

University of New Mexico
Gallup Campus



Collision Repair Technology
Program Review

Prepared by:
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Administrative Asst.

February 2018

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COLLISION REPAIR PROGRAM REVIEW

Document 1

- Self-Evaluation Report from Department/Program Chair under review.

The Collision Repair Program is in reality two programs combined into one. It has the Center of Career and Technical Education (CCTE) component to it which are juniors and seniors from the local high schools that are transported to UNM-Gallup during the school year. The instruction is Monday through Friday from 9:00 AM to 11:15 AM. The credits earned in this program can be applied to a Certificate or Associate of Applied Science (AAS) degree in this field. The other part of this program is the college program, where classes are held in the afternoon and evening. This is a popular program and classes usually fill up without having to recruit.

Through a search for other Collision Repair certificate and degree training program in this region, one was located in Las Vegas, NM, approximately an hour and 40 minutes or 258.17 miles. Other Collision Repair schools are found in Phoenix, Arizona or Denver Colorado. There are none that could be located in the Santa Fe/Albuquerque metropolitan areas. This program is responsible for training Collision Repair Technicians for a broad geographical range that encompasses major metropolitan areas.

The UNM-G program is currently operated solely by one full-time faculty member who generally carries a one or two credit overload. The faculty member Floyd (Cliff) Burnham often works with the community and has fixed and painted city vehicles including police cruisers and has done this work with other non-profit organizations. Of course, the work is done by students in the program at no charge other than for materials. The program has what is considered the “best paint booth” in the region. This booth is quite complicated with gas burners for drying, a ventilation system, and safety alarm doors. The booth has filters for the ventilation system through the interior along with gauges that monitor air quality.

Curriculum used in this program has been through Inter-Industry Conference on Auto Collision Repair (I-CAR), which is a part of the National Automotive Technicians Education Foundation/ Automotive Service Excellence (NATEF/ASE). This semester as in prior semesters the program has also continue to insert CENGAGE curriculum which has an online component that is interactive and delivers the latest and best practices in this industry. The three year projection of this program is to include “Green Curriculum” which in this case will be water based paint. The paint booth will need to be retrofitted to enable both water base and oil base painting. This of course will be at a cost and through Perkins Grant funding we are hoping to get this accomplished.

Students often enroll in this program only to gain enough skills to take their I-CAR (Inter-Industry Conference on Auto Collision Repair) certification tests. We must considered the value of offering the certificate and/or degree as a Career Pathway. It may be wiser to pursue a path that assures these students remain long enough to complete at least their UNM-Gallup Certificate in Collision Repair. This is an important issue especially with the current budget process based on assessment that could affect a program and a division allowing for the students to obtain their I-CAR certification and keeping them long enough to obtain their UNM-Gallup Certificate of Completion is one goal of this program going forward.

Currently, there is no tracking method in place to determine where students leaving this program are currently employed. There will be a tracking method developed by the full time instructor, which will help obtain employment opportunities in the Gallup area. Local dealers were contacted and efforts will be underway to get students to work under the Cooperative Education/Internship Program.

Operating Ledger Summary
Through the Month of Feb 2018

Ingr 722001 - Collision Repair

Account Description	Budget (FYTD) Adopted	Budget (FYTD) Adjustments	Budget (FYTD) Accumulated	Actuals Current Month	Actuals Pct	Actuals Fiscal YTD	Actuals Pct	Encumbrances	Balance Available	Balance Pct
164 Allocations Pooled Allocation	\$27,070.00	\$0.00	\$27,070.00	\$0.00	.00%	\$27,070.00	100.00%	\$0.00	\$0.00	.00%
166 Allocations Other Gen	\$0.00	\$133.00	\$133.00	\$0.00	.00%	\$133.00	100.00%	\$0.00	\$0.00	.00%
190 Reserves	\$0.00	\$0.00	\$0.00	\$0.00	.00%	(\$10,930.13)	.00%	\$0.00	\$10,930.13	.00%
190 Change in Reserves	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$10,930.13	.00%	\$0.00	(\$10,930.13)	.00%
TOTAL Revenue	\$27,070.00	\$133.00	\$27,203.00	\$0.00	.00%	\$27,203.00	100.00%	\$0.00	\$0.00	.00%
Expense										
209 Faculty Salary Detail Gen	\$19,067.00	\$133.00	\$19,200.00	\$0.00	.00%	\$11,520.00	60.00%	\$7,680.00	\$0.00	.00%
310 Office Supplies General	\$100.00	\$0.00	\$100.00	\$0.00	.00%	\$0.00	.00%	\$0.00	\$100.00	100.00%
312 Tools <\$5,001	\$1,000.00	\$0.00	\$1,000.00	\$0.00	.00%	\$336.92	33.69%	\$0.00	\$663.08	66.31%
31A Business Food - Local	\$100.00	\$0.00	\$100.00	\$0.00	.00%	\$125.98	125.98%	\$0.00	(\$25.98)	(25.98%)
31B Freight In-Bound	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$255.99	.00%	\$0.00	(\$255.99)	.00%
31K Individual Safety Equipment	\$300.00	\$0.00	\$300.00	\$0.00	.00%	\$563.68	187.88%	\$0.00	(\$263.68)	(87.88%)
31P Instructional Materials & Sup	\$3,704.00	\$0.00	\$3,704.00	\$0.00	.00%	\$3,457.14	93.34%	\$0.00	\$246.86	6.66%
37L Other Supply Costs Gen	\$1,200.00	\$0.00	\$1,200.00	\$23.83	1.99%	\$65.32	7.94%	\$0.00	\$1,134.68	92.06%
60L Long Distance Gen	\$20.00	\$0.00	\$20.00	\$0.00	.00%	\$0.00	.00%	\$0.00	\$20.00	100.00%
63L Technical Services Gen	\$1,500.00	\$0.00	\$1,500.00	\$0.00	.00%	\$601.33	40.09%	\$0.00	\$898.67	59.91%
80L Banner Tax	\$79.00	\$0.00	\$79.00	\$0.00	.00%	\$54.43	68.90%	\$0.00	\$24.57	31.10%
TOTAL Expense	\$27,070.00	\$133.00	\$27,203.00	\$23.83	.09%	\$17,040.99	62.64%	\$7,680.00	\$2,482.01	9.12%

FOROLDS

Operating Ledger Summary
Through the Month of Feb 2018

02/15/18

Index: 722001 - Collision Repair

Account Description	Budget (FYTD) Adopted	Budget (FYTD) Adjustments	Budget (FYTD) Accumulated	Actuals Current Month	Actuals Pct	Actuals Fiscal YTD	Actuals Pct	Encumbrances	Balance Available	Balance Pct
Total Revenue:	\$27,070.00	\$133.00	\$27,203.00	\$ 00	.00%	\$27,203.00	100.00%	\$ 00	\$ 00	.00%
Total Expense:	\$27,070.00	\$133.00	\$27,203.00	\$23.83	.09%	\$17,040.99	62.64%	\$7,680.00	\$2,482.01	9.12%
Net:	\$ 00	\$ 00	\$ 00	(\$23.83)	.00%	\$10,162.01	.00%	(\$7,680.00)	\$2,482.01	.00%

Parameters:

Index: 722001 - Collision Repair

Groupings:

Warning: These reports will show fiscal year activity. For inception to date activity for Grants please use the FRRGLDS - Grant Ledger Detail Summary report.

Index: 714023 - CCTE Collision Repair Tech - Gallup

Account Description	Budget (FYTD) Adopted	Budget (FYTD) Adjustments	Budget (FYTD) Accumulated	Actuals Current Month	Actuals Pct	Actuals Fiscal YTD	Actuals Pct	Encumbrances	Balance Available	Balance Pct
Revenue										
1640 - Allocations Pooled Allocation	\$42,361.00	\$0.00	\$42,361.00	\$0.00	.00%	\$42,361.00	100.00%	\$0.00	\$0.00	.00%
1660 - Allocations Other Gen	\$0.00	(\$695.00)	(\$695.00)	\$0.00	.00%	(\$695.00)	100.00%	\$0.00	\$0.00	.00%
1900 - Reserves	\$0.00	\$0.00	\$0.00	\$0.00	.00%	(\$1,436.86)	.00%	\$0.00	\$1,436.86	.00%
1903 - Change in Reserves	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$1,436.86	.00%	\$0.00	(\$1,436.86)	.00%
TOTAL Revenue	\$42,361.00	(\$695.00)	\$41,666.00	\$0.00	.00%	\$41,666.00	100.00%	\$0.00	\$0.00	.00%
Expense										
2000 - Faculty Salary Detail Gen	\$28,600.00	\$0.00	\$28,600.00	\$0.00	.00%	\$17,280.00	60.42%	\$11,520.00	(\$200.00)	(.70%)
2110 - Fica Gen	\$1,854.00	\$0.00	\$1,854.00	\$0.00	.00%	\$1,229.37	66.31%	\$0.00	\$624.63	33.69%
2140 - Retirement Gen	\$3,734.00	\$0.00	\$3,734.00	\$0.00	.00%	\$2,401.92	64.33%	\$0.00	\$1,332.08	35.67%
2160 - Group Insurance Gen	\$2,200.00	\$0.00	\$2,200.00	\$0.00	.00%	\$1,701.63	77.35%	\$0.00	\$498.37	22.65%
2180 - Unemployment Compensation	\$20.00	\$0.00	\$20.00	\$0.00	.00%	\$11.74	58.70%	\$0.00	\$8.26	41.30%
21A0 - Workers Compensation Gen	\$27.00	\$0.00	\$27.00	\$0.00	.00%	\$12.82	47.48%	\$0.00	\$14.18	52.52%
21J0 - Other Staff Benefits Gen	\$1,101.00	\$0.00	\$1,101.00	\$0.00	.00%	\$687.66	62.46%	\$0.00	\$413.34	37.54%
3180 - Non-Capital Equipment <\$5,1	\$400.00	\$0.00	\$400.00	\$0.00	.00%	\$0.00	.00%	\$0.00	\$400.00	100.00%
3182 - Tools <\$5,001	\$400.00	\$0.00	\$400.00	\$0.00	.00%	\$0.00	.00%	\$0.00	\$400.00	100.00%
31ND - Uniforms Apparel Gen	\$695.00	(\$695.00)	\$0.00	\$0.00	.00%	\$0.00	.00%	\$0.00	\$0.00	.00%
31N2 - Individual Safety Equipment	\$700.00	\$0.00	\$700.00	\$0.00	.00%	\$0.00	.00%	\$0.00	\$700.00	100.00%
31P1 - Instructional Materials & Sup	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$587.88	.00%	\$0.00	(\$587.88)	.00%
3720 - Other Supply Costs Gen	\$2,582.00	\$0.00	\$2,582.00	\$0.00	.00%	\$47.66	1.85%	\$0.00	\$2,534.34	98.15%
63X0 - Technical Services Gen	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$619.19	.00%	\$0.00	(\$619.19)	.00%
80K0 - Banner Tax	\$48.00	\$0.00	\$48.00	\$0.00	.00%	\$12.55	28.15%	\$0.00	\$35.45	73.85%
TOTAL Expense	\$42,361.00	(\$695.00)	\$41,666.00	\$0.00	.00%	\$24,592.42	59.02%	\$11,520.00	\$5,553.58	13.33%

FOROLDS

Operating Ledger Summary
Through the Month of Feb 2018

02/15/18

Index: 714023 - CCTE Collision Repair Tech - Gallup

Account Description	Budget (FYTD) Adopted	Budget (FYTD) Adjustments	Budget (FYTD) Accumulated	Actuals Current Month	Actuals Pct	Actuals Fiscal YTD	Actuals Pct	Encumbrances	Balance Available	Balance Pct
Total Revenue:	\$42,361.00	(\$695.00)	\$41,666.00	\$0.00	.00%	\$41,666.00	100.00%	\$0.00	\$0.00	.00%
Total Expense:	\$42,361.00	(\$695.00)	\$41,666.00	\$0.00	.00%	\$24,592.42	59.02%	\$11,520.00	\$5,553.58	13.33%
Net:	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$17,073.58	.00%	(\$11,520.00)	\$5,553.58	.00%

Parameters:
Index: 714023 - CCTE Collision Repair Tech - Gallup

Groupings:

Warning: These reports will show fiscal year activity. For inception to date activity for Grants please use the FRRGLDS - Grant Ledger Detail Summary report.

722C1 Gallup Collision Repair

Asset #	Add Date	Asset Desc	MFG	Model	S/N	Condition	Blgd	Room	Memo	Granic IP	To	Drk Cost	Adj Cost	NBY
194395	8/11/1992	WELDER	Miller	MILLERMATIC35	KA910683	Good-Usabl	G0002	1322	AT COLLISION RPR BLD GH	IN	IN	\$1,265.00	\$1,265.00	\$0.00
209244	3/21/1995	PAINT CURING SYSTEM	CollisionSvc	569 LAMP	710-468-100078	Fair-Repair	G0002	1324	AT-Collision Repair	IN	IN	\$3,608.00	\$3,608.00	\$0.00
209246	8/24/1999	WELDER	UNKNOWN/OTHER	366SPOT	5048A	Good-Usabl	G0002	1322	AT-Collision Repair	IN	IN	\$1,498.00	\$1,498.00	\$0.00
209247	8/24/1999	CABINET SAFETY	Global	784110	Wilray	Good-Usabl	G0002	1321	AT-Collision Repair BLD GH	IN	IN	\$1,052.00	\$1,052.00	\$0.00
209248	3/21/1995	CABINET SAFETY	Wilray	248360	YELLOW	Good-Usabl	G0002	1321	COLLISION BLD GH	IN	IN	\$1,120.00	\$1,120.00	\$0.00
209269	8/24/1999	LIFT	Globe	9000	U-90294	GOOD	G0451	138	AT-Zund Automotive	IN	IN	\$4,511.00	\$4,511.00	\$0.00
209275	8/24/1999	WELDER	Miller	SHOPMASTER300	KD365985	Good-Usabl	G0002	1322	AT-Collision Repair BLD GH	IN	IN	\$3,410.00	\$3,410.00	\$0.00
209733	7/16/1995	MEASURING SYSTEM	Genesis	W5100A	GS03447	Good-Usabl	G0002	1324	AT-Collision Repair	IN	IN	\$20,500.00	\$20,500.00	\$0.00
231448	6/17/1998	RACK	Kansasjack	4000L --- FRAME	WR4KL3365	Good-Usabl	G0002	1324	AT-Collision Repair	IN	IN	\$36,900.00	\$36,900.00	\$0.00
234413	12/2/1998	WASHER EQUIPMENT	Hercules	PAINT GUN	6840	Good-Usabl	G0002	1321	AT-Collision Repair	IN	IN	\$1,099.00	\$1,099.00	\$0.00
260078	3/21/2003	SPRAY BOOTH	UNKNOWN	GARMAT 3000	LC634883	Good-Usabl	G0002	1322	AT Collision REPAIR	IN	IN	\$75,511.00	\$87,048.09	\$0.00
265969	4/29/2004	WELDING SYSTEM	FourCorner	Econo Tig	LC707249	Good-Usabl	G0002	1322B	COLLISION REPAIR	IN	IN	\$1,142.00	\$1,142.00	\$0.00
265870	4/29/2004	WELDING SYSTEM	FourCorner	Syncrowave	LE205353	Good-Usabl	G0002	1322B	COLLISION REPAIR	IN	IN	\$1,568.00	\$1,568.00	\$0.00
N00000172	9/16/2004	MIG Welder	Miller	251	LE205353	Good-Usabl	G0002	1322C		4R024	IN	\$1,598.25	\$1,598.25	\$0.00
N00000173	8/11/2004	Welder, MIG	MillerMati	251	LE205352	Good-Usabl	G0002	1322C		4R024	IN	\$1,598.25	\$1,598.25	\$0.00
N00061343	5/1/2017	RefrigerationTrainer/TU-100	X-Cal Corporation	TU-100		Good-New/U	G0002	1320		IN	IN	\$13,650.00	\$13,650.00	\$12,512.50

Condition Code
(Refer to new
Condition Code
List)

COLLISION REPAIR TECHNOLOGY (CRT)

101 Basic Auto Body (4)

History of Auto Body, auto body materials, parts of an automobile, hand and power tools, methods of strengthening, sheet metal, using fillers for panel repair.

103 Paint & Refinishing Equipment (4)

Detailed study of the uses and properties of paint and refinish equipment, used in the trade for undercoats and topcoats.

105 Auto Welding (4)

Identify the three classes of welding. Explain how to use a MIG welding machine. Identify Oxyacetylene welding equipment and techniques. Explain general brazing and soldering techniques used in a body shop. Explain plasma cutting techniques.

106 Restoring Corrosion Protection (4)

Define corrosion and describe the common factors involved in using various materials to protect steel body parts from rusting.

107 Auto Glass/Restraint Systems (4)

Auto glass replacement and restraint systems, restraint system repairs, windshield, door glass, back glass, replacement, operation of air bag system, operation of seat belt, and child safety seat.

110 Repairing Plastic (4)

Theory and design of plastics, their uses and the repair of plastic in the auto field.

115 Advanced Painting (4)

Identify and explain the differences between the two major types of plastic used in automobiles. Identify unknown plastics. Repair minor cuts and cracks in plastics by means of a chemical bonding process. Explain the keys to good plastics welding. Explain the safety precautions used when working with fiberglass.

120 Identification and Analysis of Damage (4)

Teaches theory, diagnosis, basic sheet metal work, steering-suspension, and the difference between perimeter and unibody construction.

121 Replacement of Structural Components (3)

Involves cutting, measuring, and welding a new body panel in place of a badly damaged one. Identify oxyacetylene welding equipment and techniques.

122 Straightening & Measuring Systems I- Non-Structural

Analysis and Damage Repair (4)

Measuring principles and techniques is the study of modern measuring concepts and use of reference manual.

124 Straightening & Measuring Systems II-Structural Analysis and Damage Repair (4)

Detailed study of anchoring, pulling equipment, pulling concepts, and stress relieving in body repair.

210 Custom Painting (4)

Modern graphics, frames, design, and pin-stripping. New paint systems and spray equipment.

211 Restoration (4)

Restore car and truck to original shape. Leading rust repair panel, replacement of weather strips.



Name of Department	Applied Technology - Collision Repair
Semester	Fall 2016
Instructor Name	Floyd C. Burnham
Office Location	Gurley Hall 1322B
Office Hours	7:00 am – 9:00 am and 12:45 pm – 3:00 pm
E-mail	cburnham77@yahoo.com
Telephone	Office: (505) 863-7530
Class Meeting Days/Times	Monday thru Friday 9:00 am – 11:15 am
Location	Gurley Hall 1317
Syllabus	
Title of Course:	Basic Auto Body
Course Number	CRT 101
Course Description	History of Auto Body, auto body materials, parts of an automobile, hand and power tools, methods of strengthening, sheet metal, using filler for panel repair.
Credit Hours and Contact Hours	4 Credit Hours
Pre-requisites/co-requisites	None
Learning Objectives and Outcomes	<p><i>(upon successful completion of this course the student will)</i></p> <ol style="list-style-type: none"> 1. Describe what happens to a vehicle during a collision 2. Summarize the basic steps needed to repair a vehicle damaged in an accident 3. Explain the major work areas of a typical collision repair facility 4. Summarize the work flow though a shop 5. Describe the types of positions or jobs available in the collision repair industry 6. Identify the setup and inner working of a typical shop 7. Answer American Service Excellence (ASE)- style review question 8. Understand fundamental terms used in the collision repair industry <p>Course Content, Scope and Outcome Classroom quizzes and tests. Math problems along with critical thinking and essay questions.</p> <ol style="list-style-type: none"> 1. Body shop 2. Damage Estimating 3. Metalworking areas 4. Vehicle measurement and straightening 5. Panel replacement and straightening 6. Plastic repair 7. Hand and Power tool 8. Personal and shop safety

Disabilities Policy:

In keeping with University of New Mexico policy (UNIVERSITY BUSINESS POLICIES AND PROCEDURES MANUAL: "POLICY 2310: ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES") and defined sections: **Section 504** of the Rehabilitation Act of 1973, **Section 508**: The Rehabilitation Act Amendments of 1998, **ADA**: The Americans with Disabilities Act of 1990, and the **ADAA**: The American with Disabilities Act Amendments of 2008 - of providing equal access to individuals with disabilities, instructors are strongly encouraged to include a statement on their syllabus informing students that academic accommodations can be provided on the basis of disability if the student follows the protocol described. The following statement contains all of the elements that should be present. Instructors may want to make changes based on style preference or particular course content. It is strongly recommended that you also read this statement to the students at the start of each semester when reviewing course policies. Please include the Notice of Non Discrimination at the bottom, as it is a required addition to this document.

"In keeping with the university's policy of providing equal access for students with disabilities, any student with a disability who needs academic accommodations is welcome to meet with instructor privately. All conversations will be kept confidential between student and instructor. Students requesting any accommodations will also need to contact:

STUDENT SERVICES – CAREER & ACCESSIBILITY RESOURCE CENTER (ARC)

By Appointment:

Mary Lou Mraz, MSEd, LMSW
UNM Student Success
Specialist
Phone: (505) 863-7527
Location: Gurley Hall 2205 B
Email: mioumraz@unm.edu

To contact office:

Wilma Lee, Administrative
Assistant
Phone: (505) 863-7757
Front Desk
Location: Gurley Hall 2205

ARC will conduct an intake and, if appropriate, will provide an approved academic accommodation notification that will be sent to you. At that point, you may contact me to review the letter and discuss these accommodations in relation to your course.

Early intervention can make all the difference in helping students achieve academic success. It also shows that the instructor made a good faith effort to inform students of their rights and responsibilities in this area, and that this effort was done in a timely manner.

Notice of Non-Discrimination: The University of New Mexico-Gallup, as an equal opportunity/affirmative action employer and educator, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of New Mexico-Gallup is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race/ethnicity, color, national origin, age, spousal affiliation, sex, sexual orientation, gender identity, medical condition, disability, religion, pregnancy, genetic information, or veteran status in employment, educational programs and activities, and admissions, and provides equal access to the Boys Scouts and other designated youth groups. Inquiries or complaints may be addressed to the Office of Equal Opportunity whose Director serves as the 504/ADA Coordinator and Title IX Coordinator on UNM Main Campus: (505) 277-5251. For referrals to main campus see: UNM Gallup Title IX Coordinator; Director of Student Affairs, SSTC Room 276, Telephone: (505) 863-7508. For Referrals to main campus regarding Section 504 compliance; Student Success Specialist, Gurley Hall Room 2205B, Telephone: (505) 863-7527.

Course Outline

Teaching Methods (Lecture, Labs, Small Groups, On-Line Components)

May include:

1. Lecture with, or without, various visual aids
2. Group problem solving, discussion, debate, and/or critique
3. Demonstration in shop and classroom
4. Computer assisted instruction
5. Hands-on shop work

Evaluation/Grading Methods

A student's grade will be based on multiple measures of performance, and will reflect the level of accomplishment of the objectives set forth above as well as the level of understanding of the topics enumerated under "Content and Scope." A final grade of "C" or better will indicate that the student has the ability to successfully apply the principles taught in this course to subsequent courses, to the work-place, or the personal goals as appropriate. The assessment process will also measure independent critical thinking skills and will reflect the student's ability to demonstrate their accomplishments by:

1. Performing on written or oral examinations
2. Performing on work assignments
3. Contributing to class discussion and clean-up
4. Maintaining attendance per current policy
5. Complete repairs in allocated period of time

Grading Scale

100-97 =A+	96-93 =A	Mid Term & Final – 30%
90-92 =A-	89-87 =B+	Hand on Diagnosis & Repair – 40%
86-83 =B	82-80 =B-	Written Assignments – 20%
79-77 =C+	76-73 =C	Shop Maintenance – 10%
72-70 =C-	69-67 =D+	
65-63 =D	62-60 =D-	
Below 60 = F		

Required Text(s) & Supporting Materials

Auto Body Repair, Technology 5th Edition
Auto Body Repair Student Technician's Manual 5th Edition
I-CAR CD and Test
Instructor Handouts
Suggested tools: 1/2" Impact Ratchet

Assessment Methods

1. Performance on written and oral examination
2. Performance on work assignments
3. Contributing to work discussion and clean-up
4. Maintaining attendance per current policy
5. Completion of repairs in allocated period of time
6. Shop assignment
7. Job sheets

Attendance Policy and policies on classroom behavior

Each student is expected to attend every class session and be responsible for all assignment. If you are not present when attendance is taken you be considered absent. If you come in late it is your responsibility to bring it to the instructor's attention. If a student cannot be in class due to either illness or a family emergency, call (505) 863-7530 or leave a message at the information desk.

Three (3) tardies equals one absence.

Ten (10) un-excused absences will cause the student to be dropped from class with a failing grade.

Classroom Behavior

- No cell phones CD players
- Lap-top or electronic devices
- Without instructor's permission
- Must follow all rules and procedures.

Shop Behavior

- No shorts, sweatpants or shirts
- Long hair must be tie up or cover up.
- MUST** wear safety glasses, steel toe shoes.
- Only blue, black pens or pencils

Academic Dishonesty

Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.

Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities

August

31 Classroom Orientation and Safety

September

1-4	Chapter 9 Safety and Efficiency Student Technician's Manual	CD/Videos Review Question Shop Assignment 9-1, 9-2; Job 9-1 Review Question
	Chapter 2 Vehicle Construction Student Technician's Manual	Shop Assignment 2-1, 2-2 Job Sheet 2-1, 2-2
7-11	Chapter 4 Hand Tools Student Technician's Manual	Review Questions Shop Assignment 4-2, 4-4 Job Sheet 4-1, 4-2
	Chapter 5 Power Tools Student Technician's Manual	Review Questions Shop Assignment 5.1 Job Sheet 5.1
14	Chapter 3 Service Information 3-1 Service Information Student Technician's Manual	Shop Assignment 3-1; Job Sheet 3-1

3-2 Vehicle identification Student Technician's Manual	Shop Assignment 3-2; Job Sheet 3-2
3-3 Using Service Information Student Technician's Manual	Shop Assignment 3-3
3-4 Collision Repair Meas Student Technician's Manual	Quiz Shop Assignment 3-4.

Chapter 10 Estimating Repair Cost	
10-1 The Estimate Student Technician's Manual	Shop Assignment 10-1; Job Sheet 10-1
10-2 Part Prices Student Technician's Manual	Shop Assignment 10-2
10-3 Labor Cost	
10-4 Refinishing Time	
10-5 Estimate Total	

15-18 Shop Projects

21	Chapter 11 Working Sheet Metal	
	11-1 Automotive Sheet Metal Student Technician's Manual	Shop Assignment 11-1; Job Sheet 11-1
	11-2 Classifying Body Damage	Job Sheet 11-2
	11-3 Analyzing Sheet Metal Damage	Job Sheet 11-3
	11-4 Metal Straightening Techniques	
	11-5 Metal Shrinking Stress Relieving	
	11-6 Working Aluminum Panels	
	11-7 Paintless Dent Removal	

Chapter 12 Using Body Fillers	
12-1 Body Filler Student Technician's Manual	Shop Assignment 12-1; Job Sheet 12-1
12-2 Applying Body Filler	
12-3 Grating and Sanding Body Filler	
12.4 Repairing Paint Surface Imperfection	
12-5 Repair Rust Damage	

22-25 Shop Projects

28 Final Test
29-30 Shop Projects

October

1-2 Shop Projects
5-9 Shop Projects
15-16 FALL BREAK – No Classes, Offices Open



UNM GALLUP

Name of Department Semester	Applied Technology – Collision Repair Fall 2016
Instructor Name Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Floyd C. Burnham Gurley Hall 1322B 7:00 am – 9:00 am and 12:45 pm – 3:00 pm cburnham77@yahoo.com Office: (505) 863-7530 Monday – Friday 9:00 am-11:15 am Gurley Hall 1317
Syllabus	
Title of Course:	Paint and Refinishing Equipment
Course Number	CRT 103
Course Description	Detailed study of the uses and properties of paint and refinish equipment, used in the trade for undercoats and topcoats.
Credit Hours and Contact Hours	4 Credit Hours / 80 Contact Hours
Pre-requisites/co-requisites Learning Objectives and Outcomes	<p>None <i>(upon successful completion of this course the student will)</i></p> <ol style="list-style-type: none"> 1. Determine the type of paint on a car and whether or not the car has been repainted. 2. Match color and texture by tinting. 3. Identify the steps in applying various types of color coats. 4. Apply base-coat/clear-coat systems. 5. Recognize and correct defects occurring in plastic paint finish. 6. Describe the paint finishing systems applicable to plastic parts. 7. Recognize custom painting and refinishing techniques 8. Apply decals, pin striping, and wood grain transfers 9. Explain the importance of final touch-up and cleaning to the satisfaction of the customer 10. Basic bodywork and metal work 11. Refinishing work (masking and detailing) 12. Attendance is part of your grade <p>Course content, Scope: and Outcome Classroom quizzes and tests. Math problems along with critical thinking and essay questions.</p> <ol style="list-style-type: none"> 1. Topcoats 2. Applying undercoats

3. Determining if the auto has been painted
4. Determining type of pain on vehicle
5. Selecting solvents (reducers and thinners)
6. Repainting spray methods

Disabilities Policy:

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By Appointment:

Mary Lou Mraz, MEd, LMSW
UNM Student Success
Specialist
Phone: (505) 863-7527
Location: Gurley Hall 2205 B
Email: mloumraz@unm.edu

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and provides equal access to the Boys Scouts and other designated youth groups. Inquiries or complaints may be addressed to the Office of Equal Opportunity whose Director serves as the 504/ADA Coordinator and Title IX Coordinator on UNM Main Campus: (505) 277-5251. For referrals to main campus see: UNM Gallup Title IX Coordinator; Director of Student Affairs, SSTC Room 276, Telephone: (505) 863-7508. For Referrals to main campus regarding Section 504 compliance; Student Success Specialist, Gurley Hall Room 2205B, Telephone: (505) 863-7527.

Course Outline

Teaching Methods (Lecture, Labs, Small Groups, On-Line Components)

May include

1. Lecture with, or without, various visual aids
2. Group problem solving, discussion, debate, and/or critique
3. Demonstration in shop and classroom
4. Computer assisted instruction
5. Hands-on shop work

Evaluation/Grading Methods *(Attach Rubric if available)*

A student's grade will be based on multiple measures of performance, and will reflect the level of accomplishment of the objectives set forth above as well as the level of understanding of the topics enumerated under "Content and Scope." A final grade of "C" or better will indicate that the student has the ability to successfully apply the principles taught in this course to subsequent courses, to the work-place, or the personal goals as appropriate. The assessment process will also measure independent critical thinking skills and will reflect the student's ability to demonstrate their accomplishments by:

1. Performing on written or oral examinations
2. Performing on work assignments
3. Contributing to class discussion and clean-up
4. Maintaining attendance per current policy
5. Complete repairs in allocated period of time

Grading Scale

100-97 =A+	96-93 =A	Mid Term & Final – 30%
90-92 =A-	89-87 =B+	Hand on Diagnosis & Repair – 40%
86-83 =B	82-80 =B-	Written Assignments – 20%
79-77 =C+	76-73 =C	Shop Maintenance – 10%
72-70 =C-	69-67 =D+	
65-63 =D	62-60 =D-	
Below 60 = F		

Required Text(s) & Supporting Materials

Auto Body Repair, Technology 5th Edition
Auto Body Repair Student Technician's Manual 5th Edition
I-CAR CD and Test
Instructor Handouts
Suggested tools: 1/2" Impact Ratchet

Assessment Methods *(How learning objectives will be measured; attach rubric if appropriate)*

1. Performance on written and oral examination
2. Performance on work assignments
3. Contributing to work discussion and clean-up

4. Maintaining attendance per current policy
5. Completion of repairs in allocated period of time
6. Shop assignment
7. Job sheets

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Three (3) tardies equals one absence.

Ten (10) un-excused absences will cause the student to be dropped from class with a failing grade.

Classroom Behavior

- No cell phones CD players
- Lap-top or electronic devices
- Without instructor's permission
- Must follow all rules and procedures.

Shop Behavior

- No shorts, sweatpants or shirts
- Long hair must be tie up or cover up.
- MUST wear safety glasses, steel toe shoes.
- Only blue, black pens or pencils

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Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities

October

<p>12-16 Classroom - Orientation and Safety Chapter 9 Safety and Efficiency Student Technician's Manual Chapter 2 Vehicle Construction Student Technician's Manual</p>	<p>CD/Videos Review Question Shop Assignment 9-1, 9-2; Job 9-1 Review Question Shop Assignment 2-1, 2-2 Job Sheet 2-1, 2-2</p>
<p>19-23 Classroom - Chapter 4 Hand Tool Chapter 5 Power Tools Student Technician's Manual</p>	<p>Review Questions Review Questions Shop Assignment 4-1, 4-2, 5-1 Job Sheets 4-1, 4-2, 5-1</p>
<p>26 Classroom - Chapter 24 Refinishing Equipment Technology</p>	

- 24-1 Spray Guns
- 24-2 Equipment and Material Preparation
- 24-3 Spray Gun Setup
- 24-4 Using a Spray Gun
- 24-5 Spray Maintenance
- 24-6 Spray Gun Troubleshooting Review Question

Student Technician's Manual

Shop Assignment: 24-1 Paint Gun Parts Identification,
24.2 Paint Gun Use

Job Sheet: 24.1 Refinishing Equipment Setup,
24.2 Paint Gun Cleaning and Setup

27-30 Shop Projects

November

02 Classroom - Chapter 24 Refinishing Equipment Technology

- 24.7 Other Spray System
- 24.8 Spray Booth
- 24.9 Spray Booth Maintenance
- 24.10 Drying Room
- 24.11 Air-Supplied respirators
- 24.12 Other Paint Shop Equipment
- Quiz

03-06 Shop Projects

09 Classroom - Chapter 25

- 25.1 Evaluate Surface Condition
- 25.2 Paint Removal
- 25.3 Preparing Bare Metal
- 25.4 Prime Coat Selection
- 25.5 Final Sanding
- 25.6 Masking
- 25.7 Surface Cleaning

Student Technician's Manual

Shop Assignment

- 25.1 Using Different Grit of Sandpaper
- 25.2 Definitions of Materials and Techniques

Job Sheet

- 25.1 Prepping and Feathering
- 25.2 Masking
- 25.3 Surface Scratch Prep
- 25.4 Editing Panels

10-13 Shop Projects

16 Classroom - Chapter 24 and 25 Review

17-20 Shop Projects

23-27 Shop Projects

25-27 Thanksgiving Holiday – NO CLASSES

30 FINAL EXAM

December

01- 04 Shop Projects

07-11 Clean up and Finish Projects



Name of Department	Applied Technology - Collision Repair
Semester	Spring 2015
Instructor Name:	Floyd C. Burnham
Office Location	1322B
Office Hours	7:00 am to 9:00 am
E-mail	Cburnham77@yahoo.com
Telephone	Work/School 863-7530 Cell 879-1675 Home 722-2165
Class Meeting Days/Times	T-R 330-600 PM
Location	GH 1322

Syllabus

Title of Course:	Auto Welding
Course Number	CRT105
Course Description	Identify the three classes of welding. Explain how to use a MIG welding machine. Identify Oxyacetylene welding equipment and techniques. Explain general brazing and soldering techniques used in a body shop. Explain Plasma cutting techniques.
Credit Hours and Contact Hours	4 credit hours.
Pre-requisites/co-requisites	None
Learning Objectives and Outcomes	<p><i>(upon successful completion of this course the student will)</i></p> <ol style="list-style-type: none"> 1. Describe when to use & when not to certain welding processes for collision repair 2. List safety precautions taken during welding 3. Name the parts of a MIG welder 4. Describe and set up a MIG welder 5. Describe differences between MIG electrode wires. 6. Determine if a given 115-volt welder is powerful enough for the application 7. Explain the variables for making a quality MIG weld 8. Describe the various types of MIG welds and joints 9. Explain the resistance spot welding process 10. Describe Oxyacetylene welding equipment 11. Set up Oxyacetylene welder using safety checks 12. Explain the differences in welding aluminum as compared to steel 13. Describe plasma arc cutting

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(May vary according to Instructor)

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Required Text(s) & Supporting Materials (*Many programs will require these to be common across different sections*)

–Check with Chair

Auto Body Repair, Technology 5th Edition

I-CAR CD and Test

Student Technician's Manual 5th Edition

Handouts from Instructor

Suggested tools: Impact ratchet, 1/2

Assessment Methods (*How learning objectives will be measured; attach rubric if appropriate*)

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AUGUST

18-20

Classroom Orientation and Safety

Chapter 9 Safety and Efficiency
 Student Technician's Manual

CD/Videos Review Question
 Shop Assignment 9-1, 9-2.
 Job 9-1.

Chapter 2 Vehicle Construction
 Student Technician's Manual

Review Question
 Shop Assignment 2-1, 2-2
 Job Sheet 2-1,2-2.

25-27

Classroom Chapter 8

Welding Equipment
 8.1 MIG Welding
 8.2 MIG welding Equipment
 8.3 MIG Operation Methods -
 8.4 Basic Welding Techniques
 Student Technician's Manual

Job Sheet Must be completed by May 10

8-1 MIG Welding
 8-2 Oxyacetylene Torch
 8-3 Plasma

SEPTEMBER

T TR

01-03

Shop Projects

08-10

Shop Projects

15-17

Shop Projects

22

Classroom Chapter 8

Welding Equipment

8.5 MIG Welding Galvanized Metal and Aluminum

8.6 Testing the MIG weld

8.7 MIG Weld Defects

8.8 Flux-Cored Arc Welding

24 Shop Projects

29 Shop Projects

OCTOBER

T TR

01 Shop Projects

06-08 Shop Projects

13 Classroom Chapter 8

Welding Equipment

8.9 TIG Welding

8.10 Resistance Spot Welding

8.11 Other Spot Welding Functions

8.12 Stud Spot Welding for Dent Removal

Welding Equipment

8.13 Oxyacetylene Welding

8.14 Brazing

8.15 Soldering (soft Brazing)

8.16 Plasma Arc Cutting

15 Shop Projects

20-22 Shop Projects

27-29 Shop Projects

NOVEMBER

T TR

03-05 Shop projects

10-12 Shop Projects

17-19 Shop Projects

24 Shop projects

26 Thanksgivings

DECEMBER

T TR

01-03 Shop Projects

08-10 FINAL EXAM

Note: Syllabus is subject to change by the instructor at any time for exceptional reasons.



Name of Department	Applied Technology – Collision Repair
Semester	Spring
Instructor Name:	Floyd C. Burnham
Office Location	1322B
Office Hours	7:00 am to 9:00 am
E-mail	Cburnham77@yahoo.com
Telephone	Work/School 863-7530
Class Meeting Days/Times	T-R 6:40 to 9:15 PM
Location	GH 1322

Syllabus

Title of Course:	Restoring Corrosion Protection
Course Number	CRT106
Course Description	To teach the students the repair and replacement of structural components and define corrosion and describe the common factors involved in using various materials to protect steel body parts from rusting
Credit Hours and Contact Hours	4 credit hours / 80 Contact Hours
Pre-requisites/co-requisites	None
Learning Objectives and Outcomes	<i>(upon successful completion of this course the student will)</i> <ol style="list-style-type: none">1. List parts of the vehicle which are considered structural2. List the steps necessary for replacing a part along factory seams3. Describe how spot welds are separated4. Explain how new body panels can be positioned on a vehicle body5. List the steps for welding new body panels in place6. Describe how to install foam panel fillers7. Section rails, rocker panels, A and B pillars, floor pans, and trunk floors8. Define corrosion and describe the common factors in rust formation9. Identify the principle methods of corrosion protection10. Basic body work paint and refinishing

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Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities

JANUARY

15-17

Classroom Orientation and Safety

Chapter 9 Safety and Efficiency
Student Technician's Manual

CD/Videos Review Question
Shop Assignment 9-1, 9-2.
Job 9-1.

Chapter 2 Vehicle Construction
Student Technician's Manual

Review Question
Shop Assignment 2-1, 2-2
Job Sheet 2-1, 2-2

22-24

Classroom Chapter 20 Restoring Corrosion Protection

Section 20.1 What is Corrosion?
20.2 Causes for Loss of Factory Protection
20.3 Anticorrosion Materials Quiz
Student Technician's Manual
Shop Assignment 20.1
Job Sheets 20.1, 20.2.

29-30

Shop Projects

FEBURARY

05-07

Shop Projects

12-14

Shop Projects

19-21

Shop Projects

26

Classroom Chapter 20 Restoring Corrosion Protection

Section 20.4 Basic Surface Preparation
20.5 Corrosion Treatment Areas
20.6 Corrosion Protection Primes
20.7 Exposed Joints

28

Shop Projects

MARCH

05-07

Shop Projects

12-14

Spring Break

19-21

Shop Projects

26-28

Shop Projects

APRIL

02

Classroom Chapter 20 Resting Corrosion Protection
Section 20.8 Exposed Interior Surfaces

20.9 Exposed Exterior Surfaces
20.10 Exterior Accessories
20.11 Acid Rain Damage

04	Shop Projects
09-11	Shop Projects
16-18	Shop Projects
23-25	Shop Projects
30-02	Shop Projects
MAY	
07-09	Shop Projects
14	Final Test
16	Make up or Miss Test



UNM GALLUP

Name of Department	Applied Technology – Collision Repair
Semester	
Instructor Name:	Floyd C. Burnham
Office Location	1322B
Office Hours	7:00 am to 9:00 am
E-mail	Cburnham77@yahoo.com
Telephone	Work/School 863-7530 Home 722-2165
Class Meeting Days/Times	T-R 330-615 PM
Location	GH 1322

Syllabus

Title of Course	Auto Glass/Restraint Systems
Course Number	CRT 107
Course Description	Auto glass replacement and restraint systems, restraint system repairs, windshield, door glass, back glass, replacement, operation air bag system, operation seat belt, & child safety child.
Credit Hours and Contact Hours	4 credit hours / 80 Credit Hours
Pre-requisites/co-requisites	None
Learning Objectives and Outcomes	<i>(upon successful completion of this course the student will):</i> <ol style="list-style-type: none"> 1. Describe windshield glass replacement procedures 2. Describe how to replace a bumper 3. Describe how to replace a bumper 4. Describe how to replace a bumper 5. Describe how to replace a bumper 6. Describe how to replace a bumper 7. Remove and install moldings

Disabilities Policy:

In keeping with University of New Mexico policy (UNIVERSITY BUSINESS POLICIES AND PROCEDURES MANUAL: "POLICY 2310: ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES") and defined sections: **Section 504** of the Rehabilitation Act of 1973, **Section 508**: The Rehabilitation Act Amendments of 1998, **ADA**: The Americans with Disabilities Act of 1990, and the **ADAA**: The American with Disabilities Act Amendments of 2008 - of providing equal access to individuals with disabilities, instructors are strongly encouraged to include a statement on their syllabus informing students that academic accommodations can be provided on the basis of disability if the student follows the protocol described. The following statement contains all of the elements that should be present. Instructors may want to make changes based on style preference or particular course content. It is strongly recommended that you also read this statement to the students at the start of each semester when reviewing course policies. Please include the Notice of Non Discrimination at the bottom, as it is a required addition to this document.

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By Appointment:

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UNM Student Success
Specialist
Phone: (505) 863-7527
Location: Gurley Hall 2205 B
Email: mloumraz@unm.edu**

To contact office:

**Wilma Lee, Administrative
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Course Outline

Teaching Methods (Lecture, Labs, Small Groups, On-Line Components)

May include

- 1. Lecture with, or without, various visual aids**
- 2. Group problem solving, discussion, debate, and/or critique**
- 3. Demonstration in shop and classroom**
- 4. Computer assisted instruction**
- 5. Hands-on shop work**

Evaluation/Grading Methods

A student's grade will be based on multiple measures of performance, and will reflect the level of accomplishment of the objectives set forth above as well as the level of understanding of the topics enumerated under "Content and Scope." A final grade of "C" or better will indicate that the student has the ability to successfully apply the principles taught in this course to subsequent courses, to the work-place, or the personal goals as appropriate. The assessment

process will also measure independent critical thinking skills and will reflect the student's ability to demonstrate their accomplishments by:

1. Performing on written or oral examinations
2. Performing on work assignments
3. Contributing to class discussion and clean-up
4. Maintaining attendance per current policy
5. Complete repairs in allocated period of time

Grading Scale

100-97 =A+	96-93 =A	Classroom Participation & Attendance – 50%	
90-92 =A-	89-87 =B+		Mid-Term – 20%
86-83 =B	82-80 =B-		Final Examination – 30%
79-77 =C+	76-73 =C		
72-70 =C-	69-67 =D+		
65-63 =D	62-60 =D-		
Below 60 = F			

Required Text(s) & Supporting Materials

Auto Body Repair, Technology 5th Edition
I-CAR CD and Test
Student Technician's Manual 5th Edition
Handouts from Instructor
Suggested tools: Impact ratchet, 1/2

Assessment Methods

1. Performance on written and oral examination
2. Performance on work assignments
3. Contributing to work discussion and clean-up
4. Maintaining attendance per current policy
5. Completion of repairs in allocated period of time
6. Shop assignment
7. Job sheets

Attendance Policy and policies on classroom behavior

Each student is expected to attend every class session and be responsible for all assignment.

If you are not present when attendance is taken you be considered absent.

If you come in late it is your responsibility to bring it to the instructor's attention.

If a student cannot be in class. If there is an illness or a family Emergency, call (505) 863-7530 or cell 879-1675 or leave a message at the information deck.

Three (3) tardies will equal an absent.

Three (3) un-excused absences will be caused to drop you from class, and fail the class.

Classroom Behavior

No cell phones CD players

Lap-top or electronic devices

Without instructor's permission

Only blue or black ink pens or pencils

Shop Behavior

No shorts sweatpants or shirts

Long hair must be tie up or cover up

MUST wear safety glasses, steel toe shoes

and follow all rules and procedures.

Academic Dishonesty

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Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities

January

13-15

Classroom Orientation and Safety

Chapter 9 Safety and Efficiency
Student Technician's Manual

CD/Videos Review Question
Shop Assignment 9-1, 9-2.
Job 9-1.

20- 22

Shop Projects

27- 29

Shop Projects

February

03- 05

Shop Projects

10- 12

Shop Projects

17- 19

Shop Projects

24

Classroom Chapter 15

Door, Roof, and Glass Service

15.1 Vehicle Glass Technology
15.2 Glass Service
15.3 Servicing Doors
15.6 Door and door Glass Adjustment
Review Question Quiz
Shop Assignment 15.1 15.2
Job Sheets 15.1 15.2

Student Technician's Manual

26

Shop Projects

March

03- 05

Shop Projects

10- 12

Shop Projects

17- 19

Spring Break

24- 26

Shop projects

31

Classroom Chapter 15, 23

Door, Roof, and Glass Service

15.7 Door Glass Service
15.8 Mirror Service
23.1 Seat Belt System
Quiz /Test

April

02

Shop Projects

07- 09

Shop Projects

14-16

Shop Projects

28

Classroom Chapter 23

Restraint System Operation and Service

23.2 Seat Belt Service
23.3 Air Bag System Operation
23.4 Servicing Air bag System
Review Question Quiz

30
May
05

Shop Projects

Final Test



Name of Department	Applied Technology – Collision Repair
Semester	Spring
Instructor Name:	Floyd C. Burnham
Office Location	1322B
Office Hours	7:00 am to 9:00 am
E-mail	Cburnham77@yahoo.com
Telephone	Work/School 863-7530 Home 722-2165
Class Meeting Days/Times	T-R 6:40 to 9:15 PM
Location	GH 1322
Syllabus	
Title of Course:	Repairing Plastic
Course Number	CRT110
Course Description	Theory and design of plastics, their uses and the repair of plastics in the auto field
Credit Hours and Contact Hours	4 credit hours / 80 Contact Hours
Pre-requisites/co-requisites	None
Learning Objectives and Outcomes	<p><i>(upon successful completion of this course the student will)</i></p> <ol style="list-style-type: none"> 1. Identify and explain the difference between the two types of plastics used in automotive. 2. Identify unknown plastics by means of the burn test and a trial-and-error weld 3. Repair minor cuts and cracks in plastic using adhesives 4. Repair gouges, tears, and punctures in plastic by means of a chemical bonding process 5. Operating a typical hot-air welding torch 6. Explain the keys to good welding techniques 7. Describe the proper welding repair sequence 8. Explain the safety precautions used when working with fiberglass 9. Explain how fiberglass is used in adhesives to reinforces the damaged surface 10. Make SMC and RRIM repair
Disabilities Policy:	
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Course Outline

(May vary according to Instructor)

Teaching Methods (Lecture, Labs, Small Groups, On-Line Components)

May include

- 1. Lecture with, or without, various visual aids**
- 2. Group problem solving, discussion, debate, and/or critique**
- 3. Demonstration in shop and classroom**
- 4. Computer assisted instruction**
- 5. Hands-on shop work**

Evaluation/Grading Methods

A student's grade will be based on multiple measures of performance, and will reflect the level of accomplishment of the objectives set forth above as well as the level of understanding of the topics enumerated under "Content and Scope." A final grade of "C" or better will indicate that the student has the ability to successfully apply the principles taught in this course to subsequent courses, to the work-place, or the personal goals as appropriate. The assessment process will also measure independent critical thinking skills and will reflect the student's ability to demonstrate their accomplishments by:

1. Performing on written or oral examinations
2. Performing on work assignments
3. Contributing to class discussion and clean-up
4. Maintaining attendance per current policy
5. Complete repairs in allocated period of time

Grading Scale

100 – 97=A+	96 – 93=A	Mid Term & Final =30%
90 – 92= A-	89 – 87=B+	Hand on Diagnosis & Repair = 40%
86 – 83=B	82 – 80= B-	Shop Assignment & Job Sheet =20%
79 – 77=C+	76 – 73=C	Shop Maintenance =10%
72- -70=C-	69 – 67=D+	
66 -63=D	62 – 60=D-	
Below 60=F		

Required Text(s) & Supporting Materials

Auto Body Repair, Technology 5th Edition
I-CAR CD and Test
Student Technician's Manual 5th Edition
Handouts from Instructor
Suggested tools: Impact ratchet, 1/2

Assessment Methods *(How learning objectives will be measured; attach rubric if appropriate)*

1. Performance on written and oral examination
2. Performance on work assignments
3. Contributing to work discussion and clean-up
4. Maintaining attendance per current policy
5. Completion of repairs in allocated period of time
6. Shop assignment
7. Job sheets

Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.)

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Lap-top or electronic devices
Without instructor's permission
Only blue or black ink pens or pencils

Shop Behavior

No shorts sweatpants or shirts
Long hair must be tie up or cover up
MUST wear safety glasses, steel toe shoes
and follow all rules and procedures.

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Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities

**January
13 - 15**

Classroom Orientation and Safety

Chapter 9 Safety and Efficiency
Student Technician's Manual

CD/Videos Review Question
Shop Assignment 9-1, 9-2.
Job 9-1.

Chapter 2 Vehicle Construction
Student Technician's Manual

Review Question
Shop Assignment 2-1, 2-2
Job Sheet 2-1,2-2.

20- 22

Shop projects

27- 29

Shop Projects

February

03- 05

Shop Projects

10- 12

Shop Projects

17- 19

Shop Projects

24

Classroom Chapter 13 Repair Plastic

13.1 Types of Plastics

13.2 Plastic Repair

13.3 Chemical Adhesive Bonding Quiz

Student Technician's Manual

Shop Assignment 13.1

Job Sheets 13.1,13.2,13.3,13.4,13.5,13.6

25

Shop Projects

March

03- 05

Shop Projects

10- 12

Spring Break

17- 19

Shop Projects

24

Classroom Chapter 13 Repair Plastic

Section 13.4 Plastic Welding

13.5 Hot-Air Plastic Welding

13.6 Airless Plastic Welding

13.7 Ultrasonic Plastic Repair Quiz

26

Shop Projects

April

31- 02

Shop projects

07- 09	Shop Projects
14- 16	Shop projects
21	Classroom Chapter 13 repair Plastic
	Section 13.8 Plastic Welding Procedures
	13.9 Repairing Vinyl
	13.10 Ultrasonic Stud Welding
	13.11 Reinforced Plastic Repair Review Question
23	Shop Projects
28- 30	Shop Projects
May	
05	Final Test
07	Make up or Miss Test



Name of Division	Applied Technology – Collision Repair
Semester	
Instructor Name:	Floyd C. Burnham
Office Location	1322B
Office Hours	7:00 am to 9:00 am
E-mail	Cburnham77@yahoo.com
Telephone	Work/School 863-7530 Cell 879-1675 Home 722-2165
Class Meeting Days/Times	MTWTF 9:00am to 11:00,am
Location	GH 1322
Syllabus	
Title of Course:	Advance Painting
Course Number	CRT 115
Course Description	Advance course designed to give the student the skills needed to perform spot repairs along with tint and toning of paints to achieve a color match.
Credit Hours and Contact Hours	4 credit hours / 80 Contact Hours
Pre-requisites/co-requisites	None
Learning Objectives and Outcomes	<p><i>(upon successful completion of this course the student will)</i></p> <ol style="list-style-type: none"> 1. Determine the type of paint on a car and whether or not the car has been repainted 2. Match color and texture by tinting 3. Identify the steps in applying various types of color coats 4. Apply base-coat/clear-coat systems 5. Recognize and correct defects occurring in plastic paint finish 6. Describe the paint finishing systems applicable to plastic parts 7. Recognize custom painting and refinishing techniques 8. Apply decals, pin striping, and wood grain transfers 9. Explain the importance of final touch-up and cleaning to the satisfaction of the customer 10. Basic bodywork and metal work 11. Refinishing work (masking and detailing)
Disabilities Policy:	
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 65-63=D 62-60=D- Blow 60 = F

Required Text(s) & Supporting Materials

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 Suggested tools: Impact ratchet, 1/2

Assessment Methods

1. Performance on written and oral examination
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Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities

**January
 19 to 21**

Classroom Orientation and Safety

Chapter 9 Safety and Efficiency
 Student Technician's Manual

CD/Videos Review Question
 Shop Assignment 9-1, 9-2.
 Job 9-1.

25

Classroom Chapter 26

Refinishing Procedures
 26.1 Purpose of Refinishing
 26.2 Topcoats
 26.3 Prime coats
 Student Technician's Manual
 Shop assignment 26.1
 Job Sheet 26.1, 26.2, 26.3

26 to 29

Shop Projects

FEBRUARY

01

Classroom Chapter 26

Refinishing Procedures
 26.4 Preparing Refinish Materials
 26.5 Pre-painting Preparations
 26.6 Applying Prime coats

02 to 05

Shop Projects

08

Classroom Chapter 26

26.7 Refinishing Plastic Parts
 26.8 Flash Times
 26.9 Basic Spray Coats

09 to 12

Shop Projects

15

Classroom Chapter 26

	26.10 Methods of Refinishing
	26.11 Basecoat/Clear coat Repair
	26.12 Applying Single Stage Paint
16 to 19	Shop projects
22	Classroom Chapter 26
	26.13 Panel Repair
	26.14 Overall Refinishing
	26.15 Removal of Masking Materials
23 to 26	Shop Projects
29	Classroom Chapter 26
	Review Chapter 26
	Complete Shop Assignment and Job Sheets
MARCH	
01 to 04	Classroom Final mid term test
08 to 11	Shop Projects
14 to 18	UNM-G Spring Break

Note: Syllabus is subject to change by the instructor at any time for exceptional reasons.



Name of Department	Applied Technology - Collision Repair
Semester	Fall
Instructor Name:	Floyd C. Burnham
Office Location	Gurley Hall 1322B
Office Hours	7:00 am – 9:00 am and 12:45 pm – 3:00 pm
E-mail	cburnham77@yahoo.com
Telephone	Office: (505) 863-7530
Class Meeting Days/Times	Tuesday & Thursday 6:40 pm – 9:15 pm
Location	Gurley Hall 1317

Syllabus

Title of Course:	Identification and Analysis of Damage
Course Number	CRT 120
Course Description	Teaches theory, diagnosis, basic sheet metal work, steering-suspension, and the difference between perimeter and unibody construction.
Credit Hours and Contact Hours	4 Credit Hours / 80 Contact Hours
Pre-requisites/co-requisites	None
Learning Objectives and Outcomes	<p><i>(upon successful completion of this course the student will)</i></p> <ol style="list-style-type: none"> 1. Describe different types of metals used in vehicle construction. 2. Explain the strength ratings of metals 3. Summarize the deformation effects of impacts on steel 4. Use a hammer and dolly to straighten metal 5. Explain how to bump dents with spoons 6. List the steps for shrinking metal 7. Prepare a surface for filler 8. Correctly mix filler and cream hardener 9. Use recommended methods for shaping filler 10. List common mistakes made when using filler and spot putty. 11. The use of hand and power tools.

Disabilities Policy:

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By Appointment:

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UNM Student Success
Specialist
Phone: (505) 863-7527
Location: Gurley Hall 2205 B
Email: mloumraz@unm.edu**

To contact office:

**Wilma Lee, Administrative
Assistant
Phone: (505) 863-7757
Front Desk
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Course Outline

Teaching Methods (Lecture, Labs, Small Groups, On-Line Components)

May include

1. Lecture with, or without, various visual aids
2. Group problem solving, discussion, debate, and/or critique
3. Demonstration in shop and classroom
4. Computer assisted instruction
5. Hands-on shop work

Evaluation/Grading Methods (Attach Rubric if available)

A student's grade will be based on multiple measures of performance, and will reflect the level of accomplishment of the objectives set forth above as well as the level of understanding of the topics enumerated under "Content and Scope." A final grade of "C" or better will indicate that the student has the ability to successfully apply the principles taught in this course to subsequent courses, to the work-place, or the personal goals as appropriate. The assessment process will also measure independent critical thinking skills and will reflect the student's ability to demonstrate their accomplishments by:

1. Performing on written or oral examinations
2. Performing on work assignments
3. Contributing to class discussion and clean-up
4. Maintaining attendance per current policy
5. Complete repairs in allocated period of time

Grading Scale

100-97 =A+	96-93 =A	Mid Term & Final – 30%
90-92 =A-	89-87 =B+	Hand on Diagnosis & Repair – 40%
86-83 =B	82-80 =B-	Written Assignments – 20%
79-77 =C+	76-73 =C	Shop Maintenance – 10%
72-70 =C-	69-67 =D+	
65-63 =D	62-60 =D-	
Below 60 = F		

Required Text(s) & Supporting Materials

Auto Body Repair, Technology 5th Edition
Auto Body Repair Student Technician's Manual 5th Edition
I-CAR CD and Test
Instructor Handouts
Suggested tools: 1/2" Impact Ratchet
Safety Glasses

Assessment Methods *(How learning objectives will be measured; attach rubric if appropriate)*

1. Performance on written and oral examination
2. Performance on work assignments
3. Contributing to work discussion and clean-up
4. Maintaining attendance per current policy
5. Completion of repairs in allocated period of time
6. Shop assignment
7. Job sheets

Attendance Policy and policies on classroom behavior

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Three (3) tardies equals one absence.

Ten (10) un-excused absences will cause the student to be dropped from class with a failing grade.

Classroom Behavior

-No cell phones CD players

Shop Behavior

-No shorts, sweatpants or shirts

- Lap-top or electronic devices
- Without instructor's permission
- Must follow all rules and procedures.

- Long hair must be tie up or cover up.
- MUST** wear safety glasses, steel toe shoes.
- Only blue, black pens or pencils

Academic Dishonesty

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Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities

August

- | | | |
|-------|--|---|
| 20-22 | Classroom - Orientation and Safety
Chapter 9 Safety and Efficiency
Student Technician's Manual | CD/Videos Review Question
Shop Assignment 9-1, 9-2; Job 9-1 |
| 27-29 | Classroom
Chapter 2 Vehicle Construction
Student Technician's Manual | Review Question
Shop Assignment 2-1, 2-2
Job Sheet 2-1, 2-2 |

September

- 03-05 Shop Projects
- 10-12 Shop Projects
- 17-19 Shop Projects
- 24 Classroom - Chapter 3 Service Information
 - 3-1 Service information
 - 3-2 Vehicle identification
 - 3-3 Using Service Information
 - 3-4 Collision Repair Measurements
 - Quiz
 - Student Technician's Manual
 - Shop Assignment 3-1, 3-2, 9-3, 3-4
 - Job Sheets 3-1, 3-2
- 26 Shop Projects

October

- 01-03 Shop Projects
- 08-10 Shop Projects
- 15 Shop Projects

17 Fall Break – NO CLASSES

22-24 Shop Projects

29 Classroom - Chapter 10
10-1 The Estimate
10-2 Part Prices
10-3 Labor Cost
10-4 Refinishing Time
10-5 Estimate Total
Student Technician's Manual
Shop Assignment 10-1, 10-2
Job Sheet 10-1

31 Shop Projects

November

05-07 Shop Projects

12-14 Shop Projects

19-21 Shop Projects

26 Shop projects

28 Thanksgiving Holiday – CAMPUS CLOSED

December

03 Classroom - Chapter 10
10-6 Computer Estimating
10-7 Computer Database
10-8 Estimating Sequence
10-9 Vehicle Total loss

05 Shop Projects

13 Final Exam

15 Exam makeup – if missed Tuesday class



Name of Department Semester	Applied Technology - Collision Repair Fall
Instructor Name: Office Location Office Hours E-mail Telephone Class Meeting Days/Times Location	Floyd C. Burnham Gurley Hall 1322B 7:00 am – 9:00 am and 12:45 pm – 3:00 pm cburnham77@yahoo.com Office: (505) 863-7530 Tuesday & Thursday 3:30 pm – 6:00 pm Gurley Hall 1317
Syllabus	
Title of Course:	Replacement of Structural Components
Course Number	CRT 121
Course Description	Involves cutting, measuring, and welding a new body panel in place of a badly damaged one. Identify oxyacetylene welding equipment and techniques.
Credit Hours and Contact Hours	4 credits hours / 80 Contact Hours
Pre-requisites/co-requisites	None
Learning Objectives and Outcomes	<p><i>(upon successful completion of this course the student will)</i></p> <ol style="list-style-type: none"> 1. Describe windshield glass replacement procedures 2. Describe how to replace a bumper 3. Locate and correct wind and water leaks 4. Install body accessories such as moldings 5. Explain the types of restraint systems 6. Explain how to replace and repair vinyl roofs 7. Remove and install moldings 8. Answer ASE test questions relating to glass, trim, and other service operations 9. Explain the importance of final touch-up & cleaning to the satisfaction of the customer 10. Basic bodywork & metal work 11. Refinishing work (masking & detailing) 12. Attendance is part of your grade <p>Course content, Scope: and Outcome Classroom quizzes & tests. Math problems along with critical thinking & essay questions.</p> <ol style="list-style-type: none"> 1. Topcoats 2. Applying undercoats 3. Determining if the auto had been painted 4. Determining type of pain on vehicle 5. Selecting solvents (reducers & thinners) 6. Repainting spray methods
Disabilities Policy:	

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Course Outline

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May include

1. Lecture with, or without, various visual aids
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3. Demonstration in shop and classroom
4. Computer assisted instruction
5. Hands-on shop work

Evaluation/Grading Methods (*Attach Rubric if available*)

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86-83 =B	82-80 =B-	Written Assignments – 20%
79-77 =C+	76-73 =C	Shop Maintenance – 10%
72-70 =C-	69-67 =D+	Cars, trucks & other shop projects can be done for extra credit
65-63 =D	62-60 =D-	
Below 60 = F		

Required Text(s) & Supporting Materials

Auto Body Repair, Technology 5th Edition
Auto Body Repair Student Technician's Manual 5th Edition
I-CAR CD and Test
Instructor Handouts
Suggested tools: 1/2" Impact Ratchet
Safety Glasses
Paint Gun – Suggested Tool

Assessment Methods (*How learning objectives will be measured; attach rubric if appropriate*)

1. Performance on written and oral examination
2. Performance on work assignments
3. Contributing to work discussion and clean-up
4. Maintaining attendance per current policy
5. Completion of repairs in allocated period of time
6. Shop assignment
7. Job sheets

Attendance Policy and policies on classroom behavior (use of cell phones, academic dishonesty, lap-top use, etc.)

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- Must follow all rules and procedures.

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- Long hair must be tie up or cover up.
- MUST** wear safety glasses, steel toe shoes.
- Only blue, black pens or pencils

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Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities

August

20-22 Classroom – Orientation and Safety
Chapter 9 Safety and Efficiency
Student Technician's Manual

Safety Videos and Test
Shop Assignment 9-1
Job sheet 9-1

27-29 Classroom
Chapter 2 Vehicle Construction
Student Technician's Manual

Review Questions
Shop Assignment 2-1, 2-2
Job Sheet 2-1, 2-2

September

03-05 Shop Projects

10-12 Shop Projects

17-19 Shop Projects

24 Classroom - Chapter19 Welded Panel Replacement

19-1 Weld panels
19-2 Removing Structural
19-3 Preparing Panels for Welding
Student Technician's Manual
Shop Assignment 19-1
Job Sheets 19-1, 19-2

26 Shop Projects

October

01-03 Shop Projects

08-10 Shop Projects

15 Shop Projects

17 Fall Break – NO CLASSES

22 Classroom Chapter 19 Weld Panel Replacement
19-4 Structural Sectioning
19-5 Sectioning Side Members
19-6 Rear Impact Damage Repair
Student Technician's Manual
Job Sheet 19-3, 19-4

24 Shop Projects

29-31 Shop Projects

November

05-07 Shop Projects

12-14 Shop Projects

19 Classroom - Chapter 19 Weld Panel Replacement
19-7 Antirust Treatments
19-8 Replacing welded panels with Adhesives

21 Shop Projects

26-28 Shop Projects

December

03-05 Shop Projects

10 Final Exam

12 Exam makeup – if missed Tuesday class



Name of Department	Applied Technology – Collision Repair
Semester	Fall
Instructor Name:	Floyd C. Burnham
Office Location	1322B
Office Hours	7:00 am to 9:00 am
E-mail	Cburnham77@yahoo.com
Telephone	Work/School 863-7530 Cell 879-1675 Home 722-2165
Class Meeting Days/Times	T/TR 3:30 to 6:00 PM
Location	GH 1322
Syllabus	
Title of Course:	Straightening & Measuring, Systems I, Non-Structural Analysis and Damage Repair
Course Number	CRT 122
Course Description	Measuring principles and techniques is the study of modern measuring concepts and use of reference manual.
Credit Hours and Contact Hours	4 credit hours / 80 Contact Hours
Pre-requisites/co-requisites	None
Learning Objectives and Outcomes	<p><i>(upon successful completion of this course the student will)</i></p> <ol style="list-style-type: none"> 1. Distinguish between body-over-frame and uni-body vehicles 2. Explain how impact forces are transmitted through both frame and uni-body construction vehicles 3. Describe how to visually determine the extent of impact damage 4. List the various types and variations of body measuring tools 5. Analyze damage by measuring body dimensions, impact damage to mechanical parts of the vehicle 6. Explain the importance of the datum plane and centerline concepts related to uni-body repair 7. Interpret body dimension information and locate key reference points on a vehicle using body dimension manuals 8. Discuss the use of tram bars, self-centering gauges, and strut tower gauge 9. Diagnose various types of body damage, including twist, mash, sag, and side sway 10. Given a damaged vehicle and a body specification manual, locate and measure key points using a tape measure, tram bar, and self-centering gauges

11. Describe the two types of universal measuring systems
12. Explain the operation of the dedicated fixture system, including the use of bolt-on, pin-type, and MacPherson fixtures and bench extensions

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Course Outline

Teaching Methods

May include

1. Lecture with, or without, various visual aids
2. Group problem solving, discussion, debate, and/or critique
3. Demonstration in shop and classroom
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3. Contributing to class discussion and clean-up
4. Maintaining attendance per current policy
5. Complete repairs in allocated period of time

Required Text(s) & Supporting Materials

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I-CAR CD and Test
Student Technician's Manual 5th Edition
Handouts from Instructor
Suggested tools: Impact ratchet, 1/2

Assessment Methods

1. Performance on written and oral examination
2. Performance on work assignments
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Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities**AUGUST****T TR****18****Classroom Orientation and Safety**

Chapter 9 Safety and Efficiency
 Student Technician's Manual

CD/Videos Review Question
 Shop Assignment 9-1, 9-2.
 Job 9-1.

20

Chapter 2 Vehicle Construction
 Student Technician's Manual

Review Question
 Shop Assignment 2-1, 2-2
 Job Sheet: 2-1,2-2.

25-27**Shop Projects****SEPTEMBER****T TR****30-04****Shop Projects****Classroom Chapter 17 Body/Frame Damage measurement**

17-1 Impact and Its Effects on a Vehicle
 17-2 Visually Determining the Extent of Impact Damage
 17.3 Measurement of Body Dimensions
 17.4 Gauge Measuring System
 17.5 Tram Gauges
 17.6 Digital Tram Gauges Quiz
 Shop Assignment
 17-1 Identify Conventional Frame Damage
 17.2 Simulated Measurements
 Job Sheets

17-1 Uni-body Measurements
 17.2 Damaged Vehicle Measurements
 Review Questions 1.2.3.4.5.

10 Shop Projects
15-17 Shop Projects
22-24 Shop Projects
29-01 Shop Projects

OCTOBER

T TR

06 **Classroom Chapter 17 Body / Frame Damage Measurement**
17.7 Centering Gauges
17.8 Diagnosing damage Using Gauge Measuring System
17.9 Strut Centerline Gauge
17.10 Universal Measuring System
17.12 Computerized Quiz
Shop Assignments
17-3 Misalignment Measurements
Job Sheets
17-3 Quick checks
Review Question: 6.7.8.9.10.

08 Shop Projects
13-15 Spring Break
20-22 Shop Projects
27-29 Shop Projects

NOVEMBER

T TR

03-05 Shop Projects
10 Classroom Chapter 17 Review and Test
12 Shop Projects
27-19 Shop Projects
24 Shop Projects
26 THANKSGIVING

DECEMBER

T TR

01-03 Shop Projects
08 FINAL EXAM
10 Clean up and Make up test



Name of Division	Applied Technology – Collision Repair.
Semester	Spring
Instructor Name	Floyd C. Burnham
Office Location	1322B
Office Hours	7:00 am to 9:00 am
E-mail	Cburnham77@yahoo.com
Telephone	Work/School 863-7530 Home 722-2165
Class Meeting Days/Times	T-TR 6:40 to 9:15 PM
Location	GH 1322

Syllabus

Title of Course:	Straightening & Measuring System II, Structural Analysis and Damage Repair
Course Number	CRT 124
Course Description	Detailing study of anchoring, pulling equipment, pulling concepts, and stress relieving in body repairs.
Credit Hours and Contact Hours	4 credit hours / 80 Contact Hours
Pre-requisites/co-requisites	None
Learning Objectives and Outcomes	<p><i>(upon successful completion of this course the student will)</i></p> <ol style="list-style-type: none"> 1. List the types of straightening equipment and explain how they are used 2. Describe the basic straightening and realigning techniques 3. Identify safety considerations for using alignment equipment 4. Plan and execute collision repair procedures 5. Identify signs of stress/deformation on a uni-body car and make the repairs 6. Determine if a repair or replacement can be done before, during, or after pulling

Disabilities Policy:

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By Appointment:

**Mary Lou Mraz, MEd, LMSW
UNM Student Success
Specialist
Phone: (505) 863-7527
Location: Gurley Hall 2205 B
Email: mloumraz@unm.edu**

To contact office:

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Course Outline

Teaching Methods (Lecture, Labs, Small Groups, On-Line Components)

May include

- 1. Lecture with, or without, various visual aids**
- 2. Group problem solving, discussion, debate, and/or critique**
- 3. Demonstration in shop and classroom**
- 4. Computer assisted instruction**
- 5. Hands-on shop work**

Evaluation/Grading Methods (Attach Rubric if available)

A student's grade will be based on multiple measures of performance, and will reflect the level of accomplishment of the objectives set forth above as well as the level of understanding of the

topics enumerated under "Content and Scope." A final grade of "C" or better will indicate that the student has the ability to successfully apply the principles taught in this course to subsequent courses, to the work-place, or the personal goals as appropriate. The assessment process will also measure independent critical thinking skills and will reflect the student's ability to demonstrate their accomplishments by:

1. Performing on written or oral examinations
2. Performing on work assignments
3. Contributing to class discussion and clean-up
4. Maintaining attendance per current policy
5. Complete repairs in allocated period of time

Required Text(s) & Supporting Materials

Auto Body Repair, Technology 5th Edition

I-CAR CD and Test

Student Technician's Manual 5th Edition

Handouts from Instructor

Suggested tools: Impact ratchet, 1/2

Assessment Methods

1. Performance on written and oral examination
2. Performance on work assignments
3. Contributing to work discussion and clean-up
4. Maintaining attendance per current policy
5. Completion of repairs in allocated period of time
6. Shop assignment
7. Job sheets

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Three (3) un-excused absences will be caused to drop you from class, and fail the class.

Classroom Behavior

No cell phones CD players

Lap-top or electronic devices

Without instructor's permission

Only blue or black ink pens or pencils

Shop Behavior

No shorts sweatpants or shirts

Long hair must be tie up or cover up

MUST wear safety glasses, steel toe shoes

and follow all rules and procedures.

Academic Dishonesty

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Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities

January

T TR

19 Classroom Orientation and Safety
 Chapter 9 Safety and Efficiency Student Technician's Manual CD/Videos Review Question
 Shop Assignment 9-1, 9-2.
 Job 9-1.

21 Chapter 2 Vehicle Construction Review Question
 Student Technician's Manual Shop Assignment 2-1, 2-2
 Job Sheet 2-1,2-2.

26 28 Shop Projects

February

02 04 Shop Projects

09 11 Shop Projects

16 18 Shop Projects

23 Classroom Chapter 18 Uni-body Realignment
 18.1 Realignment Basic
 18.2 Uni-body/Frame Straightening Equipment
 18.3 Straightening and Realigning Shop Assignment 183
 18.4 Measuring When Pulling
 Student technician's Manual
 Shop Assignment
 18-1 Clamp Identification
 18-2 Pull Plans.
 Job Sheet
 18-1 Universal Bench Mounting
 Review: 1, 2,3,4,5.

25 Shop Projects

18 20 Spring Break

23 25 Shop Projects

March

01 03 Shop Projects

08 10 Shop Projects

15 17 Shop projects

22 Classroom Chapter 18 Uni-body Realignment
 18.5 Planning the Pulling
 18.6 Making Pulls
 18.7 Executing A Pulling Sequence
 18.8 Stress Relieving
 Student Technician's Manual
 Shop Assignment
 18-3 Identifying Pulls

Job Sheet
18-2 Truck Tie down
Review Questions 6.7.8.9.10.

24	Shop Projects
29 31	Shop Projects
April	
05 07	Shop Projects
12 14	Shop projects
19	Classroom Chapter 18 Review and Test
21	Shop Projects
26 28	Shop Projects
May	
03 05	Shop Projects
10	Classroom FINAL EXAM
12	Clean UP Make Up Test



Name of Division Semester	Applied Technology – Collision Repair
Instructor Name	Floyd C. Burnham
Office Location	1322B
Office Hours	7:00 am to 9:00 am and 12:45pm-3:00pm
E-mail	Cburnham77@yahoo.com
Telephone	Work/School 863-7530 Cell: 879-1675 Home: 722-2165
Class Meeting Days/Times	MTWTF 8:55 to 9:15
Location	GH 1322
Syllabus	
Title of Course:	Custom Painting
Course Number	CRT 210
Course Description	Advance course designed to give the student the skills needed to perform spot repairs along with tint and toning of paints to achieve a color match.
Credit Hours and Contact Hours	4 Credit Hours / 80 Contact Hours
Pre-requisites/co-requisites	None
Learning Objectives and Outcomes	<p><i>(upon successful completion of this course the student will)</i></p> <ol style="list-style-type: none"> 1. Determine the type of paint on a car and whether or not the car has been repainted 2. Match color and texture by tinting 3. Identify the steps in applying various types of color coats 4. Apply base-coat/clear-coat systems 5. Recognize and correct defects occurring in plastic paint finish 6. Describe the paint finishing systems applicable to plastic parts 7. Recognize custom painting and refinishing techniques 8. Apply decals, pin striping, and wood grain transfers. 9. Explain the importance of final touch-up and cleaning to the satisfaction of the customer. 10. Basic bodywork and metal work 11. Refinishing work (masking and detailing) <p>Course content, Scope, and Outcome Classroom quizzes and tests. Math problems along with critical thinking and essay questions.</p> <ol style="list-style-type: none"> 1. Topcoat

2. Applying undercoats
3. Determining if the auto has been painted
4. Determining type of pain on vehicle
5. Selecting solvents (reducers and thinners)
6. Repainting spray methods

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Campus: (505) 277-5251. For referrals to main campus see: UNM Gallup Title IX Coordinator; Director of Student Affairs, SSTC Room 278, Telephone: (505) 863-7508. For Referrals to main campus regarding Section 504 compliance: Student Success Specialist, Gurley Hall Room 2205B, Telephone: (505) 863-7527.

Course Outline

Teaching Methods

May include

1. Lecture with, or without, various visual aids
2. Group problem solving, discussion, debate, and/or critique
3. Demonstration in shop and classroom
4. Computer assisted instruction
5. Hands-on shop work

Evaluation/Grading Methods

Grading/evaluation policy:

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1. Performing on written or oral examinations
2. Performing on work assignments
3. Contributing to class discussion and clean-up
4. Maintaining attendance per current policy
5. Complete repairs in allocated period of time

Grading Scale

100-97=A+ 96-93=A Mid Term & Final = 30%
92-90=A- 89-87=B+ Hand on Diagnosis & Repair = 40%
86-83=B 82-80=B- Written Assignments = 20%
79-77=C+ 76-73=C Shop Maintenance = 10%
72-70=C- 69-67=D+
65-63=D 62-60=D- Blow 60 = F

Required Text(s) & Supporting Materials

Auto Body Repair, Technology 5th Edition
I-CAR CD and Test
Student Technician's Manual 5th Edition
Handouts from Instructor
Suggested tools: Impact ratchet, 1/2

Assessment Methods

1. Performance on written and oral examination
2. Performance on work assignments
3. Contributing to work discussion and clean-up
4. Maintaining attendance per current policy
5. Completion of repairs in allocated period of time
6. Shop assignment
7. Job sheets

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Weekly Schedule of Topics, Readings, Assignments, Tests and other Activities

MARCH

21 to 25

Classroom Orientation and Safety
Chapter 9 Safety and Efficiency
Student Technician's Manual

CD/Videos Review Question
Shop Assignment 9-1, 9-2.
Job Sheet: 9-1.

2

Classroom Chapter 27
Color Matching and custom Painting
27.1 Color Theory
27.2 Using a Paint Color Directory
Student Technician's Manual
Both must be completed by May 7th
Shop Assignments 27.1,28.1,28.2
Job Sheets 27.1,27.2,27.3,27.4,27.5,27.6,28.1,28.2,28.3

29 to 01

Shop Projects

APRIL

04

Classroom Chapter 27
Color Matching and Custom Painting
27.3 Matching Basic Paint Color

	27.4 Matching Basecoat/clear coat Finishes	
	27.5 Matching Three-Stage Paints	
05 to 08	Shop projects	
11	Classroom Chapter 27	
	Color Matching and Custom Painting	
	27.6 Tinting	
	27.7 Custom Painting	
12 to 15	Shop Project	
18	Classroom Chapter 28	
	Paint Problems and Final Detailing	CD/Videos Quiz
	28.1 Repairing Paint Problems	
	28.2 Masking Problems	
19 to 22	Shop Projects	
25	Classroom Chapter 28	
	Paint Problems and Final Detailing	
	28.3 Final Detailing	
	28.4 Paint Compounding	
26 to 29	Shop Projects	
MAY		
02	Classroom Chapter 28	
	Paint Problems and Final Detailing	
	28.5 Final Cleaning	
	28.6 Caring for a New Finish	
03 to 06	Shop Projects	
09	Final Test	
10 to 13	Shop Cleanup and Shop project	

Note: Syllabus is subject to change by the instructor at any time for exceptional reasons.



Name of Division	Applied Technology – Collision Repair
Semester	Spring
Instructor Name:	Floyd C. Burnham
Office Location	1322B
Office Hours	7:00 am to 9:00 am and 12:45pm-3:00pm
E-mail	Cburnham77@yahoo.com
Telephone	Work/School 863-7530 Cell 879-1675 Home 722-2165
Class Meeting Days/Times	Monday-Friday 8:55am-11:15am
Location	GH 1322

Syllabus

Title of Course:	Restoration
Course Number	CRT 211
Course Description	Restore car/ truck to original shape. Leading rust repair replacement of weather stripping.
Credit Hours and Contact Hours	4 credit hours.
Pre-requisites/co-requisites	None
Learning Objectives and Outcomes	<p><i>(upon successful completion of this course the student will)</i></p> <ol style="list-style-type: none"> 1. Lead filling 2. Rust repair 3. Determine value of restorability of automobile 4. How to use restoration publications 5. How to use salvage parts. 6. Disassembly and catalog of autos 7. Determine repair ability of original parts 8. Repairing with lead 9. Restoring corrosion protection 10. Body Fillers 11. Applying lead filler 12. Repairing small rust-outs 13. Repairing large rust-outs

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100-97 =A+	Mid Term & Final – 30%
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90-92 =A-	Written assignments – 20%
89-87 =B+	Shop maintenance – 10%
86-83 =B	
80-82 =B-	
79-77 =C+	
73-76 =C	
70-72 =C-	
67-69 =D+	
63-66 =D	
60-62 =D-	
BELOW 60 =F	

Required Text(s) & Supporting Materials

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Handouts from Instructor
Suggested tools: Impact ratchet, 1/2

Assessment Methods Performance on written and oral examination

1. Performance on work assignments
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6. Job sheets
- 7.

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January

19 20

Classroom Chapter 9
Orientation and Safety

Assignment 9-1, 9-2
Job sheet 9-1

26

Chapter 2 Vehicle Construction
Student Technician's Manual

Review Question
Shop Assignment 2-1, 2-2
Job Sheet 2-1, 2-2

28

Shop Projects/Lab

FEBRUARY

02 04

Shop Projects/Lab

09 11

Shop Project/Lab

16 18

Shop Project/Lab

23

Classroom Chapter 19
Welded Panel Replacement

19.1 Weld Panels
19.2 Removing Structural Panels
19.3 Preparing Panels for Welding
19.4 Structural Sectioning
19.7 Antirust Treatment

	Student Technician's Manual	Shop Assignment 19-1
	Classroom Chapter 12	Job Sheets 19-1
	Using Body Fillers	12.5 Repairing Rust Damage
25	Shop Project/Lab	
MARCH		
01-03	Shop projects/Lab	
08-10	Shop Project/Lab	
15-17	Spring Break	
22	Classroom Chapter 20	20.3 Anticorrosion Materials
	Restoring Corrosion Protection	20.4 Basic Surface Preparation
		20.5 Corrosion Treatment Areas
		20.6 Corrosion-Protection Primers
24	Shop Projects/Lab	
29-31	Shop projects/Lab	
APRIL		
05-7	Shop Project/Lab	
12-14	Shop Project/Lab	
19-21	Classroom Chapter 25	25.1 Evaluate Surface Condition
	Vehicle Surface Preparation/Masking	25.2 Paint Removal
		25.3 Preparing Bare Metal
		25.4 Primecoat Selection
		25.5 Final Sanding
		25.6 Masking
		25.7 Surface Cleaning
	Classroom Chapter 26	26.3 Primecoats
	Refinishing Procedures	26.4 Preparing Refinish Materials
		26.5 Prepainting Preparations
		26.9 Basic Spray Coats
		26.14 Overall Refinishing
26-28	Shop Projects/Lab	
MAY		
03-05	Shop Projects/Lab	
10	FINAL TEST	

OCCUPATIONAL OUTLOOK HANDBOOK

Search Handbook

Go

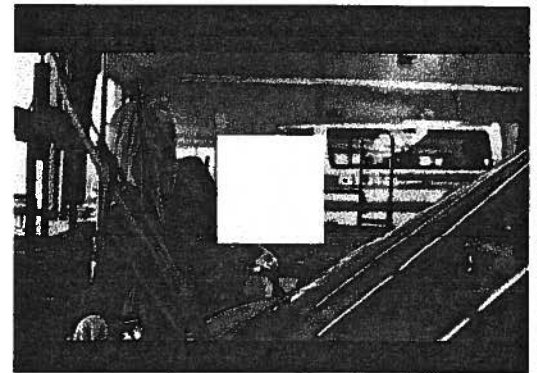
Occupational Outlook Handbook > Installation, Maintenance, and Repair >

Automotive Body and Glass Repairers

[EN ESPAÑOL](#)[PRINTER-FRIENDLY](#)
[Summary](#) | [What They Do](#) | [Work Environment](#) | [How to Become One](#) | [Pay](#) | [Job Outlook](#) | [State & Area Data](#) | [Similar Occupations](#) | [More Info](#)

Summary

Quick Facts: Automotive Body and Glass Repairers	
2016 Median Pay	\$40,370 per year \$19.41 per hour
Typical Entry-Level Education	High school diploma or equivalent
Work Experience in a Related Occupation	None
On-the-job Training	See How to Become One
Number of Jobs, 2016	180,000
Job Outlook, 2016-26	8% (As fast as average)
Employment Change, 2016-26	14,900



What Automotive Body and Glass Repairers Do

Automotive body and glass repairers restore, refinish, and replace vehicle bodies and frames, windshields, and window glass.

Work Environment

Automotive body repairers work indoors in body shops, which are often noisy. Shops are typically well ventilated, so that dust and paint fumes can be dispersed. Repairers sometimes work in awkward and cramped positions, and their work can be physically demanding.

Automotive glass installers and repairers often travel to the customer's location to repair damaged windshields and window glass.

How to Become an Automotive Body or Glass Repairer

Most employers prefer to hire automotive body and glass repairers who have completed a training program in automotive body or glass repair. Still, many new automotive body and glass repairers begin work without previous training. Industry certification is becoming increasingly important.

Pay

The median annual wage for automotive body and related repairers was \$41,540 in May 2016.

The median annual wage for automotive glass installers and repairers was \$34,340 in May 2016.

Job Outlook

Overall employment of automotive body and glass repairers is projected to grow 8 percent from 2016 to 2026, about as fast as the average for all occupations. Job opportunities should be best for jobseekers with industry certification and training in automotive body and glass repair.

State & Area Data

Explore resources for employment and wages by state and area for automotive body and glass repairers.

Similar Occupations

Compare the job duties, education, job growth, and pay of automotive body and glass repairers with similar occupations.

More Information, Including Links to O*NET

Learn more about automotive body and glass repairers by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

[What They Do ->](#)

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What Automotive Body and Glass Repairers Do

About this section

Automotive body and glass repairers restore, refinish, and replace vehicle bodies and frames, windshields, and window glass.

Duties

Automotive body repairers typically do the following:

- Review damage reports, prepare cost estimates, and plan work
- Inspect cars for structural damage
- Remove damaged body parts, including bumpers, fenders, hoods, grilles, and trim
- Realign car frames and chassis to repair structural damage
- Hammer out or patch dents, dimples, and other minor body damage
- Fit, attach, and weld replacement parts into place
- Sand, buff, and prime refurbished and repaired surfaces
- Apply new finish to restored body parts

Automotive glass installers and repairers typically do the following:

- Examine damaged glass or windshields and assess repairability
- Clean damaged areas and prepare the surfaces for repair
- Stabilize chips and cracks with clear resin
- Remove glass that cannot be repaired
- Check windshield frames for rust
- Clean windshield frames and prepare them for installation
- Apply urethane sealant to the windshield frames
- Install replacement glass
- Replace any parts removed prior to repairs

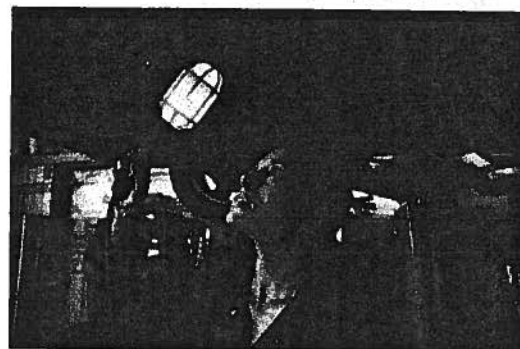
Automotive body and glass repairers can repair most damage from vehicle collisions and make vehicles look and drive like new. Repairs may be minor, such as replacing a cracked windshield, or major, such as replacing an entire door panel. After a major collision, the underlying frame of a car can become weakened or compromised. Body repairers restore the structural integrity of car frames to manufacturer specifications.

Body repairers use pneumatic tools and plasma cutters to remove damaged parts, such as bumpers and door panels. They also often use heavy-duty hydraulic jacks and hammers for major structural repairs, such as aligning the body. For some work, they use common hand tools, such as metal files, pliers, wrenches, hammers, and screwdrivers.

In some cases, body repairers complete an entire job by themselves. In other cases, especially in large shops, they use an assembly line approach in which they work as a team with each individual performing a specialized task.

Although body repairers sometimes prime and paint repaired parts, [painting and coating workers](#) generally perform these tasks.

Glass installers and repairers often travel to the customer's location and perform their work in the field. They commonly use specialized tools such as vacuum pumps to fill windshield cracks and chips with a stabilizing resin. When windshields are badly damaged, they use knives to remove the damaged windshield, and then they secure the new windshield using a special urethane adhesive.



Automotive body and glass repairers inspect car frames for structural damage.

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SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Automotive Body and Glass Repairers, on the Internet at <https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-body-and-glass-repairers.htm> (visited January 30, 2018).

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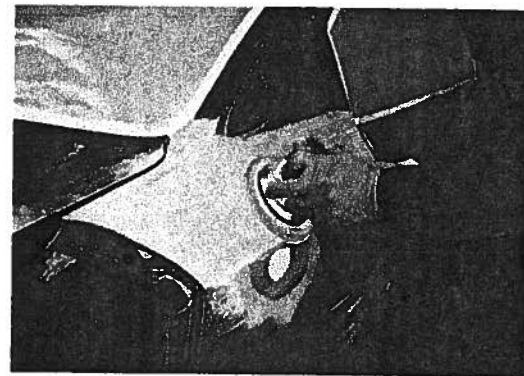
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Work Environment

About this section

Automotive body and related repairers held about 160,400 jobs in 2016. The largest employers of automotive body and related repairers were as follows:

Automotive body, paint, interior, and glass repair	57%
Automobile dealers	19
Self-employed workers	9
Automotive mechanical and electrical repair and maintenance	6



Automotive body repairers typically work indoors in body shops.

Automotive glass installers and repairers held about 19,600 jobs in 2016. The largest employers of automotive glass installers and repairers were as follows:

Automotive body, paint, interior, and glass repair	87%
Self-employed workers	4
Construction	2
Automotive parts, accessories, and tire stores	2

Body repairers typically work indoors in body shops, which are often noisy. Most shops are well ventilated, so that dust and paint fumes can be dispersed. Glass installers and repairers often travel to the customer's location to repair damaged windshields and window glass.

Automotive body and glass repairers sometimes work in awkward and cramped positions, and their work can be physically demanding.

Injuries and Illnesses

Automotive body repairers have a higher rate of injuries and illnesses than the national average. These workers may suffer minor injuries, such as cuts, burns, and scrapes. Following safety procedures helps to avoid serious accidents.

Work Schedules

Most automotive body and glass repairers work full time. When shops have to complete a backlog of work, overtime is common. This often includes working evenings and weekends.

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SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Automotive Body and Glass Repairers, on the Internet at <https://www.bls.gov/oooh/installation-maintenance-and-repair/automotive-body-and-glass-repairers.htm> (visited January 30, 2018).

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Detail oriented. Automotive body and glass repairers must pay close attention to detail. Restoring a damaged auto body or windshield requires workers to have a keen eye for even the smallest imperfection.

Dexterity. Automotive body repairers' tasks, such as removing door panels, hammering out dents, and using hand tools to install parts, require a steady hand and good hand-eye coordination.

Mechanical skills. Automotive body repairers must know which diagnostic, hydraulic, pneumatic, and other power equipment and tools are appropriate for certain procedures and repairs. They must know how to apply the correct techniques and methods necessary to repair automobiles.

Physical strength. Automotive body and glass repairers must sometimes lift heavy parts, such as door panels and windshields.

Time-management skills. Automotive body and glass repairers must be timely in their repairs. For many people, their automobile is their primary mode of transportation.

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Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Automotive Body and Glass Repairers, on the Internet at <https://www.bls.gov/ooht/installation-maintenance-and-repair/automotive-body-and-glass-repairers.htm> (visited January 30, 2018).

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www.bls.gov/ooht | Telephone: 1-202-691-5700 | [Contact OOH](#)

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How to Become an Automotive Body or Glass Repairer

[About this section](#)

Most employers prefer to hire automotive body and glass repairers who have completed a training program in automotive body or glass repair. Still, many new body and glass repairers begin work without previous training. Industry certification is increasingly important.

Education

High school, trade and technical school, and community college programs in collision repair combine hands-on practice and technical instruction. Topics usually include electronics, repair cost estimation, and welding, all of which provide a strong educational foundation for a career as a body repairer.

Trade and technical school programs typically award certificates after 6 months to 1 year of study. Some community colleges offer 2-year programs in collision repair. Many of these schools also offer certificates for individual courses, so students can take classes part time or as needed.

Training

New workers typically begin their on-the-job training by helping an experienced body repairer with basic tasks, such as fixing minor dents. As they gain experience, they move on to more complex work, such as aligning car frames. Some body repairers may become trained in as little as 1 year, but they generally need 2 or 3 years of hands-on training to become fully independent body repairers.

Basic automotive glass installation and repair can be learned in as little as 6 months, but becoming fully independent can take up to a year of training.

Workers who complete programs in collision repair often require significantly less on-the-job training. They typically advance to independent work more quickly than those who do not have the same level of education.

Throughout their careers, body repairers need to continue their training to keep up with rapidly changing automotive technology and materials. Body repairers are expected to develop their skills by reading technical manuals and by attending classes and seminars. Many employers regularly send workers to advanced training programs, such as those offered by the [Inter-Industry Conference on Auto Collision Repair](#) (I-CAR).

Licenses, Certifications, and Registrations

Although not required, certification is recommended because it shows competence and usually brings higher pay. In some instances it is required for advancement beyond entry-level work.

Certification from the [National Institute for Automotive Service Excellence](#) (ASE) is a standard credential for body repairers. In addition, many vehicle and paint manufacturers have product certification programs that are used to train body repairers in specific technologies and repair methods.

A few states require a license to perform automotive glass installation and repair. Check with your state for more information.

Advancement

Automotive body and glass repairers earn more money as they gain experience, and some may advance into management positions within body shops, especially those workers with 2- or 4-year degrees.

Important Qualities

Critical-thinking skills. Automotive body and glass repairers evaluate vehicle damage and determine necessary repair strategies. In some cases, they must decide if a vehicle is "totaled," or too damaged to justify the cost of repair.

Customer-service skills. Automotive body and glass repairers discuss auto body and glass problems, along with options to fix them, with customers. Workers must be courteous, good listeners, and ready to answer customers' questions.



Automotive glass repairers receive hands-on practice while attending programs in collision repair.

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Pay

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The median annual wage for automotive body and related repairers was \$41,540 in May 2016. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$24,880, and the highest 10 percent earned more than \$70,620.

The median annual wage for automotive glass installers and repairers was \$34,340 in May 2016. The lowest 10 percent earned less than \$22,480, and the highest 10 percent earned more than \$51,540.

In May 2016, the median annual wages for automotive body and related repairers in the top industries in which they worked were as follows:

Automobile dealers	\$41,700
Automotive body, paint, interior, and glass repair	41,550
Automotive mechanical and electrical repair and maintenance	41,150

In May 2016, the median annual wages for automotive glass installers and repairers in the top industries in which they worked were as follows:

Construction	\$39,450
Automotive body, paint, interior, and glass repair	34,420
Automotive parts, accessories, and tire stores	28,310

The majority of repair shops and auto dealers pay automotive body and glass repairers on an incentive basis. In addition to receiving a guaranteed base salary, employers pay workers a set amount for completing various tasks. Their earnings depend on both the amount of work assigned and how fast they complete it.

Most automotive body and glass repairers work full time. When shops have to complete a backlog of work, overtime is common. This often includes working evenings and weekends.

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Automotive Body and Glass Repairers

Median annual wages, May 2016

Automotive body and related repairers	\$41,540
Vehicle and mobile equipment mechanics, installers, and repairers	\$40,930
Automotive body and glass repairers	\$40,370
Total, all occupations	\$37,040
Automotive glass installers and repairers	\$34,340

Note: All Occupations includes all occupations in the U.S. Economy.
Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Automotive Body and Glass Repairers, on the Internet at <https://www.bls.gov/ooh/installation-maintenance-and-repair/automotive-body-and-glass-repairers.htm> (visited January 30, 2018).

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Job Outlook

[About this section](#)

Overall employment of automotive body and glass repairers is projected to grow 8 percent from 2016 to 2026, about as fast as the average for all occupations. Employment growth will vary by specialty (see table below).

An increase in the number of vehicles on the road should bolster demand for automotive body and glass repair over the next decade. Demand may fluctuate throughout the year due to the seasonality of inclement weather in some regions. The need for repair may be greater during the winter months in areas with snow and ice, for example, because these conditions increase the chance of accidents.

The adoption of advanced safety features, such as automatic braking for collision avoidance and more durable automotive glass, may reduce future demand for automotive body and glass repair work, but this technology will take time to become commonplace.

Job Prospects

Job opportunities are projected to be good for automotive body and glass repairers. The need to replace experienced automotive body and glass repairers who change occupations, retire, or stop working for other reasons will also provide many job opportunities.

The best opportunities in automotive body repair will be available to those with industry certification and training in automotive body repair and refinishing, and in collision repair.

Employment projections data for automotive body and glass repairers, 2016-26

Occupational Title	SOC Code	Employment, 2016	Projected Employment, 2026	Change, 2016-26		Employment by Industry
				Percent	Numeric	
Automotive body and glass repairers	—	180,000	195,000	8	14,900	—
Automotive body and related repairers	49-3021	160,400	174,100	9	13,600	xlsx
Automotive glass installers and repairers	49-3022	19,600	20,900	7	1,300	xlsx

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

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SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Automotive Body and Glass Repairers, on the Internet at <https://www.bls.gov/oooh/installation-maintenance-and-repair/automotive-body-and-glass-repairers.htm> (visited January 30, 2018).

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Similar Occupations

About this section

This table shows a list of occupations with job duties that are similar to those of automotive body and glass repairers.

OCCUPATION	JOB DUTIES	ENTRY-LEVEL EDUCATION	2018 MEDIAN PAY
 Aircraft and Avionics Equipment Mechanics and Technicians	Aircraft and avionics equipment mechanics and technicians repair and perform scheduled maintenance on aircraft.	See How to Become One	\$60,270
 Automotive Service Technicians and Mechanics	Automotive service technicians and mechanics, often called <i>service technicians</i> or <i>service techs</i> , inspect, maintain, and repair cars and light trucks.	Postsecondary nondegree award	\$38,470
 Claims Adjusters, Appraisers, Examiners, and Investigators	Claims adjusters, appraisers, examiners, and investigators evaluate insurance claims. They decide whether an insurance company must pay a claim, and if so, how much.	See How to Become One	\$63,670
 Diesel Service Technicians and Mechanics	Diesel service technicians (also known as <i>diesel technicians</i>) and mechanics inspect, repair, and overhaul buses and trucks, or maintain and repair any type of diesel engine.	High school diploma or equivalent	\$45,170
 Glaziers	Glaziers install glass in windows, skylights, and other fixtures in storefronts and buildings.	High school diploma or equivalent	\$41,920
 Heavy Vehicle and Mobile Equipment Service Technicians	Heavy vehicle and mobile equipment service technicians, also called <i>mechanics</i> , inspect, maintain, and repair vehicles and machinery used in construction, farming, rail transportation, and other industries.	High school diploma or equivalent	\$47,690
 Painting and Coating Workers	Painting and coating workers paint and coat a wide range of products, including cars, jewelry, and ceramics, often with the use of machines.	See How to Become One	\$35,300

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SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Automotive Body and Glass Repairers, on the Internet at <https://www.bls.gov/oooh/installation-maintenance-and-repair/automotive-body-and-glass-repairers.htm> (visited January 30, 2018).

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Document 2

- Registrar summary indicating enrollment trends, etc.

Registrar/Enrollment History

1. Indicate departmental enrollment for the past five (5) years for fall and spring semesters.
Fall 2013 to Spring 2018

Fall Semester:	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Total Student Credit Hours	305	300	263	141	148
Total Course Enrollments	89	90	80	42	37
Spring Semester:					
Total Student Credit Hours	248	276	236	148	148
Total Course Enrollments	74	84	59	37	37

2. List number of program graduates by academic year:

Academic Year	2014-2015	2015-2016	2016-2017
Certificates	0	0	1
Associate Degrees	2	2	2

3. Give faculty/course/section information for the **past three (3) years for the fall semester only.**

Academic Year	2015	2016	2017
Total full-time faculty	1	1	1
Total part-time faculty	0	0	0
Percentage of student credit hours taught by full-time faculty.	100%	100%	100%

Curriculum History

- List all courses offered by this program.
- Give the date of the first offering for each, if known.
- Indicate how many sections were successfully offered **during each of the last six regular semesters (three years).**

Course Prefix	Course #	Course Name	Date First Offered
CRT	101	Basic Auto Body	Fall 2015 Fall 2016 Fall 2017
CRT	103	Paint & Refinishing Equipment	Fall 2015 Fall 2016 Fall 2017
CRT	105	Auto Welding	Fall 2015 Spring 2017
CRT	106	Restoring Corrosion Protection	Spring 2018
CRT	107	Auto Glass/Restraint Systems	Spring 2018
CRT	110	Repairing Plastic	Spring 2017
CRT	115	Advanced Painting	Fall 2015 Spring 2016 Spring 2017 Spring 2018
CRT	120	Identification and Analysis of Damage	Fall 2016 Fall 2017 Spring 2018
CRT	121	Replacement of Structural Components	Fall 2016 Fall 2017
CRT	122	Straightening & Measuring Sys I- Non-Structural Analysis & Damage Repair	Fall 2015 Fall 2017
CRT	124	Straightening & Measuring Sys II- Structural Analysis & Damage Repair	Spring 2016
CRT	210	Custom Painting	Spring 2016 Spring 2017
CRT	211	Restoration	Spring 2016
AUTT	293	T: Intro to Collision Repair	Fall 2015 Fall 2016

Academic Year	Fall Semester			Spring Semester		
	Day Section(s)	Evening Section(s)	Total Section(s)	Day Section(s)	Evening Section(s)	Total Section(s)
2015-2016	4	1	5	3	1	4
2016-2017	4	1	5	3	1	4
2017-2018	4	1	5	3	1	4

AWARDED DEGREES/CERTIFICATES - COLLISION REPAIR

ACADEMIC PERIOD GRADUATION	ACADEMIC PERIOD GRAD DESC	CAMPUS	COLLEGE DESC	DEPARTMENT DESC	PROGRAM DESC	AWARD CATEGORY DESC
201480	Fall 2014	Gallup	Associate Degree	Provost Branch Campuses	AAS Collision Repair Technology	Associate Degree
201580	Fall 2015	Gallup	Associate Degree	Provost Branch Campuses	AAS Collision Repair Technology	Associate Degree
201680	Fall 2016	Gallup	Associate Degree	Provost Branch Campuses	AAS Collision Repair Technology	Associate Degree
201510	Spring 2015	Gallup	Associate Degree	Provost Branch Campuses	AAS Collision Repair Technology	Associate Degree
201610	Spring 2016	Gallup	Associate Degree	Provost Branch Campuses	AAS Collision Repair Technology	Associate Degree
201710	Spring 2017	Gallup	Associate Degree	Provost Branch Campuses	AAS Collision Repair Technology	Associate Degree
201710	Spring 2017	Gallup	Associate Degree	Provost Branch Campuses	AAS Collision Repair Technology	Associate Degree
201710	Spring 2017	Gallup	Undergrad Certificate Prog	Provost Branch Campuses	CERT Collision Repair Technology	Certificate

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Class List

Semester	Course	Section	CRN	Title	Enrollment
Fall 2018	CRT 101	460	38038	Basic Auto Body	0
Fall 2018	CRT 103	460	38039	Paint Refinish Eq	0
Fall 2018	CRT 120	400	56786	Id & Analysis Damage	0
Fall 2018	CRT 121	400	56787	Replace Strucral Com	0
Fall 2018	CRT 122	400	60665	Straight Mea Sys-Non-Str	0
Spring 2018	CRT 106	400 (csv) (xml)	45602	Corrosion Protection	4
Spring 2018	CRT 107	400 (csv) (xml)	45603	Auto Glass Restraint	7
Spring 2018	CRT 115	460 (csv) (xml)	34314	Advanced Paintng	13
Spring 2018	CRT 210	460 (csv) (xml)	34315	Custom Painting	13
Fall 2017	CRT 101	460 (csv) (xml)	38038	Basic Auto Body	12
Fall 2017	CRT 103	460 (csv) (xml)	38039	Paint Refinish Eq	12
Fall 2017	CRT 120	400 (csv) (xml)	56786	Id & Analysis Damage	5
Fall 2017	CRT 121	400 (csv) (xml)	56787	Replace Strucral Com	7
Fall 2017	CRT 122	400 (csv) (xml)	60665	Straight Mea Sys-Non-Str	1
Spring 2017	CRT 105	400 (csv) (xml)	42945	Auto Welding	5
Spring 2017	CRT 110	400 (csv) (xml)	42946	Repairing Plastics	10
Spring 2017	CRT 115	460 (csv) (xml)	34314	Advanced Painting	11
Spring 2017	CRT 210	460 (csv) (xml)	34315	Custom Painting	11
Fall 2016	AUTT 293	460 (csv) (xml)	46927	T: Intro to Collislon Repair	9
Fall 2016	CRT 101	460 (csv) (xml)	38038	Basic Auto Body	9
Fall 2016	CRT 103	460 (csv) (xml)	38039	Paint Refinish Eq	9
Fall 2016	CRT 120	400 (csv) (xml)	56786	Id & Analysis Damage	9
Fall 2016	CRT 121	400 (csv) (xml)	56787	Replace Strucral Com	6
Summer 2016	CRT 101	400 (csv) (xml)	25814	Basic Auto Body	6
Spring 2016	CRT 115	460 (csv) (xml)	28164	Advanced Painting	21
Spring 2016	CRT 124	400 (csv) (xml)	55763	Straight Mea Sys-Struct	7
Spring 2016	CRT 210	460 (csv) (xml)	28165	Custom Painting	21
Spring 2016	CRT 211	400 (csv) (xml)	55764	Restoration	10
Fall 2015	AUTT 293	460 (csv) (xml)	46927	T: Intro to Collislon Repair	19
Fall 2015	CRT 101	460 (csv) (xml)	38038	Basic Auto Body	19
Fall 2015	CRT 103	460 (csv) (xml)	38039	Paint Refinish Eq	19

Fall 2015	CRT 105	400 (csv) (xml) 53616	Auto Welding	17
Fall 2015	CRT 122	400 (csv) (xml) 54307	Straight Mea Sys-Non-Str	6
Summer 2015	CRT 106	401 (csv) (xml) 25137	Corrosion Protection	5
Spring 2015	AUTT 293	460 (csv) (xml) 49350	T: Intro to Auto CRT	20
Spring 2015	CRT 107	400 (csv) (xml) 52231	Auto Glass Restraint	12
Spring 2015	CRT 110	400 (csv) (xml) 52232	Repairing Plastics	12
Spring 2015	CRT 115	460 (csv) (xml) 28164	Advanced Painting	20
Spring 2015	CRT 210	460 (csv) (xml) 28165	Custom Painting	20
Fall 2014	AUTT 293	460 (csv) (xml) 46927	T: Intro to Collision Repair	20
Fall 2014	CRT 101	400 (csv) (xml) 50666	Basic Auto Body	13
Fall 2014	CRT 101	460 (csv) (xml) 38038	Basic Auto Body	20
Fall 2014	CRT 103	400 (csv) (xml) 50667	Paint Refinish Eq	17
Fall 2014	CRT 103	460 (csv) (xml) 38039	Paint Refinish Eq	20
Spring 2014	AUTT 293	460 (csv) (xml) 49350	T: Intro to Auto CRT	16
Spring 2014	CRT 115	460 (csv) (xml) 28164	Advanced Painting	17
Spring 2014	CRT 122	400 (csv) (xml) 49357	Straight Mea Sys-Non-Str	12
Spring 2014	CRT 124	400 (csv) (xml) 49358	Straight Mea Sys-Struct	12
Spring 2014	CRT 210	460 (csv) (xml) 28165	Custom Painting	17
Fall 2013	AUTT 293	460 (csv) (xml) 46927	T: Intro to Collision Repair	17
Fall 2013	CRT 101	460 (csv) (xml) 38038	Basic Auto Body	18
Fall 2013	CRT 103	460 (csv) (xml) 38039	Paint Refinish Eq	18
Fall 2013	CRT 120	400 (csv) (xml) 46929	Id & Analysis Damage	20
Fall 2013	CRT 121	400 (csv) (xml) 46930	Replace Strucral Com	16
Summer 2013	CRT 211	400 (csv) (xml) 22382	Restoration	8
Spring 2013	AUTT 293	461 (csv) (xml) 48475	T: Intro to Auto CRT	18
Spring 2013	CRT 105	400 (csv) (xml) 46486	Auto Welding	21
Spring 2013	CRT 106	400 (csv) (xml) 46487	Corrosion Protection	22
Spring 2013	CRT 115	460 (csv) (xml) 28164	Advanced Painting	18
Spring 2013	CRT 210	460 (csv) (xml) 28165	Custom Painting	18
Fall 2012	CRT 101	460 (csv) (xml) 38038	Basic Auto Body	18
Fall 2012	CRT 101	400 (csv) (xml) 44120	Basic Auto Body	20
Fall 2012	CRT 103	460 (csv) (xml) 38039	Paint Refinish Eq	18
Fall 2012	CRT 103	400 (csv) (xml) 44121	Paint Refinish Eq	20
Spring 2012	CRT 107	400 (csv) (xml) 43953	Auto Glass Restraint	20
Spring 2012	CRT 110	400 (csv) (xml) 43954	Repairing Plastics	16
Spring 2012	CRT 115	460 (csv) (xml) 28164	Advanced Painting	17
Spring 2012	CRT 210	460 (csv) (xml) 28165	Custom Painting	17
Fall 2011	CRT 101	460 (csv) (xml) 38038	Basic Auto Body	22
Fall 2011	CRT 103	460 (csv) (xml) 38039	Paint Refinish Eq	21
Fall 2011	CRT 122	400 (csv) (xml) 41441	Straight Mea Sys-Non-Str	20
Fall 2011	CRT 124	400 (csv) (xml) 41442	Straight Mea Sys-Struct	20
Summer 2011	CRT 120	400 (csv) (xml) 20520	Id & Analysis Damage	6
Summer 2011	CRT 121	400 (csv) (xml) 20521	Replace Strucral Com	4
Spring 2011	CRT 105	400 (csv) (xml) 42627	Auto Welding	22
Spring 2011	CRT 115	460 (csv) (xml) 28164	Advanced Painting	16
Spring 2011	CRT 210	460 (csv) (xml) 28165	Custom Painting	16
Spring 2011	CRT 211	400 (csv) (xml) 41441	Restoration	21
Fall 2010	CRT 101	460 (csv) (xml) 38038	Basic Auto Body	14
Fall 2010	CRT 103	460 (csv) (xml) 38039	Paint Refinish Eq	14
Fall 2010	CRT 106	400 (csv) (xml) 38041	Corrosion Protection	20
Fall 2010	CRT 110	400 (csv) (xml) 38040	Repairing Plastics	22
Summer 2010	CRT 122	400 (csv) (xml) 19262	Straight Mea Sys-Non-Str	11

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Document 3

- Copy of latest Assessment Plan

**Template
Academic Programs
Assessment Plan
The University of New Mexico**

A. College, Department and Date

1. College: *University of New Mexico – Gallup Campus*
2. Department: *Applied Technology – Collision Repair Program*
3. Date: *February 8, 2018*

B. Academic Program of Study*

Certificate – Collision Repair Technology

C. Contact Person(s) for the Assessment Plan

Floyd C. Burnham, email: fcburnha@unm.edu

D. Broad Program Goals & Measurable Student Learning Outcomes (SLOs)

1. Broad Program Learning Goal(s) for this Degree/Certificate Program

- A. Entry level training for Auto Body Repair trades.
- B. Career advancement for entry level to Collision Repair and Refinishing.
- C. In-service training for industry innovations such as Collision Repair and Refinishing.
- D. NATEF/ASE standards, update and review.

2. List of Student Learning Outcomes (SLOs) for this Degree/Certificate Program

- A.1. Students demonstrate cognitive knowledge and practical applications of auto safety skills.
- B.1. Demonstrate theoretical knowledge of Collision Repair, terms, materials, tools and methods.
- C.1. Demonstrate mastery of Collision Repair skills or competency levels through stimulated laboratory assignments, on-the-job live projects, or work assignment.
- D.1. Meet the standards of approved accrediting entities, i.e. NATEF/ASE/I-CAR.

* Academic Program of Study is defined as an approved course of study leading to a certificate or degree reflected on a UNM transcript. A graduate-level program of study typically includes a capstone experience (e.g. thesis, dissertation, professional paper or project, comprehensive exam, etc.).

E. Assessment of Student Learning Plan

All programs are expected to measure student learning outcomes annually and to measure all program student learning outcomes at least once over one, two, or three assessment cycles. Each unit determines which of its student learning outcomes to assess during an assessment cycle.

Describe the program’s one, two, or three year plan for assessing program-level student learning outcomes by addressing 1 thru 4 below.

1. Student Learning Outcomes Matrix

Relationship to UNM Student Learning Goals (insert the program’s SLOs and check all that apply):

University of New Mexico Student Learning Goals				
Program SLOs	Knowledge	Skills	Responsibility	Program SLO is conceptually different from university goals.
A.1. Student demonstrates cognitive and practical safety skills.	X	X	X	
B.1. Demonstrates theoretical knowledge of Collision Repair, term codes, materials, and tools.	X	X		
C.1. Demonstrates mastery of Collision Repair skills or competency levels through simulated laboratory assignments, on the job live work projects, or other work assignments.	X	X		
D.1. Meets the standards of accrediting entities; NATEF, ASE and I-CAR.	X	X	X	

2. How will learning outcomes be assessed? (Address Ai thru Aiii individually or complete the table below)

A. What:

- i. *For each SLO, briefly describe the means of assessment, i.e., what samples of evidence of learning will be gathered or measures used to assess students’ accomplishment of the learning outcomes in the three- year plan?*
- ii. *Indicate whether each measure is **direct** or **indirect**. If you are unsure, then write “Unsure of measurement type.” There is an expectation that **most of the assessment methods/measures will be direct** measures of student learning with at least 1-2 indirect assessment methods/measures.*

iii. Briefly describe the **criteria for success** related to each direct or indirect means of assessment. What is the program's performance target (e.g., is an "acceptable or better" performance by 60% of students on a given measure acceptable to the program faculty)? If scoring rubrics are used to define qualitative criteria and measure performance, attach them to the plan as they are available.

Assessing Student Learning Goals			
Program SLOs	Assessment Measures	Direct or Indirect	Criteria for Success
A.1. Student demonstrates cognitive and practical safety skills.	Written type testing plus hands on demonstration of cognitive ability.	Direct & In-Direct	75% or higher on written test. Pass/Fail on lab demonstrations.
B.1. Student demonstrates theoretical knowledge of Collision Repair terms, codes, materials, tools and methods.		Direct	75% on written tests. Pass/Fail on lab demonstrations
C.1. Demonstrate mastery of Collision Repair skills on the job performance.	Observed lab performance. Pass/Fail grade.	In-Direct	Pass/Fail grade on assignment sheet.
D.1. Meet accrediting entity standards.	Tested at levels according to entity guidelines.	In-Direct	75% on tests.

B. Who:

The A1, B1, C1, and D1 SLOs will be evaluated for all students enrolled the Collision Repair Program courses offered in the fall and spring semesters. Inclusion of all students in the assessment should result in a standard sample. Which would about 20% of a course's student population.

3. When will learning outcomes be assessed? When and in what forum will the results of the assessment be discussed?

[Briefly describe the timeframe over which your unit will conduct the assessment of learning outcomes selected for the one, two, or three year plan and/or complete the following table. For example, provide a layout of the semesters or years (e.g., 2014-2015, 2014-2016, and 2014-2017), list which outcomes will be assessed, and which semester/year the results will be discussed and used to improve student learning (e.g., discussed with program faculty, interdepartmental faculty, advisory boards, students, etc.)

Program SLOs	Year/Semester Year
	Year 1, Summer 20??
A.1. Student demonstrates cognitive and practical safety skills	Year 1, Fall 2017
B.1. Demonstrates theoretical knowledge of Collision Repair, term codes, materials, and tools.	Year 1, Spring 2018
	Year 2, Summer 20??
C.1. Demonstrates mastery of Collision Repair skills or competency levels through simulated laboratory	Year 2, Fall 2018

assignments, on the job live work projects, or other work assignments.	
D.1. Meets the standards of accrediting entities; NATEF, ASE and I-CAR.	Year 2, Spring 2019
	Year 3, Summer 20??
	Year 3, Fall 20??
	Year 3, Spring 20??

4. What is the unit’s process to analyze/interpret assessment data and use results to improve student learning?

Briefly describe:

1. *Who will participate in the assessment process (the gathering of evidence, the analysis/interpretation, recommendations).*

The Collision Repair Coordinator will start the activity and make faculty assignments and set who will participate in the assessment process (gathering of evidence, the analysis/interpretation, and recommendations).

2. *What is the process for considering the implications of assessment/data for change:*
 - a. *to assessment mechanisms themselves,*
 - b. *to curriculum design,*
 - c. *to pedagogy*

The Coordinator/Faculty will meet and make decisions. The process will coordinate and use guidelines of the accrediting entry as needed.

3. *How, when, and to whom will recommendations be communicated?*

After the Program Faculty Assessment, results will be routed through the Dean’s office for final review and approval, or edit.

Part I: Cover Page
UNM Academic Programs Assessment Report Template
Record for Assessment of Student Learning Outcomes
The University of New Mexico

<u>Title of Degree or Certificate Program</u>	<u>Degree Level</u> <i>(Certificate, Associate, Bachelors, Master's, etc.)</i>
Certificate in Collision Repair Technology	Certificate

Name of Academic Department (if relevant): Business & Applied Technology Division – Collision Repair

Name of College/School/Branch: University of New Mexico – Gallup Campus

Academic Year/Assessment Period: 2017/2018

Submitted By (include email address): Floyd C. Burnham (fcburnha@unm.edu)

Date Submitted to College/School/Branch for Review:

Date Reviewed by College Assessment and Review Committee (CARC) or the equivalent:

State whether ALL of the program’s student learning outcomes (SLOs) are targeted/assessed/measured within one year, two years, OR three years:

If the program’s SLO’s are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs from the first year, second year, or third year:

Describe the actions and/or improvements that were implemented during the previous reporting period (provide relevant evidence):

Part II: Assessment Report

Program Goal #1:

Student Learning Outcomes	UNM Student Learning Goals (Knowledge, Skills, and/or Responsibility)	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
Student demonstrate cognitive and practical safety skills	Knowledge Skills Responsibility	Direct and In-Direct; written testing plus hands on demonstration of cognitive ability.	75% or better	80% of class will give the needed results.	Work with the other 20% to enhance their knowledge of subject matter.	Offer more evening courses and market to local business to promote professional development. Also, to improve the percentage of the certificate students into the AAS Degree.

Based on the data results and analysis provided for the student learning outcome(s) listed in the table above, for EACH student learning outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

Template
Academic Programs
Assessment Plan
The University of New Mexico

A. College, Department and Date

1. College: *University of New Mexico – Gallup Campus*
2. Department: *Applied Technology – Collision Repair Program*
3. Date: *February 8, 2018*

B. Academic Program of Study*

Associate of Applied Science – Collision Repair Technology

C. Contact Person(s) for the Assessment Plan

Floyd C. Burnham, email: fcburnha@unm.edu

D. Broad Program Goals & Measurable Student Learning Outcomes (SLOs)

[List below:]

1. Broad Program Learning Goal(s) for this Degree/Certificate Program

- A. Entry level training for Auto Body Repair trades.
- B. Career advancement for entry level to Collision Repair and Refinishing.
- C. In-service training for industry innovations such as Collision Repair and Refinishing.
- D. NATEF/ASE standards, update and review.

2. List of Student Learning Outcomes (SLOs) for this Degree/Certificate Program

- A.1. Students demonstrate cognitive knowledge and practical applications of auto safety skills.
- B.1. Demonstrate theoretical knowledge of Collision Repair, terms, materials, tools and methods.
- C.1. Demonstrate mastery of Collision Repair skills or competency levels through stimulated laboratory assignments, on-the-job live projects, or work assignment.
- D.1. Meet the standards of approved accrediting entities, i.e. NATEF/ASE/I-CAR.

* Academic Program of Study is defined as an approved course of study leading to a certificate or degree reflected on a UNM transcript. A graduate-level program of study typically includes a capstone experience (e.g. thesis, dissertation, professional paper or project, comprehensive exam, etc.).

Adapted from Kansas State University Office of Assessment

E. Assessment of Student Learning Plan

All programs are expected to measure student learning outcomes annually and to measure all program student learning outcomes at least once over one, two, or three assessment cycles. Each unit determines which of its student learning outcomes to assess during an assessment cycle.

Describe the program’s one, two, or three year plan for assessing program-level student learning outcomes by addressing 1 thru 4 below.

1. Student Learning Outcomes Matrix

[Insert all student learning outcomes that will be assessed by the unit over the next one, two, or three assessment cycles.]

Relationship to UNM Student Learning Goals (insert the program’s SLOs and check all that apply):

University of New Mexico Student Learning Goals				
Program SLOs	Knowledge	Skills	Responsibility	Program SLO is conceptually different from university goals.
A.1. Student demonstrates cognitive and practical safety skills.	X	X	X	
B.1. Demonstrates theoretical knowledge of Collision Repair, term codes, materials, and tools.	X	X		
C.1. Demonstrates mastery of Collision Repair skills or competency levels through simulated laboratory assignments, on the job live work projects, or other work assignments.	X	X		
D.1. Meets the standards of accrediting entities; NATEF, ASE and I-CAR.	X	X	X	

2. How will learning outcomes be assessed? (Address Ai thru Aiii individually or complete the table below)

A. What:

- i. *For each SLO, briefly describe the means of assessment, i.e., what samples of evidence of learning will be gathered or measures used to assess students’ accomplishment of the learning outcomes in the three- year plan?*
- ii. *Indicate whether each measure is **direct** or **indirect**. If you are unsure, then write “Unsure of measurement type.” There is an expectation that **most of the assessment methods/measures will be direct measures of student learning with at least 1-2 indirect assessment methods/measures.***
- iii. *Briefly describe the **criteria for success** related to each direct or indirect means of assessment. What is the program’s performance target (e.g., is an “acceptable or*

Adapted from Kansas State University Office of Assessment

better” performance by 60% of students on a given measure acceptable to the program faculty)? If scoring rubrics are used to define qualitative criteria and measure performance, attach them to the plan as they are available.

Assessing Student Learning Goals			
Program SLOs	Assessment Measures	Direct or Indirect	Criteria for Success
A.1. Student demonstrates cognitive and practical safety skills.	Written type testing plus hands on demonstration of cognitive ability.	Direct & In-Direct	75% or higher on written test. Pass/Fail on lab demonstrations.
B.1. Student demonstrates theoretical knowledge of Collision Repair terms, codes, materials, tools and methods.		Direct	75% on written tests. Pass/Fail on lab demonstrations
C.1. Demonstrate mastery of Collision Repair skills on the job performance.	Observed lab performance. Pass/Fail grade.	In-Direct	Pass/Fail grade on assignment sheet.
D.1. Meet accrediting entity standards.	Tested at levels according to entity guidelines.	In-Direct	75% on tests.

B. Who:

The A1, B1, C1, and D1 SLOs will be evaluated for all students enrolled the Collision Repair Program courses offered in the fall and spring semesters. Inclusion of all students in the assessment should result in a standard sample. Which would about 20% of a course’s student population.

3. When will learning outcomes be assessed? When and in what forum will the results of the assessment be discussed?

[Briefly describe the timeframe over which your unit will conduct the assessment of learning outcomes selected for the one, two, or three year plan and/or complete the following table. For example, provide a layout of the semesters or years (e.g., 2014-2015, 2014-2016, and 2014-2017), list which outcomes will be assessed, and which semester/year the results will be discussed and used to improve student learning (e.g., discussed with program faculty, interdepartmental faculty, advisory boards, students, etc.)]

Program SLOs	Year/Semester Year
	Year 1, Summer 20??
A.1. Student demonstrates cognitive and practical safety skills	Year 1, Fall 2017
B.1. Demonstrates theoretical knowledge of Collision Repair, term codes, materials, and tools.	Year 1, Spring 2018
	Year 2, Summer 20??
C.1. Demonstrates mastery of Collision Repair skills or competency levels through simulated laboratory	Year 2, Fall 2018

Adapted from Kansas State University Office of Assessment

assignments, on the job live work projects, or other work assignments.	
D.1. Meets the standards of accrediting entities; NATEF, ASE and I-CAR.	Year 2, Spring 2019
	Year 3, Summer 20??
	Year 3, Fall 20??
	Year 3, Spring 20??

4. What is the unit’s process to analyze/interpret assessment data and use results to improve student learning?

Briefly describe:

1. *Who will participate in the assessment process (the gathering of evidence, the analysis/interpretation, recommendations).*

The Collision Repair Coordinator will start the activity and make faculty assignments and set who will participate in the assessment process (gathering of evidence, the analysis/interpretation, and recommendations).

2. *What is the process for considering the implications of assessment/data for change:*
 - a. *to assessment mechanisms themselves,*
 - b. *to curriculum design,*
 - c. *to pedagogy*

The Coordinator/Faculty will meet and make decisions. The process will coordinate and use guidelines of the accrediting entry as needed.

3. *How, when, and to whom will recommendations be communicated?*

After the Program Faculty Assessment, results will be routed through the Dean’s office for final review and approval, or edit.

Part I: Cover Page
UNM Academic Programs Assessment Report Template
Record for Assessment of Student Learning Outcomes
The University of New Mexico

<u>Title of Degree or Certificate Program</u>	<u>Degree Level</u> <i>(Certificate, Associate, Bachelors, Master's, etc.)</i>
Associate of Applied Science in Collision Repair Technology	Associate

Name of Academic Department (if relevant): Business & Applied Technology Division -- Collision Repair

Name of College/School/Branch: University of New Mexico – Gallup Campus

Academic Year/Assessment Period: 2017/2018

Submitted By (include email address): Floyd C. Burnham (fcburnha@unm.edu)

Date Submitted to College/School/Branch for Review:

Date Reviewed by College Assessment and Review Committee (CARC) or the equivalent:

State whether ALL of the program's student learning outcomes (SLOs) are targeted/assessed/measured within one year, two years, OR three years:

If the program's SLO's are targeted/assessed/measured within two years or three years, please state whether this assessment record focuses on SLOs from the first year, second year, or third year:

Describe the actions and/or improvements that were implemented during the previous reporting period (provide relevant evidence):

Part II: Assessment Report

Program Goal #1:

Student Learning Outcomes	UNM Student Learning Goals (Knowledge, Skills, and/or Responsibility)	Assessment Measures incl. Measure Type (Direct or Indirect)*	Performance Benchmark	Data Results*	Data Analysis*	Recommendations for Improvement/ Changes*
Student demonstrate cognitive and practical safety skills	Knowledge Skills Responsibility	Direct and In-Direct; written testing plus hands on demonstration of cognitive ability.	75% or better	80% of class will give the needed results.	Work with the other 20% to enhance their knowledge of subject matter.	To conduct a survey to determine if the AAS Degree is needed/required for local employment.

Based on the data results and analysis provided for the student learning outcome(s) listed in the table above, for EACH student learning outcome, please state if the outcome was met, partially met, or not met. Briefly explain why:

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Document 4

- List of Instructors with qualifications.

COLLISION REPAIR TECHNOLOGY

Floyd C. Burnham

-Automotive Service Excellence (ASE) Certifications (Collision Repair Technician)

Painting and Refinishing

Non-Structural Analysis & Damage Repair

Structural Analysis & Damage Repair

FLOYD CLIFFORD BURNHAM
PO BOX 220, GAMERCO, NM 87312
PHONE 505-722-2165

FEBRUARY 20, 2012

OBJECTIVE

To obtain a position that would allow me to teach in the fields of Automotive Mechanics and Body Work

SKILLS

Automotive Body Repair, Automotive Mechanic, Paint and Refinishing,

Heavy Equipment Mechanic and Operator, including diesel.

Installing Satellite dishes and cables.

Apprentice Electrician.

Teaching automotive mechanic, refinishing and body work.

EDUCATION

1 year Automobile Mechanics in High School, which included: Tune-ups, Carburetor overhaul, Transmission rebuilding, Front-end alignment, an Engine rebuilding.

Attended Denver Automotive and Diesel College graduated in 1970: Major courses: Sheet metal repair, Frame straightening and repair, Refinishing, Painting and Estimating.

EXPERIENCE

Gurley's Motors March 1971 to May 1979: Body man and painter full time; part-time wrecker driver, part time office clerk.

**Gurley's Motors June 1984 to June 1992:
Body man and painter full time, fifteen months in office doing estimates and working with the public, Attended I-CAR and completed courses to date. ASE Certified, completed courses PPG Technician Training on Refinishing.**

44 Years of auto body work that included: Paint and refinishing, replacement of body parts, repair of car and truck body, replace of auto glass. Replacement of Engine parts, water and fuel pumps, carburetors. The straightening or replacement of car and truck frames, Repairs of electrical systems, Replacement of transmissions and lines, Rear ends and their parts. Brakes and brake lines, fuel lines and tanks.

Carbon Coal May 1979 to June 1983: Started as a laborer and was promoted to a Class A Mechanic, Serviced and maintained heavy equipment. Repair damaged equipment and repainted. Four years of diesel mechanics, which included: Hydraulic system, Electrical system, Rebuilding of Transmissions and rebuilding of engines.

Zanardi's TV and Stereo Service June 1983 to 1984, installed satellite dishes and run cable.

Knight Electric, September 1992 to September 1993, Apprentice electrician.

Gallup Community College, September 1993 to June 1994, assistant automotive mechanics and automotive body repair teacher.

Summer of 1994, Assistant CDL instructor.

1994 to date: Automotive Mechanics Teacher

103: Engine Repair.

113: Automatic Transmission overhaul.

203: Hi-performance Engine rebuilding.

110: Drive train, which includes transmission, drive line and differential, instructing all courses in auto body 120 through 285.

The five years as a teacher of automotive mechanics, Automotivebody repair, paint and refinishing at UNM, I found very rewarding. I enjoy the students and I feel I can be an asset to UNM and the students.

Awards and memberships: I-Car award certificate, and award from the Denver Automotive and Diesel College for graduation in the top of the class. A&E, PPG Refinish Training

Personal: Interests include: Bowling, Hiking, Reading and Sports (watching)

References: Available upon request.

Floyd C. Burnham



National Institute for
**AUTOMOTIVE
SERVICE
EXCELLENCE**

Be it known that

FLOYD C BURNHAM

has successfully passed the examinations and met the work experience requirement prescribed by the National Institute for Automotive Service Excellence and is hereby **ASE CERTIFIED** in the service areas listed below

COLLISION REPAIR TECHNICIAN

AREAS OR DEMONSTRATED ACHIEVEMENT
PAINTING AND REFINISHING

NON-STRUCTURAL ANALYSIS & DAMAGE REPAIR

STRUCTURAL ANALYSIS & DAMAGE REPAIR

EXPIRES

JUNE 30, 2023

JUNE 30, 2023

JUNE 30, 2023

GIVEN THIS 25TH DAY OF JANUARY, 2018, AT LEESBURG, VIRGINIA

Timothy A. Zeller
TIMOTHY A. ZELLER, President

ASE-1128-9900

ASE IDENTIFICATION NUMBER



Certificate of Training

Presented To

Floyd Burnham

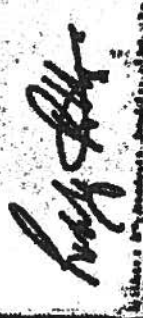
In Recognition of Successfully Completing
an I-CAR Online Training Program and Post-Test

**Electronic Stability Control
Systems Overview (ESC01)**

Program Completed 06/13/2007



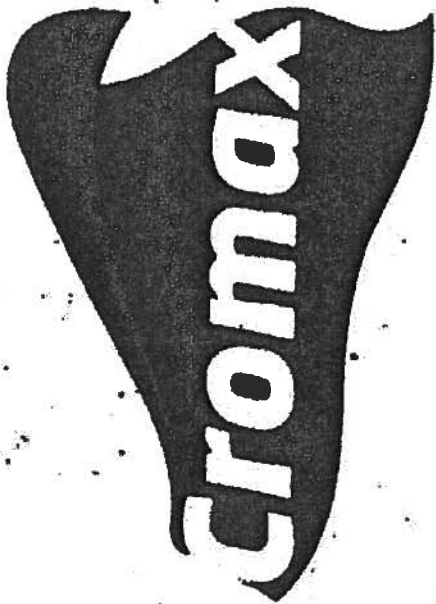
THOMAS M. J. [unclear]



[unclear]

Inter-Industry Consortium on Auto Collision Repair

www.i-car.com



Certificate of Course Completion

Course Attended:

Cromax Chromasystem Painter Certification
UNM Gallup Campus – Aug. 10, 2015

Student Name:

Floyd Burnham

Trainer:

Michael Skillman

BRONZE Certificate of Accomplishment

THIS CERTIFIES THAT

Floyd C. Burnham

has completed Level Two of the
Certified Refinish Technician Training Program



Andy Ganderion

PPG Certified Refinish Instructor

D. F. Oakes

PPG Director of Certified Refinish Training

This PPG Certified Refinish Training entitles the herein named to participate in the PPG Paint Performance Guarantee Program, when refinishing vehicles in a PPG Certified Collision Repair Center. This certification is valid for a period of two years from the certified training date and expires on 9/98

CERTIFIED REFINISH TECHNICIAN

This certificate recognizes that

Floyd C. Burnham

36RT - LEVEL ONE

has completed PPG Certified Refinish Technician Training on
May 26, 1994



A. Ganderton

PPG Certified Refinish Instructor

D.F. Baker

PPG Director of Certified Refinish Training

This PPG Certified Refinish Training entitles the herein named to participate in the PPG 36 Month Paint Performance Guarantee Program, when refinishing vehicles in a PPG Certified Collision Repair Center. This certification is valid for a period of two years from the certified training date and expires on 7/96



This is to certify that

CLIFFORD BURNHAM

has satisfactorily completed training in

ANTI-LOCK BRAKE SYSTEMS

Certified this date **6-23-94**

Tom Engstrom
Instructor

Stanley Brown
Vice President of Marketing

STANDARD MOTOR PRODUCTS, INC. / LONG ISLAND CITY, NY 11101

00485

OFFICIAL GRADE TRANSCRIPT

PROGRAM **BODY PAINT&FENDER**

CLOCK HRS **1026**

16 Clock Hours = 1 Credit Hour

[Redacted Student Name]

STUDENT NAME

[Redacted Student Number]

STUDENT NUMBER

Graduate Non-Graduate

CLASS	Date Completed	Theory	Lab	Grade	Days Present	Days Absent	Made up	No. of Sessions	Ability	Appearance	Attitude
PAINT	11/69	2.2	2.2	2.2							
BODY I - II	3/70	3.0	3.0	3.0							
BODY III - IV	5/70	2.0	2.5	2.3							
BODY V	8/70	3.0	3.5	3.3							

NOT VALID WITHOUT SEAL AND SIGNATURE

OFFICIAL SEAL

Rosa Garcia
SIGNATURE OF REGISTRAR

Awards

Denver Automotive & Diesel College
408 S. Platte River Dr. Denver, CO 80223
(303) 728-5724 or Toll-Free 1-800-847-3228

This is to certify that

FLOYD L. BURNHAM

has completed the following

RUST TRACTOR

Service Training Course

ENGINE TROUBLESHOOTING - 3408 "CAT" ENGINE

FUEL FLOW TIME, INSTALL & INTERPRET BOOST KIT RESULTS, PIP IN TIME

FUEL PUMP TO ENGINE, ADJUST & INSTALL PHOTOTACH, INSTALL PYROMETER

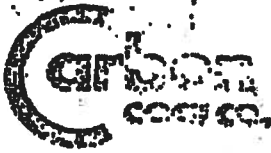
USE AIR FLOW METER, MAKE A RACK SETTING AND ADJUST FUEL AIR RATIO CONTROL.

date DECEMBER 10, 1982

William A. Blech

INSTRUCTOR





(505) 722-6646

FIELD OFFICES

P.O. Box 481
Mantmore, New Mexico 87319

April 13, 1994

Dr. John Phillips, President
University of New Mexico
Gallup Campus
200 College Road
Gallup, New Mexico 87301

Dear Dr. Phillips:

It is with pleasure I write this letter for Floyd Clifford Burnham. Clifford worked for Carbon Coal Company for four years. He always did a great job and was an asset to our company. After our mine closed he worked for Gurley Motors and more recently the U.N.M. Gallup.

As you now know, Clifford Burnham is a very conscientious, reliable and trustworthy person, and has the highest regard for the education of others. I would highly recommend Clifford for any job or additional responsibilities. He has always liked a challenge. If you have any questions please call.

P.S. Thanks again its great having your program at Carbon Coal Company.

Sincerely

A handwritten signature in black ink, appearing to read 'Frank J. Mraz', written over a horizontal line.

Frank J. Mraz
Manager of Operations



Gurley Motor Company

701 WEST COAL - P.O. BOX 1377 • GALLUP, NEW MEXICO 87305 • (505) 722-6621 • FAX (505) 722-3105

April 12, 1994

University of New Mexico
Gallup Branch
Gallup, New Mexico 87301

Attention: Dr. John Phillips

Dear Dr. Phillips:

I have been asked to write a letter of recommendation for Floyd C. Burnham for employment by the University of New Mexico Gallup Branch.

Cliff was employed by Gurley Motor Company from March 5, 1979 to October 30, 1979, and again from June 21, 1984 to June 1, 1992. His responsibilities included general auto body repairs and paint. We found Cliff to be a very reliable and hard working employee.

Should you need any further information from me, please do not hesitate to contact me.

Yours very truly,
GURLEY MOTOR COMPANY


P. J. GURLEY
President

PJG/mf

"NEW MEXICO'S OLDEST FORD DEALERSHIP"
SINCE 1933

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Document 5

- Advisement summary identifying any concerns



February 14, 2018

Re: Advisement Summary Report; Associate of Applied Science in Collision Repair Technology (61 credits) Catalog 2015-2017

Reviewed and Discussed by members of the Advisement Team (David Stiger and Michelle Lee)

Positives:

- Regionally UNM Gallup is the only college institution that has this degree program for those students who don't have the means to travel or transition to technical schools that offer this program.

Concerns:

- Rotation of courses offered in a given semester should be announced in advance to allow for creation of accurate education plans.
- Many students request clarification on job prospects in this field and whether this is a field that they can find readily available employment upon graduating.
- Also students would like to know if there will be any "industry certifications" that might be associated with this program.
- Has the techniques and processes of the program evolved with the needs of the industry and are these courses applicable and up to date with modern standards.
 - Are there course topics that may need to be added to compensate for this?

Catalog Structure:

- English 110 should replace English 119, which is no longer offered.
- CJ 130 should also be considered to be an acceptable course along with CJ 221. CJ 130 is a transferable core course if the student should decide to pursue another degree.
- The catalog lists 8 cr. of Electives and lists some options but do not list CRT courses. This means, lobotrax will not recognize CRT 110 (Plastics Repair) , 210 (Custom Painting), 211 (Restoration) as acceptable courses. Please add these courses and any other advanced CRT course as options so exception and substitution requests do not have to be initiated.
- Potentially create a practicum course (CRT 295) for 3-9 credits to assist those students who might not have any options for a given semester. Due to courses needed not being offered in a particular semester, or courses offered have already been completed. This course could give the students an opportunity to advance on their knowledge or enhance their skills on a learned topic.

Certificate in Collision Repair Technology

The Collision Repair Technology Certificate is designed for the student who wishes to acquire the knowledge and develop the skills necessary to meet the entry-level employment standards as an automotive technician, service writer, painter, re-finisher, parts/sales, or component re-builder.

Please consult with your advisor for current transferability information.

Area	Semester	Grade	Credits
Writing and Speaking: (3 credits)			
ENGL 119* Technical Communications	_____	_____	3
Business Management & Technology: (3 credits)			
IT 101 Computer Fundamentals OR DRFT 115 AutoCAD Level I	_____	_____	3
Mathematics: (3 credits)			
MATH 115 Technical Math	_____	_____	3
COLLISION REPAIR TECHNOLOGY CORE: (20 credits)			
CRT 101 Basic Auto Body	_____	_____	4
CRT 103 Paint & Refinishing Equipment	_____	_____	4
CRT 105 Auto Welding	_____	_____	4
CRT 106 Restoring Corrosion Protection	_____	_____	4
CRT 107 Auto Glass/Restraint Systems	_____	_____	4
Approved Electives (4):			
<i>Select two or more courses, equivalent to 4 or more cr/hrs. AUTT 111, 115, 130, 157, 170, 203, 210, 213 (6cr/hrs each); AUTT 167 or 230 (3cr/hrs each); AUTT 295 (3-9cr/hrs); WLDT 104, 105, 107, 108, 109, 141, 251 (4cr/hrs each); ARTS 106, 205, 207</i>			
_____	_____	_____	4

SUGGESTED COURSE SEQUENCING: Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan.)

Term 1 - 14cr/hrs	Term 2 - 19cr/hrs
IT 101 - 3	ENGL 119 - 3
MATH 115 - 3	CRT 105 - 4
CRT 101 - 4	CRT 106 - 4
CRT 103 - 4	CRT 107 - 4
	CRT Elective - 4

Total Required: (33 credits)

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

PROGRAMS & COURSES

Associate of Applied Science in Collision Repair Technology

The Associate of Applied Science in Collision Repair Technology Program will help students become Collision Repair Technicians. Furthermore, they will be experienced with painting and refinishing. Collision Repair Technician training will enable students to become familiar with parts and sales, along with service writing.

Please consult with your advisor for current transferability information.

Area		Semester	Grade	Credits
Writing and Speaking: (6 credits)				
ENGL 119	Technical Communications	_____	_____	3
CJ 221	Interpersonal Communication	_____	_____	3
MATH: (3 credits)				
MATH 115	Technical Math	_____	_____	3
Behavioral Science/Social Sciences: (3 credits)				
PSY 211	Applied Psychology	_____	_____	3
Arts/Humanities/Social Sciences: (6 credits)				
<i>Select two courses/each course is 3cr/hrs - AMST 185 or 186; ANTH 101 or 130; ARCH 121; ARTH 101, 201, or 202; CJ 130; ECON 105 or 106; GEOG 102; HIST 101, 102, 161, or 162; LING 101; MUS 139; PHIL 101, 156, 201, or 202; POLS 110, 200, 220, or 240; PSY 105; SOC 101</i>				
_____		_____	_____	3
_____		_____	_____	3
COLLISION REPAIR TECHNOLOGY CORE: (35 credits)				
CRT 101	Basic Auto Body	_____	_____	4
CRT 103	Paint & Refinishing Equipment	_____	_____	4
CRT 105	Auto Welding	_____	_____	4
CRT 106	Restoring Corrosion Protection	_____	_____	4
CRT 107	Auto Glass/Restraint Systems	_____	_____	4
CRT 120	Identification & Analysis-Damage	_____	_____	4
CRT 122	Straightening & Measuring System	_____	_____	4
CRT 124	Straightening & Measuring Systems II	_____	_____	4
IT 101	Computer Fundamentals	_____	_____	3
Approved Electives: (8 credits)				
<i>Select two or more courses, equivalent to 8 or more cr/hrs. AUIT 111, 115, 130, 157, 170, 203, 210, 213 (6cr/hrs each) AUIT 167*, or 230* (3cr/hrs each); AUIT 295* (3-9cr/hrs); WLDI 104*, 105*, 107*, 108*, 109*, 141*, 251* (4cr/hr each) ARTH 106, 206, 207</i>				
_____		_____	_____	4
_____		_____	_____	4

SUGGESTED COURSE SEQUENCING: Recommended Course Sequence for Full-time Students (Part-time Students should see an Academic Advisor to customize their educational plan)

Term 1 - 14cr/hrs	Term 2 - 18cr/hrs	Term 3 - 15cr/hrs	Term 4 - 14cr/hrs
CRT 101 - 4	CRT 105 - 4	CRT 107 - 4	CRT 120 - 4
CRT 103 - 4	CRT 106 - 4	CRT 122 - 4	CRT 124 - 4
CJ 221 - 3	ENGL 119 - 3	IT 101 - 3	PSY 211 - 3
MATH 115 - 3	Gen Ed Elective - 3	CRT Elective - 4	Gen Ed Elective - 3
	CRT Elective - 4		

Total Required: (61 credits)

FOR ADVISEMENT: Contact the Advisement Center at (505) 863-7706.

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Document 6

- Copy of recent Program Advisory Board Recommendations
**Only applies to Programs with Advisory Boards*

Applied Technology – Collision Repair Program
Advisory Board Meeting Minutes
December 15, 2017
11:30 AM - 1:00 PM
Smokey's

Members Present:

Manuel Rodriguez, CarQuest
Chuck Shirley, Bond Paint
Ann Jarvis, UNM-Gallup
Loretta Notah, UNM-Gallup
Floyd C Burnham, UNM-Gallup
LD Lovett, UNM-Gallup
Ted Arviso, UNM-Gallup
Byron Gutierrez, UNM-Gallup

Members Absent:

Johnny Thomas, Rico Auto Complex
Dave Martinez, Gurley Motors
Doug Cobb, D & A Body Shop
Danny Jarzomkowski, Professional Truck & Auto

AGENDA

- 1 – Introduction of Division Chair and Collision Repair Program Faculty (Full-Time)
 - Introduced LD Lovett, Applied Technology Division Chair and Floyd C. Burnham, Lecturer.
- 2 – Program Reports
 - No reports at this time.
- 3 – Review of Curriculum
 - Recent action regarding degree and certificate – AAS & Certificate were put on moratorium until further notice
 - Advisory Board members agree that it is a good program for students to learn basic/employment skills.
 - Training and experience will allow employment for students to obtain permanent jobs. Therefore, we should continue to offer the Certificate Program.
 - It was mentioned during the meeting, that the AAS Degree and Certificate will be under review by UNM-Gallup Curriculum Committee in Fall 2018.

- Low enrollment is affecting a schools both state and nationwide. We need to find a better means of advertising (which may help).

4 – Shop/Classroom/Other Information

- Current capital equipment information (copy was provided).
- I-CAR is mostly taught online, but there are some held in classrooms/shops. Upcoming class will be on Aluminum.
- ASE Testing Site – UNM Gallup is currently proctoring tests.

5 – Question and Answer

- Cost of tools and equipment for Aluminum Repair and teaching in the classroom.
- The Collision Repair Program will seek National Certification through National Automotive Technicians Education Foundation/ Automotive Service Excellence (NATEF/ASE). This will ensure industry certification, which will enhance the student’s ability to obtain employment.

6 – Last Remarks

- Division Chair – LD Lovett, thanked the members for taking time out their busy schedule to attend. We value input from the local businesses that are familiar with the Collision Repair field.
- Collision Repair Program Faculty – Floyd Burnham thanked the members for attending.

7 – Set date and time for next meeting

- Pending – will contact members.

8 – Meeting Adjourned

- Adjourned at 1:35 PM

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Document 7

- Copy of Nationally or Regionally Accredited External Review, with Recommendations (Licensure Programs)
**Only applies to Program with such accreditation*

Not Applicable

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Document 8

- Summary report or recommendation from respective Department members.

Floyd C. Burnham

The Collision Repair Program provides opportunities for local employment, for students focusing on working in Collision Repair/Auto Body Repair shops. The Certificate in Collision Repair provides studies for entry level employment opportunities as a Collision Repair Technician, Technician Helper, Glass Installer, Painter, and Interior Upholstery. Collision Repair Technician Helpers are what the local employers look for, after they obtain the experience they can go on their own as a Collision Repair/Auto Body Technician. Due to the recent change in employers seeking individuals that have college credits/degree versus an individual with no college background.

Employment projections date for automotive body and glass repairers, 2016-2026 (based on Occupational Outlook Handbook)

Occupational Title	SOC Code	Employment, 2016	Projected Employment, 2026	Change, 2016-2026		Employment by Industry
				Percent	Numeric	
Automotive body & Glass Repairers	--	180,000	195,000	8	14,900	--
Automotive body & related repairers	49-3021	160,400	174,100	9	13,600	
Automotive glass installers & repairers	49-3022	19,600	20,900	7	1,300	

The program has been able to get funding through Carl Perkins over the past two years which has enabled us to keep current with state-of-the-art equipment for the Collision Repair Program. This enables us to develop employable skills for our students.

Data from the Collision Repair/Auto Body shop owners/managers, a Certificate in Collision Repair would be sufficient in obtaining an entry-level position. Therefore, my recommendation would be to keep the Associate of Applied Science Degree (AAS) on hiatus and offer only the Certificate in Collision Repair.



Office of the Dean

February 26, 2018

Program Review Summary

Spring 2018

Collision Repair Certificate and AS

The program review for Collision Repair provides a great deal of helpful information. It demonstrates that there has been a decline in students. Graduate in the AS degree are two per year for the past three years, and only one graduate with a certificate within the last 3 years. There is no list of the students completing their I-CAR industry certificate. However, it is inferred that students complete this test prior to receiving their certificate in the program. Additional documentation is needed in this area. Questions to answer include: Do students need a UNM certificate to obtain a job? Should the UNM certificate require testing for the industry certificate at the end of the UNM certificate?

The assessments are up to date. However, no annual reviews have been provided. Therefore, it is difficult to determine how successful the program was in the past years.


The review makes note of the program being on moratorium until further notice in Document 6, under the Advisory Board agenda. The agenda did not provide the date the program was placed on hiatus and the rationale for this determination.

I am concerned that since the time of the placement on hiatus, there is no indication that anything has been done to address the rationale for this placement and there is no indication that any additional data was provided for the employer need, the cost to get the program up and running, and what would be considered next steps. Without this data, I cannot advise that this program continue as is.

In my opinion, it should stay on hiatus. Future possibilities include, up grading the program with new equipment if needed, deleting the program or changing the program to reflect industry needs. In order to make any recommendation, additional data would be needed. It is possible

that program prioritization taking place on campus, may provide some additional data, along with input from the curriculum committee.

Sincerely,


Irene Den Bleyker
Interim Dean of Instruction