

**Danville Community College Subject Matter Expert (SME)
Curriculum Review Form Integrated Machining Technology
Program**

Thank you for agreeing to be a SME reviewer for curriculum developed through Retooling America: Retooling its Workforce, Retooling its Educational Programs, funded by the US Department of Labor's Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant. In compliance with grant requirements, DCC must identify a SME with demonstrated experience in developing and/or implementing similar training and educational deliverables. SME's review of course curriculum will be documented utilizing the rubric provided. Upon completion, both the curriculum reviewed and the completed rubric will be uploaded to SkillsCommons.org, a repository for all grantees to share curriculum and resources created with grant funding. Please follow the steps provided below:

Step 1: Program and Reviewer Information

Program/Course	IMT / MAC 130 CNC EDM Machining
Reviewed by	Kevin Poole
Date	10/3/18

Step 2: Reviewer Credentials

Please provide a thorough overview of your credentials and qualifications.

Credentials (certificates, degrees, industry certifications)	Diploma Precision Machining Technology, Danville Comm. College Mitutoyo Wire EDM Level I + II certifications Mitutoyo Sinker EDM Level I Certification
Professional Qualifications	Associate Professor of Precision Machining Technology at Danville Community College for 6 years Adjunct Faculty for DCC for 5 years

Step 3: Complete the Rubric

Please review the curriculum provided utilizing the rubric on the following pages. For each item, provide a rating. DCC encourages the SME reviewer to provide general comments, strengths and/or recommendations for each section, in order to help other grantees incorporate the recommended changes into the pre-existing curriculum for their use. The following identifies the scale definitions within the rubric:

- Exceptional:** Content is robust and rigorous. Content utilizes "best practices" for instruction.
- Effective:** Content is complete with only small tweaks that may need to be made.
- Acceptable:** Content is adequate but there are opportunities for improvement.
- Developing:** Content is weak and requires significant improvement.
- N/A:** Content has not been provided/does not apply for a given section.

Section A: Syllabus and/or Course Outline

Materials that are given and/or displayed to the student at the beginning of class that provide an overview of the course

	Exceptional	Effective	Acceptable	Developing	N/A
Initial course information is easily identifiable (<i>course title, course description, objectives/outcomes, credit hours, textbook(s) used, etc.</i>)	✓				
Course includes objectives and/or outcomes that relate to the course and are appropriate for the course	✓				
Course objectives and/or outcomes are measurable	✓				
Assessment methods are described (<i>grading policy, grading scale, types of assessments, etc.</i>)	✓				
Course schedule is outlined and appropriately paced	✓				

General Comments, Strengths, and/or Recommendations:

(If you are commenting on a specific document(s), please provide the name of the document(s) you are referencing)

Section B: Instructional Materials and Design

Materials the instructor uses to teach the course (ex: PowerPoint, informational handouts, videos, media, etc.)

	Exceptional	Effective	Acceptable	Developing	N/A
Materials relate to course objectives and/ or outcomes		✓			
Materials are presented in an appropriate format for the learner to understand (ex: language is at a level that is easily understandable, sufficient information has been provided for the learner to understand a concept, visuals have been provided as needed, concepts can be connected to real-world examples, etc.)		✓			
Instruction follows a logical format. The instruction and materials are appropriately organized and provide clear structure.	✓				
Instruction and materials reflect direct application to current industry standards and practices	✓				
Provides option(s) for multiple learning styles in order to engage students		✓			
Materials are aesthetically pleasing		✓			
Materials are appropriately cited		✓			

General Comments, Strengths, and/or Recommendations:

(If you are commenting on a specific document(s), please provide the name of the document(s) you are referencing)

Section C: Learning Activities					
<i>Activities utilized to engage students to learn a specific concept(s)</i>					
	Exceptional	Effective	Acceptable	Developing	N/A
Activities clearly support course objectives		✓			
Activities utilize various learning styles and provide opportunities for interaction		✓			
Activities allow students to connect the content they are learning to real-world application	✓				
Activities are easy to understand and follow	✓				
Activities can be modified to accommodate various learning needs	✓				
General Comments, Strengths, and/or Recommendations: <i>(If you are commenting on a specific document(s), please provide the name of the document(s) you are referencing)</i>					

Section D: Assessments/Evaluation					
<i>Assessments or evaluation utilized to gauge student understanding- can be formal or informal</i>					
	Exceptional	Effective	Acceptable	Developing	N/A
Assessments accurately measure the stated learning objectives and align with course content taught		✓			
Assessments are rigorous and require higher-order thinking		✓			
The assessment instrument used is appropriate to measure student understanding and mastery of concept(s)/skill(s)	✓				
General Comments, Strengths, and/or Recommendations: <i>(If you are commenting on a specific document(s), please provide the name of the document(s) you are referencing)</i>					

Section E: Final Comments

Please provide any closing comments, recommendations, and/or suggestions for the curriculum reviewed

Based on my experience with EDM practices, this course meets or exceeds the necessary training objectives required to be successful in this particular field.

He J. Rodz 10/3/18

