

Curriculum Gap Analysis Management Plan

The goal is to perform one survey per semester (survey generally consists of three to six courses as appropriate).

1.0 Choose courses to survey

1.1 Evaluate number of courses taught by school and as a total across Consortium for Alabama Regional Center for Automotive Manufacturing (CARCAM) colleges.

1.2 Provide this information to CARCAM faculty and staff for review.

1.3 Open discussion to choose courses by consensus, grouping like courses when possible.

2.0 Survey and analysis instruments

2.1 Develop survey instrument for each course to be surveyed using existing Plans of Instruction (POIs). Ensure all POIs are updated to most current format.

2.2 Develop analysis spreadsheets to input data upon receipt.

3.0 Forward survey instruments to CARCAM Co-Principle Investigators (CoPIs) and Senior Team Members (STMs), CARCAM's Industry Advisory Committee (IAC), Alabama Automotive Manufacturing Association (AAMA) participants, and associated faculty.

3.1 CoPIs present survey to their program's Industry Advisory Committees, former students working in industry, and faculty member's familiar with courses.

3.1 CARCAM Center in conjunction with Department of Postsecondary Education (DPE)/Curriculum & Instruction Unit (CIU) administers surveys to CARCAM Industry Advisory Committee and AAMA participants.

4.0 Completed surveys

4.1 Collect Surveys via email, fax or US mail.

4.2 Evaluate surveys for completeness.

4.3 Input data into analysis spreadsheet.

4.4 Recheck entries against original survey for accuracy.

4.5 Compile all survey data into final report document for analysis.

4.6 Send document to CARCAM Staff and faculty for analysis and feedback.

5.0 Joint meetings for feedback review and response

5.1 Schedule meeting/s for feedback discussion

5.2 With each piece of feedback for each course surveyed, pose the following questions:

5.2.1 Is this feedback asking for a change in this course?

5.2.2 What needs to be changed?

5.2.3 If something is missing, is it taught in another course?

5.2.4 Is the suggested change appropriate for the students taking this course or should it be implemented elsewhere?

5.2.5 Will this change require other changes to be made to this course or other courses?

5.3 After discussion, decide by consensus whether a change is warranted. If so move on to step 6.0. If no change is to be made go to 5.4

5.4 If no change is to be made, discuss appropriate response to the feedback with rationale and fill in Action Taken block on summary report.

6.0 Make changes to courses as warranted.

6.1 Update POIs with new or updated information according to feedback and discussion of faculty members.

6.2 Once completed send POI to faculty for final review.

6.3 Post the completed POI on the Alabama Community College System web site in the AUT POI section.

6.4 Update Action Taken block on summary report.

7.0 Notify all affected colleges of curriculum changes.

8.0 Notify industry partners of response to their feedback.