

Instructional Program Review

CTE Program Mid-Term

CTE Program Name

Academic Year:

Authors:

Accepted by Academic Senate:

Accepted by Consultation Council:

Accepted by Governing Board:

Executive Summary

Advisory Committee Review

The program's CTE Advisory Committee adhered to AP4102 requirements and Title 5 Section 55600 et seq. by reviewing curriculum, certificates, and degrees in the last academic year and confirmed their relevance and current status. A copy of advisory committee meeting minutes is attached.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
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Job Market Assessment

In compliance with Title 5 Sections 78016 the program faculty have reviewed labor market data to ensure it meets current job market needs and standards.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
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Program Success

In compliance with Title 5 Sections 78016 the program faculty have reviewed the effectiveness of the program as measured by the employment and completion success of its students.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
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Attach course success rates graphics here

Lassen Community College
Comprehensive Curriculum Review Form for CTE IPR

Program Name: Automotive Technology

Course Name	Faculty Curriculum Review <i>If no changes were made, submit form to curriculum committee</i> <i>If changes were made, please follow course revision process</i>	Curriculum Committee reviewed <i>Date</i>
AT50	<input checked="" type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
AT54	<input checked="" type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
AT56	<input checked="" type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
AT60	<input checked="" type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
AT66	<input checked="" type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
AT68	<input checked="" type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
AT70	<input checked="" type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
AT72	<input checked="" type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025

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Comprehensive Curriculum Review Form for CTE IPR

	<input type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
AT74	X <input type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
AT80	X <input type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
AT82	X <input type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
AT84	X <input type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
	<input type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed Changes Made, <input type="checkbox"/> curriculum Revision needed	
	<input type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	
	<input type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	

Lassen Community College
Comprehensive Curriculum Review Form for CTE IPR

Programs	Faculty Program Review Completed	Curriculum Committee Program reviewed Completed
Associate in Science in Automotive Technology	X <input type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
Advanced Mechanics Engine Repair Certificate of Achievement	X <input type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
Basic Mechanics Certificate of Accomplishment	X No Changes Changes Made, Curriculum Revision Needed	10/7/2025
Electrical Certificate of Accomplishment	X No Changes Changes Made, Curriculum Revision Needed	10/7/2025
Automotive Chassis and Maintenance Certificate of Completion	X <input type="checkbox"/> No Changes Changes Made, <input type="checkbox"/> curriculum Revision needed	10/7/2025
	X No Changes Changes Made, Curriculum Revision Needed	
	X No Changes Changes Made, Curriculum Revision Needed	




Subject Area Faculty Signature

9/24/2025

Date

Lassen Community College
Comprehensive Curriculum Review Form for CTE IPR


Curriculum and Academic Standards Committee Chair Signature

Date

Mitchell Williams

10/8/2025

Dean of Instructional Services

Date

Meeting Minutes

Date: 2/21/2025 1600hrs

Location: Zoom / Trades 104 LCC

Attendees:

- Chris Haley (Automotive Instructor)
- Michelle Williams (Dean of CTE)
- Chad Lewis (Interim Dean of Instruction)
- Emily Avlin (Director of Employer Partnerships)
- Chris Johnson (General Manager, Susanville Ford Chrysler Dodge Jeep Ram)
- Sean Butterbock (Fleet Maintenance Mechanic and Inspector, US Forest Service)
- Wesley Gard (Former student/ Mechanic SEMSA)
- Cameron Howell General Manager O'Reilly
- Tiffany Lozano, Pathway Coordinator, North Far North Regional Consortium

Agenda:

1. Welcome and Introductions
2. Purpose and Function of the Advisory Committee
3. Curriculum Review and Proposed Changes
4. ASE Education Foundation and Compliance
5. Budget
6. Open Discussion and Industry Feedback
7. Adjournment

1. Welcome and Introductions

Chris Haley welcomed attendees and introduced himself as the new automotive instructor with 20 years of experience in the field.

Each attendee introduced themselves, sharing their role and connection to the automotive or educational field.

2. Purpose and Function of the Advisory Committee

Chris Haley reviewed the advisory board's function, emphasizing the role of committee members in providing industry feedback and supporting the curriculum.

He acknowledged valuable insights shared by industry representatives, particularly those from Chris Johnson and Sean Butterback and previous student Wesley Gard.

Haley highlighted the goal of exploring potential scholarships and job shadowing opportunities, and he mentioned positive feedback from students who have benefited from work-based learning.

3. Curriculum Review and Proposed Changes

Haley introduced changes in the curriculum Stating we had our new textbooks updated through corriculum and would be coming for use at the coming fall 2025 semester. He stated he dd not have the updated textbooks yet and that those would be sent out for review in our next Advisory meeting. Butterbock stated he was happy to see use going forward with task books to give better individual student assessment.

Haley Also asked for Input from the advisory committee in moving away from a ADOSS and looking into starting a diesel program. All members of the board felt that was a much better option and there was a large need for diesel mechanics. Butterbock spoke how his position at the Forest Service Could use many heavy diesel mechanics.

4. ASE Education Foundation and Compliance

Haley provided an update on ASE accreditation, which we are just waiting for the on-site inspection as the inspector keeps setting a date and canceling.

Sean Butterbock and Chris Johnson shared insights into their experience with ASE and emphasized its importance in professional development and job readiness.

5. Budget

Haley Provided an update on purchasing and is working on the IPR to include upcoming large purchases and to get some newer updated equipment installed. Williams also spoke about our budget and using strong workforce money and purchased new post lifts for the shop. Also, how grateful we are for the partnership we have with Susaville Auto center in donating two post lifts.

6. Open Discussion and Industry Feedback

Haley invited feedback on industry needs and trends. Chris Johnson highlighted a need for service advisors and suggested the potential for students to shadow or apprentice in these roles.

The committee discussed ways to further support students in diverse roles within the automotive industry, such as parts management, customer service, and repair documentation.

7. Adjournment

Haley thanked all participants for their input and collaboration, aiming to keep future meetings within a 40-45 minute timeframe.

The meeting adjourned with an open invitation for attendees to reach out with additional thoughts or follow-up questions.

Next Meeting: [Fall, 2025]