MoSTEMWINs Curriculum Review Rubric
Fall 2016/Spring 2017

Program Reviewed: **Certified Logistics Technician (CLT)**

College: **Mineral Area College**

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Date: **May 26, 2017**

Review scale definitions:

Exceptional: Review component is a "best practice" and represents a model for replication.

Very good: Review component is complete and effective.

Good: Review component is adequate but presents opportunities for improvement.

Ineffective: Review component is weak and in need of significant improvement.

No or Insufficient Evidence: Review component was not covered or information provided in the documents was insufficient for assessment.

Curriculum Map, Career Ladder/Stackable Credential Documentation, Syllabi	Excellent	Very Good	Good	Ineffective	No/Insufficient Evidence
1. Program CIP code/s appropriate to program title and outcomes.		X			
2. Effective program structure (prerequisites, course sequence, stackable credential-structure provide a clear, logical path to completion).		X			
3. Outcomes aligned to occupational focus (industry skills and standards) and prepare students for appropriate industry certification/s.	X(1)				
4. Outcomes are clearly stated.		X(2)			
5. Outcomes are introduced and reinforced effectively.		X			
6. Course objectives are clearly stated and measurable.		X(2)			
7. In multi-course programs, course objectives support one or more program or student learning outcome. In single-course programs, modules support one or more course objective.		X			

Comments or recommendations specific to each section rated:

1. Best Practices – Much of the course work is based on standards set by nationally recognized organizations. The MSSC (Manufacturing Skills Standards Council) and OSHA both base their criteria on the current standards and practices of industry.

2. Very Good – The syllabus is clear and very understandable. The expectations are well defined and the grading scale is measurable.

3.

4.

5.

6.

7.

General comments or recommendations:

- CIP Code 52.0203 aligns very well for the CLT (Certified Logistics Technician) Program.

Instructional Materials and Lab Resources	Excellent	Very Good	Good	Ineffective	No/Insufficient Evidence
1. Support stated course or unit learning objectives.		X			
2. Meet/reflect current industry practices and standards.		X			
3. Provide options for multiple learning styles.	X (1)				
4. Instructional materials are cited properly.		X (2)			
5. There is evidence of materials and resources that support on-line or technology-enabled learning.		X(3)			

Comments or recommendations specific to each section rated:

1. Best Practices – Use of multiple venues for delivering subject material (lecture, hands-on, e-learning) is an excellent way to ensure information in understood by students that require various learning styles.

2. The Mineral Area College contact was easy to work with and very quick to respond.

3. Very Good – The curriculum supports technology based learning very well. MAC is well positioned to implement portions of their program online.

4.

5.

General comments or recommendations:

Overview Table: Objectives, Modules/Units, Learning Activities and Assessments	Excellent	Very Good	Good	Ineffective	No/Insufficient Evidence
1. Modules/units are linked to course objectives.		X			
2. Learning activities promote achievement of stated module/unit objectives.		X			
3. Learning activities provide opportunities for interaction and active learning.	X(1)				
4. Learning activities provide options for multiple learning styles.	X(1)				
5. Learning activities are linked to current industry practices, standards and certifications.	X(2)				
6. Learning activities demonstrate evidence of innovation or enhancements to support adult learner success.		X			
7. Materials/resources (to include equipment, tools and software) are used in a way that students understand their purpose and use in industry settings.		X			
8. Assessments measure stated learning objectives and link to industry standards.		X			
9. Assessments align with course activities and instructional materials and resources.		X			
10. Assessments are sequenced throughout the instructional period to enable students to build on feedback.	X(3)				
11. Assessments are varied and appropriate to content.		X			
12. Assessments provide opportunities for students to measure their own learning progress.		X			

Comments or recommendations specific to each section rated:

1. Best Practices – Use of multiple venues for delivering subject material (lecture, hands-on, e-learning) is an excellent way to ensure information in understood by students that require various learning styles. This is a great methodology for adult learners.

3. Best Practices – Much of the course work is based on standards set by nationally recognized organizations. The MSSC (Manufacturing Skills Standards Council) and OSHA both base their criteria on the current standards and practices of industry.

3. Best Practices – The various methodologies that the information is presented to the students appears to give the students plenty of opportunity for feedback though vehicles such as: quizzes, exercises and team activities.

4.

General comments or recommendations:

- More information was supplied than necessary for the evaluation, although it is good information it reduced the organization and clarity in assembling the information. Recommendation for the future is to bucket like-and-kind info together and if additional documentation is necessary place all those documents in a separate folder.

Innovative or Enhanced Strategies	Excellent	Very Good	Good	Ineffective	No/Insufficient Evidence
1. Accelerate Entry into Career Programs Refine assessment, transform developmental education and add support services to meet the needs of participants		X			
2. Create Clear Pathways to STEM Careers Expand access to and/or develop new stacked and latticed credentials in programs that meet employer needs			X(1)		
3. Improve Employment Attainment Collaborate with industry, WIBs, state, and community-based organizations to engage, guide and employ participants	X(2)				

Comments or recommendations specific to each section rated:

1. Opportunity – Although the criteria has been met, the description of "Pathway" indicates levels or steps that allow students to obtain incremental achievements that may give the chance to enter the workforce at different levels. At this point (per the "Program Pathway" document) it appears that all pathways lead to one of the various A.A.S degrees. The addition of some incremental steps of achievement or certificates, along the pathway to completing an A.A.S. Degree is an opportunity for even greater service to the students.

2. Best Practices – Mineral Area College has created a great environment that fosters collaboration with local industry partners. In doing so offering the chance to do an internship, obtain the OSHA-30 general industry card and offering some of the courses to be taught at offsite, helps bridge the gap between education and the community companies needing these qualified individuals.

General comments or recommendations:

Overall Summary and Observations:

Overall Mineral Area College (MAC) as a robust and comprehensive CLT program. There are many of their "Best Practices" that should be shared with other institutions for the benefit of the overall economics and work force of Missouri. The experiential and hands-on approach with many of the lessons offer multiple avenues for students to learn in various ways and has been shown very effective with adult learners. The opportunity to receive the OSHA-30 General Industry card is impressive. The OSHA-30 card shows companies that the person coming into their organization has a very good awareness of safety and supports a safety minded culture which in turn give the student a leg up over all the other applicants. Overall, the curriculum meets or exceeds the guidelines that were set for the MoSTEMWINs Curriculum Review.

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