Furniture and Automobile upholstery</td>
</tr>
</tbody>
</table>
D. Marketing and Public Relations

1. Review all printed information about your program in the college catalog.

Program information contained in the 2006-2007 JDCC Catalog was reviewed as part of the “Program Review Process” and is current and accurate.

Information reviewed on these pages included the program description, degree plan, and course descriptions.

2. Review of Web Site Developed for Your Program

The JDCC Technical Division web page lists Doug Barnes as division instructor. A hyperlink from the instructors name leads to the upholstery program web page.

See attached copy of Web Page

E. Support Services

Information regarding the JDCC technical programs offered at the Holman Correctional site is posted at the facility for inmates to review. An inmate can then submit a request to enter a program to the Department of Corrections Job Board. The board determines if the student meets the criteria for the program and either grants or denies permission for the student to register in the selected program. If the prospective student receives permission from the Job Board to enter the program they are then brought to the JDCC program instructor to initiate the registrations process

F. Resources, Budget – See Appendix B

JDCC receives 1.4 million dollars per year from the State of Alabama to offer technical programs to the inmates on both the Fountain and Holman campus sites. These funds are also supplemented by the Carl Perkins funds. The annual upholstery budgets for the 5-year program review cycle are included in the Program Portfolio. The budget does meet the program needs.
G. What additional data that is currently not available would have been helpful to effectively evaluate this area of the program?

None

IV. Learning Outcomes Assessments

During this 5-year review cycle (2001-2006) the upholstery program has participated in a college wide endeavor to move program outcomes from being process oriented to student learning oriented. The annual outcomes for each of the program review years are attached.

Beginning with the 2004-2005 academic year JDCC adopted a 5-column model to record Program Student Learning Outcomes. The upholstery outcomes are written in student learning outcome format and contain a means of assessment including a metric benchmark for success. The program has documented use of results in the appropriate column.
4.2.2: Upholstery

Goal 4.2.2a  
To offer a program of study that will prepare the student for employment in the upholstery industry.

Objective:  
Upon completion of the upholstery program the student will be able to:
- Identify and operate the hand tools, and special equipment properly.
- Demonstrate good safety habits.
- Strip frame, remove and replace broken parts, re-web, set the tie springs, edge and burlap, and pad and stuff to the standards set by the instructor.
- Measure, record, chart, and match patterns.
- Cover all surfaces by practical application.
- Do tufting, buttoning, pipe channeling, paneling, gimping, and skirtng
Upholster any job within a specified period of time, which will vary according to size, makeup and material or fabric.

Effectiveness Standard:  
80% of the graduates will be able to upholster furniture with 95% accuracy.

Performance Measure:  
Written, oral, and practical exams

Assessment Results:  
All graduates were able to perform entry-level employment tasks with 95% accuracy.

Use of Results:  
Continue methods of instruction, including lab projects. New ideas and methods of teaching will be integrated into the program as new equipment is purchased.

4.2.3: Air Conditioning and Refrigeration

Goal 4.2.3a  
To prepare students for entry level employment in the air conditioning and refrigeration field.

Objective:  
Student successfully completing the air conditioning/refrigeration program will be able:
- To apply shop safety rule and procedures
- To bend, fit, soft solder and braze the type of tubing
- To repair and service basic compression refrigeration
- To troubleshoot and perform basic electrical work and repair/replace electrical components
- To draw basic schematic wiring diagrams
- To adjust, test, install, service and repair window air conditioners

Effectiveness Standard:  
80% of the graduates will attain entry-level employment

Performance Measure:  
Practical application, oral and written exams

Assessment Results:  
80% are employed in the field of air conditioning or a related field.

Use of Results:  
Placement of graduates will become a priority. A closer relationship with employers will be a priority as well.

Goal 4.2.3b.  
To provide an ACR program that enables students to acquire advanced skills that will enhance employment opportunities.

Objectives:  
The student will be able:
- To install, service and repair residential, commercial and industrial air conditioners.
- To install, service and repair electrical and gas heating.
- To install, service and repair heat pumps, solar and hydroponics.
- To install, service and repair special systems (ice machines, water coolers, and dehumidifiers).
Institutional Effectiveness
Evaluation and Use of Results
2001-2002

Upholstery

Goal: To offer a program of study that will prepare the student for employment in the upholstery industry.

Objective: To identify and operate the hand tools, and special equipment properly.

To demonstrate good safety habits.

To strip frames, remove and replace broken parts, re-web, set and tie springs, edge-roll, and apply burlap and pad and stuff to the standard set by the instructor.

To upholster automobile seats, boat seats, and will have the knowledge of other parts of an automobile.

Effectiveness Standard: Eighty percent of the graduates will be able to upholster projects with ninety five percent accuracy.

Performance Measure: Written, oral, and practical exams.

Assessment of Results: In viewing the above graduates records eighty percent will be able to complete their project with ninety five percent accuracy.

Use of Results: Because the students are meeting the objectives of the upholstery program. I will continue the process above as I seek for new ways to improve.
### 2002-2003 Evaluation and Use of Results

<table>
<thead>
<tr>
<th>Effectiveness Standard</th>
<th>Performance Measure</th>
<th>Assessment of Results</th>
<th>Use of Results</th>
<th>Objective</th>
<th>Effectiveness Standard</th>
<th>Performance Measure</th>
<th>Assessment of Results</th>
<th>Use of Results</th>
<th>Objective</th>
<th>Effectiveness Standard</th>
<th>Performance Measure</th>
<th>Assessment of Results</th>
<th>Use of Results</th>
<th>Objective</th>
<th>Effectiveness Standard</th>
<th>Performance Measure</th>
<th>Assessment of Results</th>
<th>Use of Results</th>
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</thead>
<tbody>
<tr>
<td>Eighty percent of the students will pass two of the three codes, (AWS D1-1, API 1104, or ASME sec. IX) used by local employers, by the way of actual welding tests.</td>
<td>Results from certification certificates awarded.</td>
<td>Ninety percent of the students passed two of the three codes, (AWS D1-1, API 1104, or ASME sec. IX) used by local employers.</td>
<td>To develop a new goal for the 2003-04 program year.</td>
<td>The student will display adequate skills in the SMQW, GMAW, and GTAW processes that will enable them to meet entry-level standards for employment.</td>
<td>Eighty-five percent of the students will become familiar with a demonstrate skills used to correctly manipulate the three basic welding processes used by local employers.</td>
<td>Results will be obtained by lab and oral exams.</td>
<td>Ninety percent of the students passed the SMAW and GMAW processes. Seventy-five percent of the students passed the GTAW.</td>
<td>More instruction will be focused on the GTAW processes.</td>
<td>The student will design projects by use of blueprints and welding symbols.</td>
<td>Eighty-five percent of the students will pass the instructor's exam on projects and will show moderate proficiency in interpretation of blueprint and symbol identification.</td>
<td>Result from written and practical exams, plus actual grading on project itself by instructor.</td>
<td>Ninety percent of the students passed the instructor's exam on projects and will showed moderate proficiency in interpretation of blueprint and symbol identification.</td>
<td>No changes will be made at this time.</td>
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</tbody>
</table>

**Upholstery**

**Goal 4.1.23:**

To offer a program of study that will prepare the student for employment in the upholstery industry.

**Objectives:**

- To identify and operate the hand tools, and special equipment properly.
- To demonstrate good safety habits.
- To strip frames, remove and replace broken parts, re-web, set and tie springs, edge-roll, and apply burlap and pad and stuff to the standard set by the instructor.
- To upholster automobile seats, boat seats, and will have the knowledge of other parts of an automobile.

**Effectiveness Standard:**

Eighty percent of the graduates will be able to upholster projects with ninety-five percent accuracy.
Performance Measure: Written, oral and practical exams.

Assessment of Results: In viewing the above graduate's records and the present circumstances, they continue to improve at the expected rate.

Use of Results: I will continue the process stated above as I seek for new ways to improve the upholstery program.
# 2003-2004 Student Learning Outcomes

## Upholstery

**Mission Statement:** Jefferson Davis Community College seeks to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life for the people of the State of Alabama.

**Goal Statement:** Technical, vocational, and career education to prepare students for immediate employment, retrain existing employees, and promote local and state economic development and competitiveness.

<table>
<thead>
<tr>
<th>Program Intended Educational Outcomes</th>
<th>Means of Program Assessment and Criteria for Success</th>
<th>Summary of Data Collected</th>
<th>Use of Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates of the upholstery program will communicate effectively, both orally and in writing.</td>
<td>80% of the students completing UPH 111: Upholstery Fundamentals and Design will receive a grade of 75% or better on a: a. written work order estimate b. oral report on the progress of a project under construction.</td>
<td><strong>EQA met</strong> The upholstery program serves the learning needs of students enrolled in the correctional program on the Holman Prison campus. Department of Corrections Security policies do not allow for live work project estimates to be completed by correctional students. Faculty has determined the students can demonstrate written communication skills by completing a mock “Work Order Estimate” for an instructor assigned project. Faculty utilizes 1:1 observation as the primary tool to evaluate student communication competency. It was decided that a written grading tool for both the written work order estimate and the oral report on the progress of a project would increase the objectivity of the process.</td>
<td>Continue with current PSLO. The Means of Assessment and Criteria for Success will be revised for the 2004-2005 reporting period to read as follows: According to a given grading tool, 80% of the graduates completing UPH 111: Upholstery Fundamentals and Design will receive a grade of 75% or better on a: a) mock written “Work Order Estimate” b) oral report on the progress of a project under construction. The written grading tools for these two assignments will be developed and utilized by faculty beginning with Fall 2004.</td>
</tr>
<tr>
<td>Graduates of the upholstery program will be technically proficient.</td>
<td>At the end of the final term 80% of the graduates will complete 2 upholstery projects within a given period of time with 95% accuracy.</td>
<td><strong>ELA met</strong> Faculty utilizes 1:1 observation as the primary tool to evaluate student competency. It was decided that a written competency task list would increase the objectivity of the process.</td>
<td>Continue with current PSLO. The Means of Assessment and Criteria for Success will be revised for the 2004-2005 reporting period to read as follows: At the end of the final term, utilizing a given task list, 80% of the graduates will complete 2 upholstery projects within a given period of time with 100% accuracy. This list will be developed by faculty and utilized beginning with Fall 2004.</td>
</tr>
<tr>
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<tr>
<td><strong>ELA met</strong> Graduating student surveys included positive comments regarding both program and instructor.</td>
<td>Continue to monitor outcome results</td>
<td></td>
<td></td>
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</tbody>
</table>
2005-2006 Student Learning Outcomes

Upholstery

Mission Statement: Jefferson Davis Community College seeks to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life for the people of the State of Alabama.

Goal Statement: Technical, vocational, and career education to prepare students for immediate employment, retrain existing employees, and promote local and state economic development and competitiveness.

<table>
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<tr>
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<th>Means of Program Assessment and Criteria for Success</th>
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<th>Use of Results</th>
<th>Program Intended Educational Outcomes</th>
<th>Means of Program Assessment and Criteria for Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Graduates of the upholstery program will communicate effectively.</td>
<td>According to a given grading tool, 100% of the graduates completing UPH 111: Upholstery Fundamentals and Design will receive a grade of 75% or better on a: 1a. Mock written “Work Order Estimate” 1b. Oral report on the progress of a project under construction</td>
<td>A grading tool to assess the oral presentation will be developed. The tool will be implemented fall 2006.</td>
<td>1. Graduates of the upholstery program will communicate effectively. 1a. Mock written “Work Order Estimate” 1b. Oral report on the progress of a project under construction</td>
<td>According to a given grading tool, 100% of the graduates will receive a grade of 75% or better on a: 1a. Mock written “Work Order Estimate” 1b. Oral report on the progress of a project under construction</td>
<td></td>
</tr>
<tr>
<td>2. Graduates of the upholstery program will upholster basic furnishings.</td>
<td>According to a given grading tool, 100% of the graduates completing UPH</td>
<td>A computer, projector, and screen have been purchased to enhance instructional delivery</td>
<td>2. Graduates of the upholstery program will upholster basic furnishings.</td>
<td>According to a given grading tool, 100% of the graduates will receive a grade of 75%</td>
<td></td>
</tr>
<tr>
<td>111: Upholstery Fundamentals and Design will receive a grade of 75% or better on:</td>
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</tr>
</tbody>
</table>
| 2a. Locally developed exams. | and to increase students' understanding of basic upholstery. 

| 2b. Project evaluation using a checklist. | 2b. All graduates demonstrated the ability to upholster basic furnishing with 75% accuracy as measured on locally developed exams. |

| 3. Graduates of the upholstery program will feel prepared to enter the workforce. | 3. 80% of the graduates will indicate on the Graduating Student Survey that they “agree” or “strongly agree” with the statement, “I am prepared to enter the workforce.” |

| 100% of the graduates reported that they “agree” or “strongly agree” with the statement, “I am prepared to enter the workforce.” | Student Support Services will continue to collect pertinent assessment data. |

| 3. Graduates of the upholstery program will feel prepared to enter the workforce. | 3. 80% of the graduates will indicate on the Graduating Student Survey that they “agree” or “strongly agree” with the statement, “I am prepared to enter the workforce.” |

| 4. Graduates will demonstrate proper work ethic. | According to a given grading tool, 100% of the graduates completing UPH 111: Upholstery Fundamentals and Design will receive a grade of 75% or better |

| Videos will be purchased to increase students' understanding of proper work ethics. | 4. Graduates will demonstrate proper work ethic. |

| According to a given grading tool, 100% of the graduates will receive a grade of 75% or better on a: | 4a. Locally developed exams. |

<p>| 2a. Locally developed exams. | 2b. Project evaluation using a checklist. |</p>
<table>
<thead>
<tr>
<th>on:</th>
<th>4a. Locally developed exams.</th>
<th>4a. 100% of the graduates demonstrated the proper work ethic with 75% accuracy as measured by observations using a checklist.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4b. Work Ethic observation using a checklist.</td>
<td>4b. 100% of the graduates demonstrated the proper work ethic with 75% accuracy on locally developed exams.</td>
<td>4b. Project Evaluation using a checklist.</td>
</tr>
</tbody>
</table>
### 2004-2005 Student Learning Outcomes

**Upholstery**

**Mission Statement:** Jefferson Davis Community College seeks to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life for the people of the State of Alabama.

**Goal Statement:** Technical, vocational, and career education to prepare students for immediate employment, retrain existing employees, and promote local and state economic development and competitiveness.

<table>
<thead>
<tr>
<th>Program Intended Educational Outcomes</th>
<th>Means of Program Assessment and Criteria for Success</th>
<th>Summary of Data Collected</th>
<th>Use of Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates of the upholstery program will communicate effectively, both orally and in writing.</td>
<td>According to a given grading tool, 80% of the graduates completing UPH 111: Upholstery Fundamentals and Design will receive a grade of 75% or better on a: • mock written “Work Order Estimate” • oral report on the progress of a project under construction</td>
<td>Students received a grade of 80% or better</td>
<td>I will continue to use these learning tools as I look for ways to improve</td>
</tr>
<tr>
<td>Graduates of the upholstery program will be technically proficient.</td>
<td>At the end of the final term, utilizing a given task list, 80% of the graduates will complete 2 upholstery projects within a given period of time with 100% accuracy.</td>
<td>Graduates will continue to Complete 2 upholstery projects a within a given period of time</td>
<td>I will continue this process while working to help them to be more productive</td>
</tr>
<tr>
<td>Graduates of the upholstery program will feel prepared to enter the workforce.</td>
<td>80% of the graduates will indicate on the Graduating Student Survey that they “agree” or “strongly agree” with the statement, “I am prepared to enter the workforce.”</td>
<td>same</td>
<td>Same or better</td>
</tr>
</tbody>
</table>
2005-2006 Student Learning Outcomes

Commercial Food Service

Mission Statement: Jefferson Davis Community College seeks to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life for the people of the State of Alabama.

Goal Statement: Technical, vocational, and career education to prepare students for immediate employment, retrain existing employees, and promote local and state economic development and competitiveness.

<table>
<thead>
<tr>
<th>Program Intended Educational Outcomes</th>
<th>Means of Program Assessment and Criteria for Success</th>
<th>Summary of Data Collected</th>
<th>Use of Results</th>
<th>2006-2007 Program Intended Educational Outcomes</th>
<th>Means of Program Assessment and Criteria for Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Graduates of commercial food service program will demonstrate safe practice procedures for the prevention of food poisoning.</td>
<td>1a. At the close of their final course, utilizing an ACF based task list, 100% of graduates will observe and apply safe practice procedures in the preparation and presentation of the food for an assigned project with 90% accuracy.</td>
<td>1a. All graduates scored 90% or better on their ACF based task list on safe practice procedures.</td>
<td>The task list has been revised to more accurately measure safe practice procedures.</td>
<td>1. Graduates of commercial food service program will demonstrate safe practice procedures for the prevention of food poisoning.</td>
<td>1a. Utilizing an ACF based task list, 100% of graduates will observe and apply safe practice procedures in the preparation and presentation of the food for an assigned project with 90% accuracy.</td>
</tr>
<tr>
<td></td>
<td>1b. 100% of graduates will observe and apply safe practice procedures in the preparation and presentation of food with 90% accuracy as measured by locally developed exams.</td>
<td>1b. All graduates scored 90% or better on local exams covering the safe practice procedures in the preparation and presentation of food.</td>
<td></td>
<td>1b. 100% of graduates will observe and apply safe practice procedures in the preparation and presentation of food with 90% accuracy as measured by locally developed exams.</td>
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<tr>
<td>2</td>
<td>2a. At the close of their final course, utilizing an ACF based task list, 100% of graduates will observe and apply safe practice procedures in the preparation and presentation of the food for an assigned project with 90% accuracy.</td>
<td>2a. 36% of graduates scored 90% or above on the ACF checklist when completing their assigned project.</td>
<td>2a. The task list has been revised to more accurately measure students’ ability to observe and apply safe practice procedures in the preparation and presentation of food for an assigned project.</td>
<td>2a. Utilizing an based task list, 100% of graduates will observe and apply safe practice procedures in the preparation and presentation of the food for an assigned project with 90% accuracy.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2b. 100% of graduates will observe and apply safe practice procedures in the preparation and presentation of food with 90% accuracy as measured by locally developed exams.</td>
<td>2b. Exams were not developed to measure safe practice procedures in the preparation and presentation of food.</td>
<td>2b. Mini quizzes have been developed to measure students’ knowledge of safe practice procedures.</td>
<td>2b. 100% of graduates will observe and apply safe practice procedures in the preparation and presentation of food with 90% accuracy as measured by locally developed exams.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3a. 100% of graduates will prepare food based on the American Dietary Guidelines with 80% accuracy as measured by observation utilizing a checklist.</td>
<td>3a. Students were not measured using the checklist. A checklist has not been developed to measure students’ ability to prepare food based on the American Dietary Guidelines.</td>
<td>3a. A checklist has been developed to measure students’ ability to prepare food based on the American Dietary Guidelines.</td>
<td>3a. 100% of graduates will prepare food based on the American Dietary Guidelines with 80% accuracy as measured by observation utilizing a checklist.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3b. 100% of graduates will prepare food based on the American Dietary Guidelines with 80% accuracy on project evaluation.</td>
<td>3b. Project evaluations were not used to measure students’ ability to prepare food according to the American Dietary Guidelines.</td>
<td>3b. Project evaluations have been developed to measure students’ ability to prepare food according to the American Dietary Guidelines.</td>
<td>3b. 100% of graduates will prepare food based on the American Dietary Guidelines with 80% accuracy on project evaluation.</td>
<td></td>
</tr>
<tr>
<td>#:</td>
<td>Dietary Guidelines.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>-----</td>
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</tr>
<tr>
<td>4.</td>
<td><strong>Graduates of the commercial food service program will feel prepared to enter the workforce.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td><strong>80% of graduates will indicate on the Graduating Student Survey that they agree” or” strongly agree” with the statement, “I am prepared to enter the workforce.”</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td><strong>100% of graduates indicated on the Graduating Student Survey that they agree” or” strongly agree” with the statement, “I am prepared to enter the workforce.”</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Student Support Services will continue to collect pertinent assessment data.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td><strong>Graduates of the commercial food service program will feel prepared to enter the workforce.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td><strong>80% of graduates will indicate on the Graduating Student Survey that they agree” or” strongly agree” with the statement, “I am prepared to enter the workforce.”</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
V. Student Success

A. Graduates and Completes
List graduates and completer rates for last five years

See Appendix C

Student Profile for Graduates, positive leavers, alternate completers

<table>
<thead>
<tr>
<th>Year of Review</th>
<th>Total Students</th>
<th># Graduates*</th>
<th>#Positive Leavers**</th>
<th>#Alternate Completers***</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001-2002</td>
<td>25</td>
<td>6</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2002-2003</td>
<td>28</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2003-2004</td>
<td>32</td>
<td>9</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2004-2005</td>
<td>27</td>
<td>7</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2005-2006</td>
<td>27</td>
<td>2</td>
<td>6</td>
<td>0</td>
</tr>
</tbody>
</table>

*Graduate-individual who exits a career/technical program having successfully completed all requirements for program graduation or completion.

**Positive Leaver-leaver who has accomplished his or her goal for program enrollment.

***Alternate completer-individual who meets alternate completer criteria established in program viability legislation (complete 15 semester hours in-field and working full-time in field.)

Note: The information on the reports from the Registrar’s office has conflicting information. Report (SHSGS) indicates a total of 32 graduates and Report (SHPFI) indicates a total of 36 students graduating or positive leavers.

B. List results of graduate surveys for last five years

See Appendix D

C. What additional data that is currently not available would have been helpful to effectively evaluate this area of the program?

None
### GRADUATING STUDENT SURVEY

**Upholstery**  
Summer & Fall 2003  
Total – 3

*A = Agree  D = Disagree  NA = Not applicable or do not have an opinion*

<table>
<thead>
<tr>
<th>Statement</th>
<th>A</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>After completing my vocational/technical program, I am prepared to enter the workforce.</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>My vocational/technical program activities and labs helped me to achieve my educational goals.</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>My vocational/technical program’s facilities and equipment were acceptable to prepare me to enter the workforce.</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>I have appropriate technology skills needed for transfer or for the workforce.</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>I am satisfied with the quality of instruction received.</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>
# GRADUATING STUDENT SURVEY

**Upholstery**

2004-2005  
Total - 07

\[SA = \text{Strongly Agree} \quad A = \text{Agree} \quad D = \text{Disagree} \quad SD = \text{Strongly D}\]

<table>
<thead>
<tr>
<th>Statement</th>
<th>SA</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>After completing my vocational/technical program, I am prepared to enter the workforce.</td>
<td>43%</td>
<td>57%</td>
</tr>
<tr>
<td>My vocational/technical program activities and labs helped me to achieve my educational goals.</td>
<td>43%</td>
<td>57%</td>
</tr>
<tr>
<td>My vocational/technical program's facilities and equipment were acceptable to prepare me to enter the workforce.</td>
<td>57%</td>
<td>43%</td>
</tr>
<tr>
<td>I have appropriate technology skills needed for transfer or for the workforce.</td>
<td>57%</td>
<td>43%</td>
</tr>
<tr>
<td>I am satisfied with the quality of instruction received.</td>
<td>86%</td>
<td>14%</td>
</tr>
</tbody>
</table>
### GRADUATING STUDENT SURVEY

**Upholstery**

2005-2006  
Total: 03

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*S* = *Strongly Agree*  
*A* = *Agree*  
*D* = *Disagree*  
*SD* = *Strongly Disagree*

---

<table>
<thead>
<tr>
<th>Statement</th>
<th>SA</th>
<th>A</th>
<th>D</th>
<th>SD</th>
</tr>
</thead>
<tbody>
<tr>
<td>After completing my vocational/technical program, I am prepared to enter the workforce.</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>My vocational/technical program activities and labs helped me to achieve my educational goals.</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>My vocational/technical program's facilities and equipment were acceptable to prepare me to enter the workforce.</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>I have appropriate technology skills needed for transfer or for the workforce.</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>I am satisfied with the quality of instruction received.</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>
VI. Focus on Faculty and Staff

A. Demographics
The instructor for this program is qualified and aware of the requirements and skills needed to succeed in the field of upholstery.

Doug Barnes has an Associate in Science Degree in Religious Education. He has extensive background in the field of upholstery, which includes 20 plus years experience in the upholstery industry and 15 years teaching upholstery.

<table>
<thead>
<tr>
<th>YEAR OF REVIEW</th>
<th>FULL-TIME FACULTY</th>
<th>PART-TIME FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001-2002</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2002-2003</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2003-2004</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2004-2005</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2005-2006</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
B. Professional Activities

See Appendix E – resume and certificates

See attached instructor’s resume and professional development certificates of participation.

VII. Focus on Curriculum

A. Summary of Program Curriculum

See Appendix F – Degree Plan

See Appendix G – Course Description

B. Curricular Issues

See attached Upholstery syllabi. Appendix H

C. Scheduling

There is no flexibility in this area due to the uniqueness of the program site.

D. Innovations or Changes in Last Five Years

No Changes

E. What additional data that is currently not available would have been helpful to effectively evaluate this area of the program?

None
VIII. Focus on Community

A. Advisory Councils’ composition and input

See Appendix - I

Advisory committee meeting minutes for the 5-year program review cycle

B. Community Groups

Non-applicable for this program

C. Community Issues Related to Program

The annual Craft Committee Minutes document that upholstery graduates are in demand for the upholstery industry.

D. External Requirements or Considerations

Non-applicable

E. What additional data that is currently not available would have been helpful to effectively evaluate this area of the program?

None
APPENDIX- I

Craft Committee Minutes

Craft Committee Members: 1. Mr. Brad Peeler
Masco Fabrics Incorporated
P.O. Box 426
Birmingham, AL 35201
Ph # 1800-326-2726

2. Tom Tingle (Masco Fabrics)

3. Fred Chappell
Graham Fabrics and Supply
7395 Hy 45 North
Columbus, MS 39705
PH # 1800-647-1035

4. Joel Barnes
Southern Upholstery
2709 Fredric Road
Opelika, AL 36801
PH # 1-334-749-1660

Purpose: To update upholstery industry needs and changes and make plans for next meeting.

Concerns Addressed: 1. The need for more skilled upholsterers.

2. The changes in the upholstery industry.

3. The need to help student who were paroled.

4. We agreed to stay in touch by telephone or e-mail to help keep us informed and updated on industry needs and changes. We have also agreed to try to meet at the community craft community meeting with other craft members as well as some college administrators.
Contacted by phone: Joel Barnes, Tom Tingle, Fred Chapel, Brad Peeler

Purpose: Make plans for next meeting, address concerns and changes related to students, instructors, and industry needs and demand.

The topics of discussion were as follows:

1. The need for more skilled upholsters.
   A. We talked about placing incarcerated students in state industry.

11. We addressed changes in industry.
   A. Updated equipment.
   B. Price increases.
   C. High demand areas in upholstery.

111. Next meeting.
   A. Where we are going to meet.
   B. Who would be responsible for where and when we meet.
   C. We talked about visiting industry.
Craft Committee Minutes
Oct. 2003-2004

Craft Committee Members: 1. Mr. Brad Peeler
Masco Fabrics Incorporated
P.O. Box 426
Birmingham, AL 35201
Ph # 1800-326-2726

2. Tom Tingle (Masco Fabrics)

3. Fred Chappell
Graham Fabrics and Supply
7395 Hy 45 North
Columbus, MS 39705
PH # 1800-647-1035

4. Joel Barnes
Southern Upholstery
2709 Fredric Road
Opelika, AL 36801
PH # 1-334-749-1660

Purpose: To update upholstery industry needs and changes and make plans for next meeting.

Concerns Addressed: 1. The need for more skilled upholsters.

2. The changes in the upholstery industry.

3. The need to help student who where being paroled.

4. We agreed to stay in touch by telephone or e-mail to help keep us informed and updated on industry needs and changes. We have also agreed to try to meet at the community craft community meeting with other craft members as well as some college administrators.

5. The various prices of cost to upholstery furniture.

6. The changes in Equipment.
Craft Committee Minutes
Oct. 2002-2003

Craft Committee Members: 1. Mr. Brad Peeler
Masco Fabrics Incorporated
P.O. Box 426
Birmingham, AL 35201
Ph # 1800-326-2726

2. Tom Tingle (Masco Fabrics)

3. Fred Chappell
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4. We agreed to stay in touch by telephone or e-mail to help keep us informed and updated on industry needs and changes. We have also agreed to try to meet at the community craft community meeting with other craft members as well as some college administrators.

5. The various prices of cost to upholstery furniture.
Contacted by phone: Joel Barnes, Tom Tingle, Fred Chapel, Brad Peeler

Purpose: Make plans for next meeting, address concerns and changes related to students, instructors, and industry needs and demand.

The topics of discussion were as follows;

1. The need for more skilled upholsters.
   A. We talked about placing incarcerated students in state industry.
   B. We talked about Fabric imports.

11. We addressed changes in industry.
    A. Updated equipment.
    B. Price increases.
    C. High demand areas in upholstery.

111. Next meeting.
    A. Where we are going to meet.
    B. Who would be responsible for where and when we meet.
    C. We talked about visiting industry.
IX. Summary

The past program review recommendations is attached.

A. Program Achievements, Progress Made Since Last Review
   1. Major achievements, changes, implementations, progress made since the time of the last review.

   See Appendix - A

   The following items were purchased during the 2001-2006 review cycle.

   Smart Classroom Equipment
   Dell Optiplex GX280
   Dell Optiplex GX520
   (2) Sewing Machines
   Consew Sewing Machine
   1 Needle Unison Feed
   Sewing Machine TOYA8

   2. Discuss the recommendations for the previous program review and the action that has been taken

   See Appendix - J

   There was only one recommendation regarding: subcommittee suggested that additional documentation would be desirable.

   The 2001-2006 Upholstery Program Review includes documentation of suggested previous five year review recommendation.

B. Strengths

   - Unique student population and campus location.
   - Experienced and dedicated instructor

C. Challenges

   Difficult for many students to complete the program due to the correctional systems transfer process

   Challenge to meet the learning needs of student with poor computer skills.
X. Future Directions

A. Recommendations and plan for improving student learning/program.

a. Short Term (1 to 2 years)

- To increase program enrollment
- To increase the number of graduates

b. Long Term (Estimated time?)

- To continue to update equipment as needed.
- To update textbooks and other learning resources as needed.
- To improve upholstery lab working conditions by installing air conditioning as funds are available.
Additional supporting documentation is included in this program review. Program Review can be viewed in the Dean of Instruction’s Office.