STANDARD 1 - PURPOSE

The design-drafting program should have clearly stated program goals, related to the needs of the students and employers served.

STANDARD 1.1 - EMPLOYMENT POTENTIAL

The employment potential for design drafters, trained to the level outlined in the program goals, should be demonstrated to exist in the area served by the program.

1.1   EMPLOYMENT POTENTIAL

A.   What percentage of students obtain employment or   _____%
continue their education in design drafting within 6 months
after completing your program?

Comments:

B.   Are employers surveyed on a regular basis (at least   Yes___ No____
annually) to determine training needs of their potential
employees?

Comments:

C.   Is there documentation that a survey of potential   Yes___ No____
employers' training needs (no older than 1 school year) is
on file?
(Examples of documentation: survey instruments, notes
from telephone interviews or plant visits)

Comments:

STANDARD 1.2 - PROGRAM DESCRIPTION/GOALS

The written description and goals of the program should be stated in advertising and recruiting literature supplied to potential students and must include admission requirements, employment potential, area(s) of training offered, and requirements for completion of the program.

1.2   PROGRAM DESCRIPTION/GOALS

      A.   Is documentation available (brochure or catalog) which includes:

           1.   Admission requirements of program   Yes____ No____
           2.   Employment potential   Yes____ No____
           3.   Area(s) of training offered   Yes____ No____
           4.   Goals and requirements for program completion   Yes____ No____

Comments:

      B.   Is the program information provided to students prior to   Yes____ No____
         enrollment in your program?

Comments:

      C.   Is program information made available to a supporting   Yes____ No____
         guidance office, if applicable?

Comments:

STANDARD 2 - ADMINISTRATION

Program administration should ensure that instructional activities support and promote the goals of the program.

STANDARD 2.1 - STUDENT COMPETENCY CERTIFICATION

The certificate or diploma a student receives upon program completion should clearly specify the area(s) of demonstrated competency.

2.1   STUDENT COMPETENCY CERTIFICATION

Does the certificate or diploma a student receives upon program   Yes____ No____
completion clearly specify the area(s) of demonstrated
competency?
Comments:

STANDARD 2.2 ADMINISTRATIVE SUPPORT

Positive administrative support from institutional and local administrative bodies should be demonstrated. Indicators of administrative support would include: support for staff in-service training; provision of appropriate facilities; up-to-date tools, equipment, and training support materials. Equipment, supplies, travel, and training budgets for the program for the preceding two years must show an ongoing support for the program. Interviews during the on-site visit with the program head, principal or chief school officer, and the chief district officer shall indicate ongoing support for the program.

2.2   ADMINISTRATIVE SUPPORT

    A.   Are provisions made for instructors to return to industry for planned in-service and update training on a regular basis?   Yes___ No____

Comments:

    B.   Are training stations provided of the appropriate type and number required for instructional areas described in the program goals?   Yes___ No____

Comments:

    C.   Are tools and equipment needed for training in the lab area provided?   Yes___ No____

Comments:

    D.   Are tools and equipment provided in sufficient quantity to support efficient and effective instruction?   Yes___ No____

Comments:

    E.   Do the tools and equipment provided for the training program meet industry standards?   Yes___ No ____

Comments:

    F.   Are current general and technical magazines and papers available for student and instructor use?   Yes___ No____

Comments:

    G.   Does the annual budget prepared by the institutional administration include input from the program instructor?   Yes___ No____

Comments:

    H.   Are equipment, supplies, travel, and training budgets for the design drafting program available for the preceding two years?   Yes___ No____

Comments:

STANDARD 2.3 - WRITTEN POLICIES

Written policies should be adopted by the administration and policy board for use in decision-making situations and to provide guidance in achieving the program goals. Policies regarding safety, liability, and lab operation should be written and prominently displayed as well as provided to all students and instructors.

2.3   WRITTEN POLICIES

    A.   Have written policies regarding student and institutional   Yes__ No____
           responsibilities been developed and approved by the
           administrative policy board?
Comments:

    B.   Are copies of these policies provided to students?   Yes__ No____
           (Example: Student Handbook)
Comments:

    C.   Are written policies regarding safety, liability, and lab   Yes__ No____
           operation prominently displayed in the lab area?
Comments:

STANDARD 2.4 - ADVISORY COMMITTEE

An advisory committee must convene at least two times a year and be utilized to provide counsel, assistance, and information from the community served by the training program. This committee should be broadly based and include former students, employed design drafters, and employers.

2.4   ADVISORY COMMITTEE

    A.   Has an advisory committee been established for the   Yes__ No____
program?

Comments:

    B.   What date was the advisory committee established?   Date

Comments:

    C.   How often does the advisory committee meet?   No.

Comments:

    3.   Are minutes from the advisory committee meetings on file   Yes__ No____
at the school?

Comments:

    4.   Are at least three members of the advisory committee   Yes__ No____
representatives from local industry?

Comments:

    F.   Does the advisory committee include members who are
representative of the following groups?

        1.   Design drafters   Yes___ No____
        2.   Local employers   Yes___ No____
        3.   Former students   Yes___ No____

Comments:

STANDARD 2.5 - PUBLIC/COMMUNITY AWARENESS

An organized plan should be used to provide the public with information regarding the profession, the training program, its graduates, its plans, and any services provided to the community.

2.5   PUBLIC/COMMUNITY AWARENESS

     5.   Does a public awareness program promoting design   Yes___ No____
          drafting as a profession exist at the school?

Comments:

     6.   Is there documentation to verify the distribution of public   Yes___ No____
          awareness materials on a regular basis?

Comments:

     7.   Does the school participate in National Design Drafting   Yes___ No____
          Week (set as the second full week of March)?

Comments:

STANDARD 2.6 - LIVE WORK

The program should have a written policy, approved by the school administrator, on the selection and implementation of live work. The policy may either allow or prohibit live work.

2.6   LIVE WORK

Has a written policy approved by the school administration on the selection and implementation of live work been provided for the design drafter program?   Yes___ No____

Comments:

STANDARD 2.7 - FIRST AID

The program should have a written policy, approved by the administrator of the school, on first aid procedures. The policy should provide detailed procedures to be followed when addressing a first aid emergency and should be well-communicated to all students and instructors.

2.7   FIRST AID

    A.   Has a written policy approved by the school administration   Yes___ No____
            on first aid administration and procedures been provided
            for the design drafter program?

Comments:

    B.   Do the procedures developed to address first aid   Yes___ No____
            emergencies in the design drafter program meet program
            needs?

Comments:

STANDARD 3 - LEARNING RESOURCES

Support material, consistent with both program goals and performance objectives, should be available to staff and students. Support material should reflect recent and state of the art technologies.

STANDARD 3.1 - MULTI-MEDIA

Appropriate up-to-date multimedia materials such as video tapes and transparencies should be readily available. Visual aid equipment such as overhead projectors and video cassette recorders should also be readily available and utilized in the training process.

3.1   MULTI-MEDIA

     A.   Are appropriate, up-to-date multi-media materials such as   Yes___ No____
                  video tapes and transparencies readily available?

Comments:

     B.   Is visual aid equipment available?   Yes___ No____

Comments:

STANDARD 3.2 - CADD EQUIPMENT

Equipment used for CADD components of the design drafting program should be compatible with the requirements of local employers and should be available in sufficient number to support program objectives.

3.2   CADD EQUIPMENT

    A.   Is CADD equipment available?   Yes___ No____
Comments:

    B.   Is equipment in good and usable condition?   Yes___ No____
Comments:

    C.   Do the equipment and supplies used in the program reflect the types used in the design drafting industry?   Yes___ No____
Comments:

    D.   Is a systematic replacement schedule used to maintain up-to-date equipment at industry standards as recommended by the advisory committee?   Yes___ No____
Comments:

STANDARD 3.3 - INSTRUCTIONAL DEVELOPMENT SERVICES

The service of professional instructional development personnel should be used when available. At a minimum, equipment and supplies should be available for duplication or copying printed materials and transparencies. Instructional development personnel should conduct in-service and/or training in curriculum and media development.

3.3   INSTRUCTIONAL DEVELOPMENT SERVICES

A.   Are media specialists used to provide media development   Yes___ No____
services for instructional staff?

Comments:

B.   Are equipment and supplies available for faculty use in   Yes___ No____
preparing materials needed for class instruction?

Comments:

STANDARD 3.4 - PERIODICALS

Current and technical periodicals related to design drafting should be available and accessible for student use.

3.4   <u>PERIODICALS</u>

Are current and technical periodicals related to design drafting   Yes__ No ____
available and accessible for student use? (Identify periodicals in
comments section.)

Comments:

STANDARD 3.5 - STUDENT MATERIALS

Current instructional texts or pertinent material used to satisfy program objectives should be available for each student in quantities appropriate for the instructional delivery system used. Basic textbooks should have copyright dates that are not over five (5) years old; specialized textbooks should have copyright dates that are not over three (3) years old.

3.5   STUDENT MATERIALS

     A.   Are instructional texts current and available to satisfy the objectives of the course?   Yes__ No____

Comments:

     3.   Are instructional texts or pertinent material available for each student in quantities appropriate for the instructional delivery system used?   Yes__ No____

Comments:

     C.   Do basic textbooks have copyright dates no more than 5 years old?   Yes___ No____

Comments:

     D.   Do specialty textbooks have copyright dates no more than 3 years old?   Yes__ No____

Comments:

STANDARD 4 - FINANCES

Funding should be provided and financial procedures developed to meet the program goals and performance objectives.

STANDARD 4.1 - BUDGET

An adequate annual budget should be developed, allocated, provided to the instructor, and used for the operation of the program. Program budgets for the preceding two years must be available.

4.1   BUDGET

    A.   Is there documentation to verify the development of an   Yes__ No ____
        annual budget specifically for program operation?

Comments:

    B.   Are annual budget reports provided to the instructor?   Yes__ No ____
           ____

Comments:

    C.   Is documentation available to verify that allocated funds are   Yes__ No ____
        available exclusively for use by the design drafting
        program?

Comments:

    D.   Is current funding adequate for program operation?   Yes__ No ____
Comments:

    3.   Are program budgets for the preceding two years available   Yes__ No ____
        for inspection?

Comments:

STANDARD 4.2 - BUDGET PREPARATION

The budget should be prepared by the institutional administration with input from the program instructor.

4.2   <u>BUDGET PREPARATION</u>

      Does the instructor have input into the annual budgeting process   Yes__ No ____
      for the design drafting program?

Comments:

STANDARD 4.3 - STATUS REPORTS

Budget status reports pertaining to equipment and supplies should be available to the program instructor, at least quarterly.

4.3   STATUS REPORTS

Are budget status reports provided to program faculty, at least   Yes__ No ____
quarterly?
Comments:

STANDARD 4.4 - LIVE WORK ACCOUNTING

If live work is accepted by the program, a systematic method of collecting, documenting, and disbursing live work receipts should be used. Program faculty should not be required to collect payment for live work projects.

4.4   LIVE WORK ACCOUNTING
    A.   Is there evidence of a system used to collect, document, and   Yes__ No ____
            disburse live work receipts?
Comments:

    B.   Is a collection process in place that requires support staff   Yes__ No ____
            (not instructors) to collect payment for live work projects?.
Comments:

STANDARD 5 - STUDENT SERVICES

Systematic pre-admission testing, interviews, counseling services, placement, and follow-up procedures should be used. Documentation of the previous two-years of student testing should be available for inspection.

STANDARD 5.1 - PRETESTING

A formal pretesting program should be used to assess a student's abilities in reading, mathematics, and mechanical aptitude (if required) to evaluate and assure the student a reasonable probability of success as a design drafter. Testing procedures and justification for all requirements should be available. Documentation of the previous two-years of student testing should be available for inspection.

5.1   PRETESTING

      A.   Is a pretest in each of the following areas administered
           prior to student enrollment:

           1.   reading   Yes__ No___
           2.   mathematics and science   Yes__ No___
           3.   mechanical aptitude (if required)   Yes__ No___

Comments:

      B.   Is documentation available to explain testing procedures   Yes__ No ____
           and is the documentation available to all interested parties?

Comments:

      C.   Is written justification for all requirements available?   Yes___ No ____

Comments:

      D.   Are pretest results available to program instructor for the   Yes___ No ____
           purpose of assessing student needs?

Comments:

      3.   Are pretest results available for the previous two years?   Yes__ No ____

Comments:

STANDARD 5.2 - PRE-ADMISSION INTERVIEWS

Where the system requires it and prior to program admission, a student should be interviewed and approved for admission**.**

5.2   PRE-ADMISSION INTERVIEWS

If required, are students interviewed and approved prior to program   Yes____ No ____
admission?

Comments:

STANDARD 5.3 - STUDENT RECORDS

Permanent records of former students should be available, preferably in one central location, and kept confidential.

5.3   STUDENT RECORDS

Are the permanent records for former students in the program   Yes___ No ____
available?

Comments:

STANDARD 5.4 - PLACEMENT

A systematic student placement system should be used to assist program graduates to obtain employment in the design drafting profession.

5.4   <u>PLACEMENT</u>

Is an organized student placement system used to assist graduates   Yes____ No ____
in obtaining employment in the design drafting profession?

Comments:

STANDARD 5.5 - FOLLOW-UP

A formal follow-up system should be used to determine students' employment location and for feedback regarding the efficiency, effectiveness, and appropriateness of training. The follow-up procedure should be designed to assure feedback regarding needed additions or deletions to the training curriculum, program, and tools and equipment. Follow-up of graduates employed outside the drafting design profession should indicate reasons for non-drafting employment. When applicable, this information should be used to modify the training quality and/or content. Follow-up results of the previous two years service should be available for inspection.

5.5   FOLLOW-UP

A.   Is a formal follow-up system used to determine student's   Yes__ No ____
first employment in the design drafting profession?

Comments:

B.   Is the follow-up system used to obtain student assessment   Yes__ No ____
of the efficiency and effectiveness of their training?

Comments:

C.   Does the follow-up system provide feedback regarding
needed additions or deletions to the following training
areas?

1.   curriculum   Yes____ No___
2.   program   Yes____ No___
3.   tools and equipment   Yes____ No___

Comments:

D.   Is the follow-up system used to obtain information from   Yes____ No____
program graduates who are employed outside the design
drafting profession?

Comments:

E.   Is there evidence that information from the follow-up   Yes____ No____
system is used to modify the training program?

Comments:

F.   Are follow-up results available for the previous two   Yes____ No____
years?

Comments:

STANDARD 5.6 - LEGAL REQUIREMENTS

The training program should meet all applicable local, state, and federal requirements.

5.6   LEGAL REQUIREMENTS

Is documentation available to verify training program compliance   Yes__ No ____
with applicable local, state, and federal requirements?
Comments:

STANDARD 6 - INSTRUCTION

Instruction must be systematic, reflect current technology, and meet program goals. A list of specific performance objectives with criterion-referenced measures must be used.

STANDARD 6.1 - PROGRAM PLAN

The training plan should progress in logical steps, provide for alternate sequences, where applicable, and be made available to each student.

6.1   PROGRAM PLAN

     A.   Is the training program logically sequenced?   Yes__ No ____

Comments:

     B.   Does the training program providing alternate sequences of   Yes__ No ____
            instruction?

Comments:

STANDARD 6.2 - STUDENT TRAINING PLAN

A training plan for each student should be used, indicating the student's training goal(s) and specific steps needed to meet that goal. Students should be given a copy of their training plan.

6.2   STUDENT TRAINING PLAN

    A.   Is a specific training plan available for each student stating   Yes__ No ____
           the student goals and steps needed to meet those goals?

Comments:

    B.   Is each student given a copy of his/her training plan?   Yes__ No ____

Comments:

STANDARD 6.3 - PREPARATION TIME

Adequate time should be provided for teacher preparation and program development.

6.3   PREPARATION TIME

Is a planning period scheduled for instructors during the normal   Yes___ No ____
school day?

Comments:

STANDARD 6.4 - TEACHING LOAD

The instructor/student ratio and class contact hours should allow time for interaction on a one-to-one basis. Classroom observation will be used to evaluate this.

6.4   TEACHING LOAD

    A.   Is the current instructor/student ratio educationally sound?   Yes___ No _____

Comments:

    B.   Is documentation available to verify that the average   Yes___ No _____
instructor/student ratio for the past year was educationally
sound?

Comments:

STANDARD 6.5 - CURRICULUM

The curriculum must reflect current technology as evidenced by textbooks, lab activities, and assignments. Theory and "hands-on" instruction should be provided for a minimum of eighty percent (80%) of the skills listed in each skills area. Additional skills may be included to meet the needs of local employers. All additional skills should be reviewed and approved for inclusion by the advisory committee.

6.5   CURRICULUM

A.   For each skills area, give the percentage of skills for which
        the program provides theory and "hands-on" instruction.   Percentage
                                                                          of skills taught:

         1.   Fundamental Drafting Skills   _____ %
         2.   Fundamental Computer Skills   _____ %
         3.   Basic CADD Skills   _____ %
         4.   Advanced CADD Skills   _____ %
         5.   Related Academic Skills   _____ %
         6.   Employability Skills   _____ %

Comments:

B.   Are tools, equipment, and/or resource material available for
        each area?

         1.   Fundamental Drafting Skills   Yes__ No _____
         2.   Fundamental Computer Skills   Yes__ No _____
         3.   Basic CADD Skills   Yes__ No _____
         4.   Advanced CADD Skills   Yes__ No _____
         5.   Related Academic Skills   Yes__ No _____
         6.   Employability Skills   Yes__ No _____

Comments:

C.   Is documentation available to verify use of the advisory   Yes__ No _____
        committee to review and approve additional tasks?
Comments:

D.   Is competency in filling out work order forms and   Yes__ No _____
        recording the time spent on a required skill included in the
        curriculum?
Comments:

STANDARD 6.6 - STUDENT PROGRESS

A record of each student's progress should be maintained through the use of a progress chart, individual folder or other recording device.

6.6   STUDENT PROGRESS

Are progress charts, individual folders or other record keeping   Yes__ No ____
tools (with specific skills) used to indicate students' progress?

Comments:

STANDARD 6.7 - PERFORMANCE STANDARDS

All instruction should be performance based, with an acceptable performance standard stated for each required skill. These performance standards should be reviewed by the advisory committee and shared with students and potential employers. Students should demonstrate "hands-on competency" or "mastery" of a skill or group of skills before the instructor verifies a student's performance.

6.7   PERFORMANCE STANDARDS

    A.   Is documentation available to verify requirement of a stated   Yes__ No ____
              performance level for each required skill?

Comments:

    B.   Are performance standards given to students and potential   Yes__ No ____
              employers?

Comments:

    C.   Is a student required to demonstrate "hands-on"   Yes__ No ____
              competency or "mastery" of a skill before the instructor
              verifies the student's performance?

Comments:

STANDARD 6.8 - SAFETY STANDARDS

Safety instruction should be given prior to lab work and be an integral part of the training program. A safety test should be included in the training program. Students and instructors should comply with personal and environmental safety practices associated with the design drafting profession.

6.8   SAFETY STANDARDS

    A.   Is documentation available to verify that safety instruction   Yes__ No ____
           is given prior to lab work?

Comments:

    B.   Is documentation available to verify that safety instruction   Yes__ No ____
           is an important part of the training program?

Comments:

    C.   Is documentation available to verify that safety tests are   Yes__ No ____
           included in the training program?

Comments:

    D.   Is evidence available to verify emphasis on complying with   Yes__ No ____
           safety practices in the lab area?

Comments:

STANDARD 6.9 - PERSONAL CHARACTERISTICS

All training activities and on-site generated instructional material should emphasize the importance of maintaining high personal standards.

6.9   PERSONAL CHARACTERISTICS

Is evidence or documentation available to verify emphasis on the following in all training activities and instructional materials?

1.	The importance of maintaining good relationships with fellow employees	Yes__ No ____ Yes__ No ____
2.	Respect for fellow students' tools and other property	Yes__ No ____
3.	The development of good customer relations	Yes__ No ____
4.	Respect for customers' property	Yes__ No ____
5.	Appropriate clothes similar to those found in local business and industry	

Comments:

STANDARD 6.10 - WORK HABITS/ETHICS

The training program should be organized in such a manner that work habits and ethical practices required on the job are an integral part of the instruction. These shall be evident in the laboratory exercises.

6.10   WORK HABITS/ETHICS

      A.   Is the training program organized so that work habits   Yes__ No ____
              developed in the training program are similar to work
              habits required on the job?

Comments:

      B.   Is documentation available to verify emphasis on   Yes__ No ____
              successful group and team work?

Comments:

      C.   Is documentation available to verify emphasis on ethical   Yes__ No ____
              practices?

Comments:

      D.   Are visual reminders concerning appropriate work   Yes__ No ____
              behaviors posted in the lab or classroom areas?

Comments:

      E.   Is documentation available to verify instruction regarding   Yes__ No____
              work habits and ethics for each student?

Comments:

STANDARD 6.11 - PROVISION FOR INDIVIDUAL DIFFERENCES

The training program should be structured in such a manner that students with different levels of cognitive and psychomotor skills can be accommodated.

6.11   PROVISION FOR INDIVIDUAL DIFFERENCES

    A.   Is the structure of the training program designed to accommodate students with different levels of cognitive and psychomotor ability?   Yes__ No ____

Comments:

    B.   Is documentation available to verify that students are provided with different levels of instruction when needed?   Yes__ No ____

Comments:

STANDARD 6.12 - RELATED INSTRUCTION

Instruction in related communication, math, and science skills should be provided and coordinated with ongoing instruction in the training program. This instruction should be provided by a qualified instructor.

6.12   RELATED INSTRUCTION

    A.   Is documentation available to verify that instruction in related communication, math, and science skills is coordinated with on-going instruction in the training program?   Yes__ No ____

Comments:

    B.   Are qualified instructors used to provide related instruction?   Yes__ No ____

Comments:

STANDARD 6.13 - TESTING

Both written and performance tests should be used to validate student competency. Tests and samples of student work from the previous two years should be available for inspection.

6.13   TESTING

      A.   Are written tests used to evaluate student competence?   Yes__ No ____

Comments:

      B.   Are performance tests used to evaluate skill performance?   Yes__ No ____

Comments:

      C.   Are minimum levels of workplace-acceptable performance   Yes__ No ____
           used in the evaluation of student performance?

Comments:

      D.   Are experts in the industry used to establish the minimum   Yes__No ____
           levels of performance for workplace success?

Comments:

      E.   Are samples of tests and student work from the previous   Yes__ No ____
           two years available for inspection?

Comments:

STANDARD 6.14 - EVALUATION OF INSTRUCTION

Instructional procedures should be evaluated in a systematic manner. This evaluation should be through regular reviews by students, peers, and administrators. Self-evaluation of instruction should also be utilized on a systematic and regular basis. This system should include input from former students and the advisory committee. Instructional procedures should show responsiveness to the feedback from these evaluations.

6.14   EVALUATION OF INSTRUCTION

      A.   Is a systematic program evaluation system used to make   Yes__ No ____
decisions about program efficiency, effectiveness, and content?

Comments:

      B.   Is student input used in the evaluation system?   Yes__ No ____

Comments:

      C.   Are instructor(s) evaluations used in the evaluation system?   Yes__ No ____

Comments:

      D.   Is self-evaluation of instruction used on a regular basis in   Yes__ No ____
the evaluation system?

Comments:

      E.   Is student follow-up data used in the evaluation system?   Yes__ No ____

Comments:

      F.   Are advisory committee reviews used in the evaluation   Yes__No ____
system?

Comments:

STANDARD 6.15 - LIVE WORK

If the program accepts live work, it should be scheduled to benefit the student and supplement on-going instruction. A student should have had instruction and practice on a specific skill before live work requiring that skill is assigned. All live work projects in the lab should have a completed industry-type work order attached.

6.15   LIVE WORK

     A.   Is documentation available to verify that live work benefits   Yes__ No ____
     the student and supplements on-going instruction?

Comments:

     B.   Is student instruction and practice on a specific skill   Yes__ No ____
     required and verified before a live work project requiring
     this skill is assigned?

Comments:

     C.   Is documentation available to verify that a written industry-   Yes__ No ____
     type work order is used for each live work project?

Comments:

STANDARD 6.16 - ARTICULATION

Agreements between programs with equivalent competencies should be used to eliminate unnecessary duplication of instruction. Copies of articulation and reciprocity agreements should be available for inspection.

6.16   ARTICULATION

A.   Are articulation agreements used between programs with   Yes__ No ____
       equivalent competencies to eliminate unnecessary
       duplication of instruction?

Comments:

B.   Are articulation and reciprocity agreements used in the   Yes__ No ____
       design drafting program available for inspection?

Comments:

STANDARD 7 - EQUIPMENT AND SUPPLIES

Equipment and tools used in the design drafting program must be current and of the type and quality found in the industry and must also be the type needed to provide training to meet the program goals and performance objectives. Instructional supplies must be available in sufficient quantity to support program goals.

STANDARD 7.1 - SAFETY

Equipment and tools used in the design drafting program must have all safety devices in place, operable, and in current use.

7.1   SAFETY

      Are all safety devices in place, operable, and in current use?   Yes__ No ____

Comments:

STANDARD 7.2 - QUANTITY AND QUALITY

The tools and equipment used in the design drafting program should be current and reflect the program goals and performance objectives. Sufficient tools and equipment must be in good repair and be available for student use during lab hours. The tools and equipment should meet industry quality standards.

7.2   QUANTITY AND QUALITY

     A.   Are tools, equipment, and drawing supplies available for   Yes__ No ____
             student use during lab hours?

Comments:

     B.   Is equipment for student use supplied in sufficient quantity   Yes__ No ____
             to permit usage by students without "doubling up?"

Comments:

     C.   Do tools and equipment used in the design drafting   Yes__ No ____
             program meet industry quality standards?

Comments:

STANDARD 7.3 - CONSUMABLE SUPPLIES

Sufficient consumable supplies should be readily available to assure continuous instruction. Inventory of supplies should be available for inspection.

7.3   CONSUMABLE SUPPLIES

    A.   Are consumable supplies readily available to insure   Yes＿ No ＿＿
            continuous instruction?

Comments:

    B.   Is a current inventory of supplies available for inspection?   Yes＿ No ＿＿

Comments:

STANDARD 7.4 - MAINTENANCE

A preventive maintenance schedule for all equipment should be used to minimize equipment down-time.

7.4   MAINTENANCE

Is documentation available to verify the use of a preventative   Yes___ No ____
maintenance program to minimize equipment down-time?
Comments:

STANDARD 7.5 - REPLACEMENT

A systematic schedule for replacement should be used to maintain up-to-date tools and equipment at industry and safety standards. Student follow-up and advisory committee input should be used in this system. Records from the previous two years should be available for inspection.

7.5   REPLACEMENT

    A.   Is documentation available to verify the use of a systematic   Yes__ No ____
replacement schedule used to maintain up-to-date tools and
equipment at industry and safety standards?

Comments:

    B.   Is documentation available to verify the use of student   Yes__ No ____
follow-up information and local Advisory Committee input
in the replacement schedule?

Comments:

    C.   Are replacement records available from the previous two   Yes___ No ____
years?

Comments:

STANDARD 7.6 - INVENTORY

An inventory system should be used to account for tools, equipment, and supplies.

7.6   <u>INVENTORY</u>

Is documentation available to verify the use of an inventory system   Yes__ No ____
to account for tools, equipment, and supplies?

Comments:

STANDARD 8 - FACILITIES

The physical facilities must be adequate to permit achievement of the program goals and performance objectives.

STANDARD 8.1 - TRAINING STATIONS

Training stations should be available in the type and number required for the performance of skills outlined in the program goals and performance objectives.

8.1   <u>TRAINING STATIONS</u>

    Are training stations available in the type and number required for   Yes___ No ____
    skill performance as outlined in the program goals and
    performance objectives?

Comments:

STANDARD 8.2 - SAFETY

The facilities should meet all applicable safety standards.

8.2   SAFETY

    A.   Are safety hazard areas identified with signs?   Yes__ No ____
Comments:

    B.   Do fire extinguishers have regular, current inspection tags   Yes__ No ____
            attached and meet fire codes for different types of fires?
Comments:

    C.   Are electrical outlets easily disconnected in case of an   Yes___ No ____
            emergency?
Comments:

    D.   Is lighting adequate for task performance and safety?   Yes__ No ____
Comments:

    E.   Are safety inspections held regularly?   Yes__ No ____
Comments:

STANDARD 8.3 - HOUSEKEEPING

Work and support area(s) should be kept clean and orderly.

8.3   <u>HOUSEKEEPING</u>

    A.   Are work areas cleaned daily?   Yes__ No ____
Comments:

    B.   Are resource and storage areas kept clean and orderly?   Yes__ No ____
Comments:

STANDARD 8.4 - OFFICE SPACE

An area separate from the work area should be available and convenient for the instructor(s) to use as an office. Computers shall be available for instructor(s) use in the office.

8.4   OFFICE SPACE

     A.   Is an area separate from the work area available for the   Yes__ No ____
instructor's use as an office?
Comments:

     B.   Are computers available for instructor(s) use in the office?   Yes__ No ____
Comments:

STANDARD 8.5 - INSTRUCTIONAL AREA

A classroom area convenient to the work area should be available for instruction and other non-lab activities. Classrooms and drawing rooms (work areas) should be of adequate size. Classrooms should be a minimum of 22 sq. ft. per student and drawing rooms should be a minimum of 75 sq. ft. per student.

8.5   INSTRUCTIONAL AREA

    3.   Is an area convenient to the work area available for theory   Yes__ No ____
        instruction and other non-lab activities?

Comments:

    4.   Are classrooms of adequate size (minimum of 22 sq. ft. per   Yes__ No ____
        student?

Comments:

    5.   Are drawing rooms of adequate size (75 sq. ft. per student?   Yes___ No ____

Comments:

STANDARD 8.6 - STORAGE

Storage space for drawings, tools, supplies, and components should be sufficient to support the activities outlined in the program goals and performance objectives. Security should be provided to prevent pilferage and vandalism.

8.6   <u>STORAGE</u>

      A.   Is storage space available for supplies adequate to support   Yes__ No ____
the activities outlined in the program goals and objectives?

Comments:

      B.   Is storage space available for tools and components   Yes__ No ____
adequate to support the activities outlined in the program
goals and performance objectives?

Comments:

      C.   Is storage space available for student drawings and   Yes__ No ____
supplies?

Comments:

      D.   Are storage areas secure from pilferage and vandalism?   Yes__ No ____

Comments:

STANDARD 8.7 - HEATING/COOLING

Heating and cooling systems should be used to provide sufficient comfort for learning.

8.7   <u>HEATING/COOLING</u>

Do heating and cooling systems provide sufficient comfort for learning?   Yes__ No ____

Comments:

STANDARD 8.8 - FIRST AID/SAFETY

A current, well-equipped first aid kit and fire extinguishers should be in place and comply with local regulations.

8.8   FIRST AID

A.   Is a first aid kit available for the program?   Yes__ No ____

Comments:

B.   Is the first aid kit well marked?   Yes__ No ____

Comments:

C.   Is the first aid kit equipped with basic, up-to-date first aid   Yes__ No ____
supplies?

Comments:

D.   Are an appropriate number of fire extinguishers available   Yes__ No ____
for the program?

Comments:

E.   Are fire extinguishers the appropriate type for electrical   Yes__ No ____
fires?

Comments:

STANDARD 8.9 - FACILITY EVALUATION

The advisory committee and the administration should conduct an annual evaluation of the facilities to assure adequacy in meeting program goals.

8.9   FACILITY EVALUATION

A.   Is documentation available to verify use of the advisory   Yes__ No ____
        committee to conduct an annual evaluation of the facilities
        to assure adequacy in meeting program goals?

Comments:

B.   Is documentation available to verify use of the   Yes__ No ____
        administration to conduct an annual evaluation of the
        facilities to assure adequacy in meeting program goals?

Comments:

STANDARD 9 - INSTRUCTIONAL STAFF

The instructional staff must have technical competency and meet all state and local requirements for certification/credentials.

STANDARD 9.1 - INSTRUCTIONAL COMPETENCY/CERTIFICATION

Instructors should meet all state certifying requirements. A current résumé indicating industry related experiences and technical update activities shall be on file for each instructor.

9.1   INSTRUCTIONAL COMPETENCY/CERTIFICATION

A.   Is documentation available to verify that program   Yes__ No ____
instructors meet all state certifying requirements?

Comments:

B.   Are current résumés including industry related experiences   Yes__ No ____
and technical updates available for each instructor?

Comments:

STANDARD 9.2 - TECHNICAL UPDATING

Faculty members should be provided technical materials required to maintain their competency. An opportunity should be provided for instructors to return to industry on a regular basis for staff development and skill upgrading.

9.2   TECHNICAL UPDATING

    A.   Are design drafting publications, related periodicals, and   Yes__ No ____
other materials needed to maintain technical competence
available for the instructional staff?

Comments:

    B.   Are opportunities provided for instructors to return to   Yes__ No ____
industry for seminars, internships, and skill upgrading on a
regular basis?

Comments:

    C.   Are staff development and continuing education   Yes__ No ____
funds available for design drafting faculty?

Comments:

STANDARD 9.3 - SUBSTITUTES

A systematic method of obtaining "substitute" instructors should be used to assure instructional continuity. An orientation session for substitutes should be held on a regular basis.

9.3   SUBSTITUTES

Yes__ No ____

A.   Is there evidence of a systematic method used to obtain "substitute" or "supply" instructors?

Comments:

B.   Is an orientation session for substitutes provided on a regular basis?

Yes__ No ____

Comments:

STANDARD 10 - COOPERATIVE AGREEMENTS

Written policies and procedures should be used for cooperative and apprenticeship training programs.

STANDARD 10.1 - STANDARDS

Student performance standards should be developed and coordinated by the supervising instructor.

10.1   STANDARDS

Are performance standards a student will be expected to meet   Yes____ No ____
developed and coordinated by the supervising instructor?

Comments:

STANDARD 10.2 - AGREEMENTS

All agreements, training plans, and/or memorandum should be written and legally binding.

10.2   AGREEMENTS

Are all agreements, training plans, and/or memorandum between   Yes__ No ____
the institution and the work location written and legally binding?
Comments:

STANDARD 10.3 - SUPERVISION

A supervising design drafting instructor should be assigned responsibility, authority, and time to monitor or coordinate design drafting cooperative/apprenticeship programs.

10.3   SUPERVISION

Is a supervising design drafting instructor assigned the   Yes____ No ____
responsibility, authority, and the time to monitor or coordinate
cooperative design drafting programs?

Comments: