|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AP Full Official | | *Certificate of Achievement in Cabinet Making/ Furniture Making* | | |
| Campus | | Pohnpei Campus | AP Review Submission Date |  |
| Completed by | | Salba Silbanuz | AR Review Cycle | *AY- 2016-2018* |
| **Program Goals** | | | | |
| Program goals are broad statements concerning knowledge, skills, or values that the faculty members expect the graduating students to achieve. | | | | |
| Certificate of achievement in Cabinet making / Furniture making  Cabinet making/ Furniture making is a specialized trade within the building industry. The students will be introduced to the techniques and methodology of components involved in the construction of cabinet/furniture from working drawings, design, full size set outs, manufacturing, and installation of finished products.  **PROGRAM LEARNING OUTCOMES (PLOs):**  1. Identify safety and occupational health requirements in the Cabinet making/Furniture making industry.  2. Use specified hand and power tools competently in making products to given specifications.  3. Demonstrate competence in complete production process from plans to final finishing.  4. Interpret information from blue prints or drawings.  5. Participate in the Cabinet making/Furniture making trade. | | | | |
| Program History | | | | |
| This section describes the history of the program. This includes the date and reason of implementation, significant milestones in the development of the program, and significant current activities. | | | | |
| **B. Program History**  Certificate of achievement in Cabinet making / Furniture making  The Cabinetmaking/Furniture Making started spring 2002. There were only 2 students who enrolled for the program that semester.  Milestones:   * 2002 - The first course was offered with two students.   Students have been involved in building small projects such as (coffee tables, nail boxes, tool boxes, book selves, food storage cabinets, and etc…   * 2003 – Assist in instructing a wide range of courses in cabinet & furniture making courses * Assist in performing assessment activities in the cabinet and furniture making courses * Assist in developing teaching materials for the cabinet and furniture making courses * Assist in maintaining workshop, equipment, and tools for the cabinet and furniture making program * Assist in developing curriculum for the School-To-Work program, specifically in cabinet making * 2004-Construction of the Hospitality and Tourism Management Kitchen * Construction of the new Hospitality and Tourism Management office and Part- time Instructors’ office * Design and construct cabinets and shelves for the new study hall * Construction of shelves for Upward Bound * 2005- Removed the wood working machines from old carpentry shop to new carpentry shop and set them up * Built Tool cupboards and installed them in the new carpentry shop * 2006-Helped Construct the RAC shop * Removed the Cubicles from mechanic shop to the new electrical shop and set them up * Construction of the V8 * Helped construct the sidewalks and over hangs around the Mechanic and RAC shops * 2007- The students also build furniture to show during the Technology & Trade Exhibit * Construction of the Electronic shop and the T&T Office * 2009- Built shelves in the storage room * Built cabinets and shelves for the exhibits * Built shelves for the RAC shop and Mechanic shop * Built lockers for Electronic students and Mechanic students * Summer 2013- We built 8 dining table sets for COM-FSM dining hall, by using local woods (CANNON BALL TREE) * 2016- Established the advisory council, which will provide recommendations to ensure quality and delivery of training program are producing graduates equipped to function as entry-level tradesman; in their respective areas of study; recommending in establishing a workable system in placing graduates into the workplace. * 2017- Built 5 bunk beds for the residential hall (COM) * 2018- Built 2 dining table sets for residential hall | | | | |
| Program Description | | | | |
| The program description describes the program, including its organization, relationship to other programs in the system, program design, degree(s) offered, and other significant features of the program, such as elements/resources for forward-looking new program contributions to the state’s economy, or specialized program accreditation. | | | | |
| **C. Program Description**  Certificate of Achievement in Cabinet Making/ Furniture Making  Cabinet making/ Furniture making is a specialized trade within the building industry. The students will be introduced to the techniques and methodology of components involved in the construction of cabinet/furniture from working drawings, design, full size set outs, manufacturing, and installation of finished products. | | | | |
| Program Admission Requirements | | | | |
| This section describes the requirements for admission into the program and other requisites. | | | | |
| **D. Program Admission Requirements**  A student must be a high school graduate or GED certificate holder. Applicants must take the COM-FSM entrance test (COMET) and be accepted by the Admissions Board. Acceptance by the Admissions Board is based on the applicant’s score on the COMET and other criteria as defined by the Admissions Board. | | | | |
| Program Certificate/Degree Requirements | | | | |
| This section specifies the requirements for obtaining a certificate/degree in the program, including specific courses,, sequencing of courses, total credits, internships, practical, etc. | | | | |
| **E. Program Certificate Requirements**  *Program requirements:*  ***General Education Requirements:-----------14 credits***  MS 104 Technical Math I (4)   * *Pre-requisite: MS 094 or placed at MS 100 level for Math on COMET*   ESL 050 Technical English (3) or SS 100 World of Work (3)  CA 095 Computer literacy (3)  ***Technical Requirements:*** ***-----------21 credits***  VCF 104 Into. Cabinet/ furniture making (3)  VCF 110 Domestic Construction (3)  VCF 106 Plan Reading & Documentation (1.5)  VCF 114 Commercial Construction(3)  VCF 120 Workshop Administration (2)  VCF 132 Surface Preparation (3  VCF 124 Maintenance and Safe Use of Static Machines,  Power Tools and Equipment (4)  VSP 153A Industrial Safety (1.5)  ***Total credits requirements: 35 credits***  **Suggested Schedule**  **Fall Semester**  ESL 050 Technical English or SS 100 World of Work........... 3  MS 094 Technical Math I............................................................ 4  VCF 104 Intro. to cabinet/furniture making..............................3  VCF 110 Domestic Construction............................................... 3  VCF 106 Plan Reading & Documentation..................................1.5  VSP 153A Industrial Safety…………………………………1.5  16  **Spring Semester**  MS 104 Technical Math I.............................................................. 4  VCF 114 Commercial Construction............................................3  VCF 120 Workshop Administration........................................... 2  VCF 132 Surface Preparation....................................................... 3  VCF 124 Maintenance and Safe Use of Static Machines,  Power Tools and Equipment ………………………………(4)  16  **Summer Session**  CA 095 Computer Literacy......................................................... 3  BU 097 Intro. to entrepreneurship…………………………3  6 | | | | |
| Program Courses and Enrollment | | | | |
| This section lists courses offered in the program, including number of sections, course enrollment, section fill rates, and redundancy of courses across the institution. | | | | |
| **F. Program Courses and Enrollment**  Below are tables showing the program enrollment figures and number of sections:  Fall Semesters 2016-17 and Spring Semesters 2017-18   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Fall Semester | Number of students | Number of sections | Spring Semester | Number of students | Number of sections | | 2016 | 12 | 4 | 2017 | 8 | 4 | | 2017 | 8 | 4 | 2018 | 8 | 4 |   *Source: CA program data sheets Fall 2016-Spring 2018 IRPO.* | | | | |
| Program Faculty | | | | |
| This section reports the faculty of the program, including full-time and part-time faculty. The degrees held and rank are provided for the full-time and part-time faculty. Finally, provide the faculty student ratio for the program. | | | | |
| **G. Program Faculty**   1. Salba Silbanuz – Vocational Instructor   USDOL Journeyman Certificate in Building Maintenance and Repair  2. Alan Alosima – ------ Associate Professor  BSCE, Manuel S. Everga University, Philippines    *Source: COM-FSM Personnel Listing* | | | | |
| H. Program Indicators | | | | |
| This section provides the data for analyzing the extent to which the program has achieved the established outcomes and criteria. This is the most important part of the program review. The data that will be collected and evaluated are the following: | | | | |
|  | **1. Assessment of course student learning outcomes of program courses**  Number and Percentage of Students Scoring 70% or Higher on the Assessments   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Course & CSLO’s | Fall 2016 | Spring 2017 | Fall 2017 | Spring 2018 | | VCF 104 | N= 12 |  | N= 8 |  | | CSLO 1 | 12 (100%) |  | 8 (100%) |  | | CSLO 2 | 12 (100%) |  | 8 (100%) |  | | CSLO 3 | 12(100%) |  | 8 (100%) |  | | CSLO 4 | 12 (100%) |  | 8 (100%) |  | | CSLO 5 | 12(100%) |  | 8(100%) |  | | VCF 110 | N=12 |  | N= 8 |  | | CSLO 1 | 12 (100%) |  | 8 (100%) |  | | CSLO 2 | 12 (100%) |  | 8 (100%) |  | | CSLO 3 | 12 (100%) |  | 8 (100%) |  | | CSLO 4 | 12 (100%) |  | 8 (100%) |  | | CSLO 5 | 12 (100%) |  | 8 (100%) |  | | VCF 106 | N= 12 |  | N= 8 |  | | CSLO 1 | 12 (100%) |  | 8 (100%) |  | | CSLO 2 | 12 (100%) |  | 8 (100%) |  | | CSLO 3 | 12 (100%) |  | 8 (100%) |  | | CSLO 4 | 12 (100%) |  | 8 (100%) |  | | CSLO 5 | 12 (100%) |  | 8 (100%) |  | | VCF 114 |  | N= 10 |  | N= 8 | | CSLO 1 |  | 10 (100%) |  | 8 (100%) | | CSLO 2 |  | 10 (92%) |  | 8 (100%) | | CSLO 3 |  | 10 (92%) |  | 8 (100%) | | CSLO 4 |  | 10 (100%) |  | 8 (100%) | | CSLO 5 |  | 10 (100%) |  | 8 (100%) | | VCF 120 |  | N=10 |  | N=8 | | CSLO 1 |  | 10 (100%) |  | 8 (100%) | | CSLO 1 |  | 10 (100%) |  | 8 (100%) | | CSLO 1 |  | 10 (100%) |  | 8 (100%) | | CSLO 1 |  | 10 (100%) |  | 8 (100%) | | CSLO 1 |  | 10 (100%) |  | 8 (100%) | | VCF 132 |  | N=10 |  | N=8 | | CSLO 1 |  | 10 (100%) |  | 8 (100%) | | CSLO 2 |  | 10 (100%) |  | 8 (100%) | | CSLO 3 |  | 10 (100%) |  | 8 (100%) | | CSLO 4 |  | 10 (100%) |  | 8 (100%) | | CSLO 5 |  | 10 (100%) |  | 8 (100%) | | VCF 124 |  | N=10 |  | N=8 | | CSLO 1 |  | 10 (100%) |  | 8 (100%) | | CSLO 2 |  | 10 (100%) |  | 8 (100%) | | CSLO 3 |  | 10 (100%) |  | 8 (100%) | | CSLO 4 |  | 10 (100%) |  | 8 (100%) | | CSLO 5 |  | 10 (100%) |  | 8 (100%) | | VSP 153A | N=12 |  | N=11 |  | | CSLO 1 | 12 (100%) |  | 11 (100%) |  | | CSLO 2 | 12 (100%) |  | 11 (100%) |  | | CSLO 3 | 12 (100%) |  | 11 (100%) |  | | CSLO 4 | 12 (100%) |  | 11 (100%) |  | | CSLO 5 | 12 (100%) |  | 11 (100%) |  | | | | |
|  | **2. Assessment of program student learning outcomes**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Program Outcome** | **Assessment Strategy** | **Target** | **Fall Results** | **Spring Results** | | 1. Identify safety and occupational health requirements in the cabinet/furniture making |  | 70% of all the students registered in this program must pass this PSLO. | **Fall 2017**  8 out 8 students or 100% got a grade of "C" or better in the VCF\_110\_ CSLO3.  **Fall 2016**  12 out 12 students or 100% got a grade of "C" or better in the VCF\_104\_ CSLO1. |  | | 2. Use specified hand and power tools competently in making products specifications. |  | 70% of all the students registered in this program must pass this PSLO. | **Fall 2017**  8 out 8 students or 100% got a grade of "C" or better in the VCF\_104\_ CSLO5.  **Fall 2016**  12 out 12 students or 100% got a grade of "C" or better in the VCF\_110\_ CSLO3. |  | | 3. Demonstrate competence in completing production process from plans to final finishing. |  | 70% of all the students registered in this program must pass this PSLO. |  | **Spring 2018**  8 out 8 students or 100% got a grade of "C" or better in the VCF\_114\_ CSLO4.  **Spring 2017**  10 out 10 students or 100% got a grade of "C" or better in the VCF\_114\_ CSLO3 | | 4. Interpret information from blue prints or drawings. |  | 70% of all the students registered in this program must pass this PSLO. | **Fall 2017**  8 out 8 students or 100% got a grade of "C" or better in the VCF\_106\_ CSLO5.  **Fall 2016**  12 out 12 students or 93% got a grade of "C" or better in the VCF\_110\_ CSLO5. |  | | 5. Participate in the cabinet/ furniture making. |  | 70% of all the students registered in this program must pass this PSLO. |  | **Spring 2018**  8 out 8 students or 100% got a grade of "C" or better in the VCF\_114\_ CSLO5.  **Spring 2017**  10 out 10 students or 100% got a grade of "C" or better in the VCF\_114\_ CSLO3 | | | | |
|  | **3. Program enrollment (historical enrollment patterns, student credits by major)**  Enrollment by Major and Campus   |  |  | | --- | --- | | TERM | ENROLLMENT/PNI | | Fall 2016 | 22 | | Spring 2017 | 14 | | Fall 2017 | 14 | | Spring 2018 | 10 |   Students Credits by Major and Campus   |  |  | | --- | --- | | TERM | CREDITS/PNI | | Fall 2016 | 316 | | Spring 2017 | 185.5 | | Fall 2017 | 192.5 | | Spring 2018 | 106 |   Students Credits by Programs and Campus   |  |  | | --- | --- | | TERM | CREDITS/PNI | | Fall 2016 | 316 | | Spring 2017 | 192.5 | | Fall 2017 | 170 | | Spring 2018 | 106 |   *Source: IRPO Program Data Sheet for 2016-18* | | | |
|  | **4. Average class size**  Program Sections, Enrollment Ratio and Average Class Size   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Term | Section | Enroll Max | Enrollment | Enroll Ratio | Avg. Class Size | | Fall 2016 | 3 | 45 | 36 | 80.0% | 12.0 | | Spring 2017 | 4 | 60 | 40 | 66.7% | 10.0 | | Fall 2017 | 3 | 45 | 24 | 53.3% | 8.0 | | Spring 2018 | 4 | 60 | 32 | 53.3% | 8.0 |   *Source: IRPO Program Data Sheet for 2016-18* | | | |
|  | **5. Course completion rate**  Course Completion & Withdrawals (Majors)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Term | Students | ABCorP% | ABCDorP% | W\_% | | Fall  2016 | 21 | 85.7% | 85.7% | 33.3% | | Spring  2017 | 18 | 88.9% | 88.9% | 27.8% | | Fall 2017 | 23 | 95.7% | 95.7% | 21.7% | | Spring 2018 | 12 | 100.0% | 100.0% | 25.0% |   Course Completion & Withdrawals (Program)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Term | Students | ABCorP% | ABCDorP% | W\_% | | Fall  2016 | 46 | 100.0% | 100.0% | 0.0% | | Fall  2017 | 47 | 89.4% | 97.9% | 0.0% | | Spring 2017 | 57 | 100.0% | 100.0% | 0.0% | | Spring 2018 | 53 | 84.8% | 84.9% | 0.0% |   Course Completion & Withdrawal Rate (Program Course)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Term: Fall 2016 | | | | | | Course | Enroll | ABCorP | CC\_% | W\_% | | VCF 104 | 12 | 14 | 93% | 0% | | VCF 106 | 12 | 14 | 100% | 0% | | VCF 110 | 12 | 14 | 100% | 0% | | VSP 153a | 12 | 14 | 100% | 0% | | Term: Spring 2017 | | | | | | Course | Enroll | ABCorP | CC\_% | W\_% | | VCF 114 | 10 | 10 | 100% | 0% | | VCF 120 | 10 | 10 | 100% | 0% | | VCF 132 | 10 | 10 | 100% | 0% | | VCF 124 | 10 | 10 | 100% | 0% | | Term: Fall 2017 | | | | | | Course | Enroll | ABCorP | CC\_% | W\_% | | VCF 104 | 8 | 8 | 100% | 0% | | VCF 106 | 8 | 8 | 100% | 0% | | VCF 110 | 8 | 8 | 100% | 0% | | VSP 153a | 8 | 8 | 100% | 0% | | Term: Spring 2018 | | | | | | Course | Enroll | ABCorP | CC\_% | W\_% | | VCF 114 | 8 | 8 | 100% | 0% | | VCF 120 | 8 | 8 | 100% | 0% | | VCF 132 | 8 | 8 | 100% | 0% | | VCF 124 | 8 | 8 | 100% | 0% |   *Source: IRPO Program Data Sheet for 2016-18* | | | |
|  | **6. Student persistence and retention rate**  Persistence and retention rate   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Degree | New Students Fall 2016 | Students Spring 2017 | Students Fall 2017 | Persistence Spring 2018 | Retention  Fall 2018 | | CA | 9 | 7 | 8 | 100.0% | 100.0% | | Degree | New Students Fall 2016 | Students Spring 2017 | Students Fall 2017 | Persistence  Spring 2017 | Retention  Fall 2017 | | CA | 9 | 7 | 5 | 77.8% | 55.6% |   *Source: IRPO Program Data Sheet for 2016-18* | | | |
|  | **7. Success rates on licensing or certification exams (CTE, TP, Nursing, etc)**  There is no certification exam for our graduates develop yet. | | | |
|  | **8. Graduation rate based on yearly number**  Graduation Rate   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Major | Degree | Cohort | New FT Students | Grad\_  100\* | Grad\_  150\* | Grad\_  200\* | | **CM** | CA | Fall 2016 | 5 | 40% | 40% | 40% | | **CM** | CA | Spring 2017 | 5 | 40% | 40% | 40% | | **CM** | CA | Fall 2017 | 15 | 26.7% | 40% | 40% | | **CM** | CA | Spring 2018 | 15 | 26.7% | 40% | 40% |   **Graduates by Major**   |  |  |  |  | | --- | --- | --- | --- | | Major | Degree | AY16/17 | AY17/18 | | **CM** | CA | 2 | 1 |   *Source: IRPO Program Data Sheet for 2016-18* | | | |
|  | **9. Students seat cost**  None | | | |
|  | **10. Cost of duplicate or redundant courses, programs or services**  None | | | |
|  | **11. Students’ satisfaction rate**  Data below are obtained from students evaluation   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Course** | **Fall 2016** | **Spring 2017** | **Fall 2017** | **Spring 2018** | | **VCF 104** | 4.7 | n/a | 4.8 | n/a | | **VCF 110** | 4.7 | n/a | 4.8 | n/a | | **VCF 106** | 4.8 | n/a | 4.9 | n/a | | **VSP 153a** | 4.7 |  |  |  | | **VCF 114** |  | 4.4 |  | 4.4 | | **VCF 120** |  | 4.5 |  | 4.5 | | **VCF 132** |  | 4.6 |  | 4.4 | | **VCF 124** |  | 4.5 |  | 4.7 | | **VSP 153A** | 4.9 |  | 4.7 |  |   1 = Never 2 = Rarely 3 = Sometimes 4 = Usually 5 = Always   1. Keeps regular schedule, every class day. 2. Shows interest in the subject. 3. Gives individual help as needed. 4. Avails himself/herself for student conference. 5. Welcomes questions, suggestions and discussions from students. 6. Shows interest and respect for students. 7. Helps the students in meeting individual learning needs. 8. Uses classroom/lab time fully. 9. Provides clear directions for assignment and instruction. 10. Grades fairly and frequently. 11. Makes the purpose of the course clear. 12. Talks clearly and at an easy-to-follow speed. 13. Lessons are well paced with activity as well as lecture. 14. Makes the course interesting. | | | |
|  | **12. Alumni data**  Degree: Certificate of Achievement in Cabinet Making/ Furniture Making   |  |  |  | | --- | --- | --- | | **Name/Graduates** | **Year Graduated** | **Municipality** | | Yoshina Padahk | Fall 2014 | Nett | | Rosa Rico | Fall 2014 | Nett | | Ted Henry Jr. | Fall 2015 | Kolonia | | Jack dwayne | Fall 2015 | Kolonia | | Johnston Mihkel | Spring 2016 | Kitti | | Sylveria Waltu | Spring 2016 | Kitti | | Swanson Amson | Spring 2018 | Madolenihmw | |  |  |  | | | | |
|  | **13. Employment data and employer feedback (employer survey)**   |  |  | | --- | --- | | **Name/Graduates** | **Employer** | | **Rosa Rico** | Namiki Store | | **Merlanny May Louis** | INS | | **Christopher Martin** | System | | **Atrina Andon** | INS | | | | |
|  | **14. Program at nearby regional institutions**  None | | | |
|  | **15. Transfer rate**  Most of the graduates in the program are transferring to our AAS Building Technology major in Electricity. | | | |
| Analysis | | | | |
|  | **Findings**  This section provides discussion of information discovered as a result of the evaluation such as problems or concerns with the program and what part of the program is working well and meeting expectation.   1. Most students are stopped attending school once they finished their technical courses requirement. 2. The program offerings are outdated; we need to cope up with the changes in the trade due to the ozone protection and climate change phenomenon. | | | |
|  | Recommendations  This section provides recommendations from the program on what to do to improve or enhance the quality of program and course learning outcomes as well as program goals and objectives. This section should also include suggestions that describe how the program might be able to create opportunities for a better program in the future. Some examples are exploring alternate delivery mechanisms, forming external partnerships, or realigning with other programs.   * I recommend that we must start using the approved program curriculum. By doing this we can improve the quality of our program and we can assure our local employers that our graduates are capable to work in their field of specializations. | | | |

*Draft submission: October 12, 2018*

*Final draft submission:*