



July 2020 Visions Report

Endorsement Committee

2019 Endorsement Goals

| Done | On Going | Task |
|------|----------|--|
| | X | Continue auditing schools for endorsement and re-endorsement- Good until COVID19; not getting responses as much since national shutdown. |
| | X | Revise the endorsement requirements as needed and update the webpage to match those requirements. – need to complete revisions proposed for the webpage |
| X | | Determine the Hands-on Competency Standards for schools. – Included in the Score Sheet |
| X | | Define a minimum performance standard for endorsement. -Established a minimum performance standard for audits using the Audit tool scoring program. |
| X | | Revise the Vision and Mission statements to reflect auditing to a performance standard. Decided it does not explicitly need to state this, it is implied. |
| | | Define needs (auditors, costs, etc.) for longevity of endorsement/auditing process. |
| | X | How many do we need? – (auditors needed) - - still need additional people to become auditors |
| | X | What is our budget each year for travel? – Glenn worked with committee to determine funding needed |
| | X | Discuss holding colleges responsible for endorsement. (How many times do we ask or contact colleges prior to removing them from the endorsement list?) Added dates for re-endorsement, and did reach out to several schools, leveraged using NAPTA president to reach out. |
| | X | Complete the process of reviewing the requirements for advisory minutes (examples: review of non-conformances, action items, continuous improvement, attendance, audit feedback). Ongoing – need to continue |
| X | | Develop and test an online audit tool for completing the audit with the possibility of only performing a site visit every other audit. Completed and available for use. |

➤ 2020-21 Endorsement Committee Goals



| Task |
|---|
| Continue auditing schools for endorsement and re-endorsement |
| Revise the endorsement requirements as needed and update the webpage to match those requirements. |
| Recruit additional endorsement committee auditors |
| Set a defined timeframe for college responsibility for endorsement |
| Evaluate industry interactions with the schools versus the requirement of advisory committee |

NAPTA Endorsement Score Sheet

- 3-pages long
- College to self score
- 3-point items are required
 - 78 Points Required
- 2 & 1 point items are suggested
 - 216 total possible points
- A total score of 147 or higher to be endorsed



NAPTA Endorsement Score Sheet

| Category | Description | Value | 3-PT Score | 2-PT Score | 1-PT Score |
|---|--|-------|------------|------------|------------|
| 0 Membership | a Be a college member of the NAPTA in good standing | 3 | 3 | | |
| 1 Regional Advisory Committee | a Active industry-based advisory committee that provides input to the school's program | 3 | 3 | | |
| | b Conduct at least 3 advisory committee meetings each calendar year. For 3-years if renewing, 1-year if initial. | 3 | 3 | | |
| | c Approved meeting minutes for 3-years if renewing, 1-year if initial, must be available to the NAPTA Auditor upon request and will be reviewed as part of the Audit | 3 | 3 | | |
| | d Charter or By Laws in place for Advisory Committee | 1 | | | A |
| | e School tracks action items and documents in minutes | 1 | | | 1 |
| | f First audit (free point) or implemented recommendation(s) from prior audit | 1 | | | 1 |
| 2 Educational Institution Management | a School / Program Accreditation in place | 3 | 3 | | |
| 3 PTEC Program Coordinators and Instructors | a More of the core class sections (>50%) are taught by full time Instructors | 2 | | 2 | |
| | b More of the core class sections(>50%) are taught by Instructors with 5+ years process industry work experience | 2 | | 2 | |
| | c At least one instructor attends professional development in the past audit cycle (i.e. NAPTA Instructor Skills Conference) | 2 | | 2 | |
| | d Instructor / student ratio in labs never exceeds 1:20 | 1 | | | 1 |
| 4 Program Assessments | a Has your program produced a PTEC graduate | 3 | 3 | | |
| | b Your college has an articulation agreement with High Schools for PTEC courses | 1 | | | 1 |
| | c Method in place for hired graduates feedback to program | 1 | | | 1 |
| | d Documentation of program improvements based on feedback | 2 | | 2 | |
| 5 NAPTA PTEC Curriculum & Requirements | a Teach Introduction to Process Technology | 3 | 3 | | |
| | b Teach PTEC Instrumentation I | 3 | 3 | | |
| | c Teach PTEC Equipment | 3 | 3 | | |
| | d Teach PTEC Systems | 3 | 3 | | |
| | e Teach PTEC Plant Safety | 3 | 3 | | |
| | f Teach PTEC Plant Operations | 3 | 3 | | |
| | g Teach PTEC Statistical Quality Control | 3 | 3 | | |
| | h Teach PTEC Troubleshooting | 3 | 3 | | |
| | i Students mandated to attend a facility tour | 2 | | 2 | |
| | Students completed assignment reviewing facility tour they attended | 2 | | 2 | |
| | Instructors participate in facility tours (at least once in audit cycle) | 1 | | | 1 |
| | j Industry on campus and interacting with students (in class (annually) as a guest speaker, or mock interviews, or in labs, etc.) | 2 | | 2 | |
| | k <i>PTEC cross-disciplinary skills listed below throughout the curriculum (indicate where in your program you do this). Maximum 1 point for each activity. If you do an activity (say Teamwork) in 3 different courses, you still only get a maximum of 1 point for teamwork.</i> | | | | |
| | Teamwork | 1 | | | 1 |
| | Work Ethic | 1 | | | 1 |
| | Communication Skills | 1 | | | 1 |
| | Presentation Skills | 1 | | | 1 |
| | Data Gathering/Analysis | 1 | | | 1 |
| | Problem Solving | 1 | | | 1 |
| | Technical Reading/Writing | 1 | | | 1 |
| | Computer Skills | 1 | | | 1 |
| | Equipment/flows sketching | 1 | | | 1 |
| | Troubleshooting | 1 | | | 1 |
| | Preventative Maintenance Planning | 1 | | | 1 |
| | Safety Consciousness | 1 | | | 1 |
| | Are attendance & participation a component of class grade? | 1 | | | 1 |
| | l Teach PTEC Instrumentation 2 | 2 | | 2 | |
| | Offer PTEC Internship/Independent Study | 2 | | 2 | |
| | m Offer PTEC Capstone Project | 2 | | 2 | |
| | Offer PTEC Fluid Mechanics | 2 | | 2 | |
| | Offer PTEC related technical elective course | 2 | | 2 | |
| 6 Teaching Aids & Resources | a <i>Hands-on labs</i> | | | | |
| | Evaluated student use of hand tools on process equipment | 2 | | 2 | |
| | Student evaluated on process line-up | 2 | | 2 | |
| | Student evaluated on Lock Tag Try (Lockout/Tagout) | 2 | | 2 | |
| | Student demonstrated reading P&IDs | 2 | | 2 | |
| | Student evaluated on shift change/monitoring process/communication | 2 | | 2 | |
| | Student evaluated on getting a process up to normal operating conditions | 2 | | 2 | |
| | Student evaluated on troubleshooting process issue | 2 | | 2 | |
| | Formal scored evaluation of student hands-on lab performance | 2 | | 2 | |
| | b <i>Supporting Equipment to provide hands on (cutaways, demonstration units, etc.). Maximum 1 point for each. If you have more than one of each (say you have two acrylic reboilers, you still only get a max of 1 point for reboilers.</i> | | | | |

NAPTA Endorsement Check List

- 2-pages long
- Helps college to know the documents to collect to successfully submit an audit

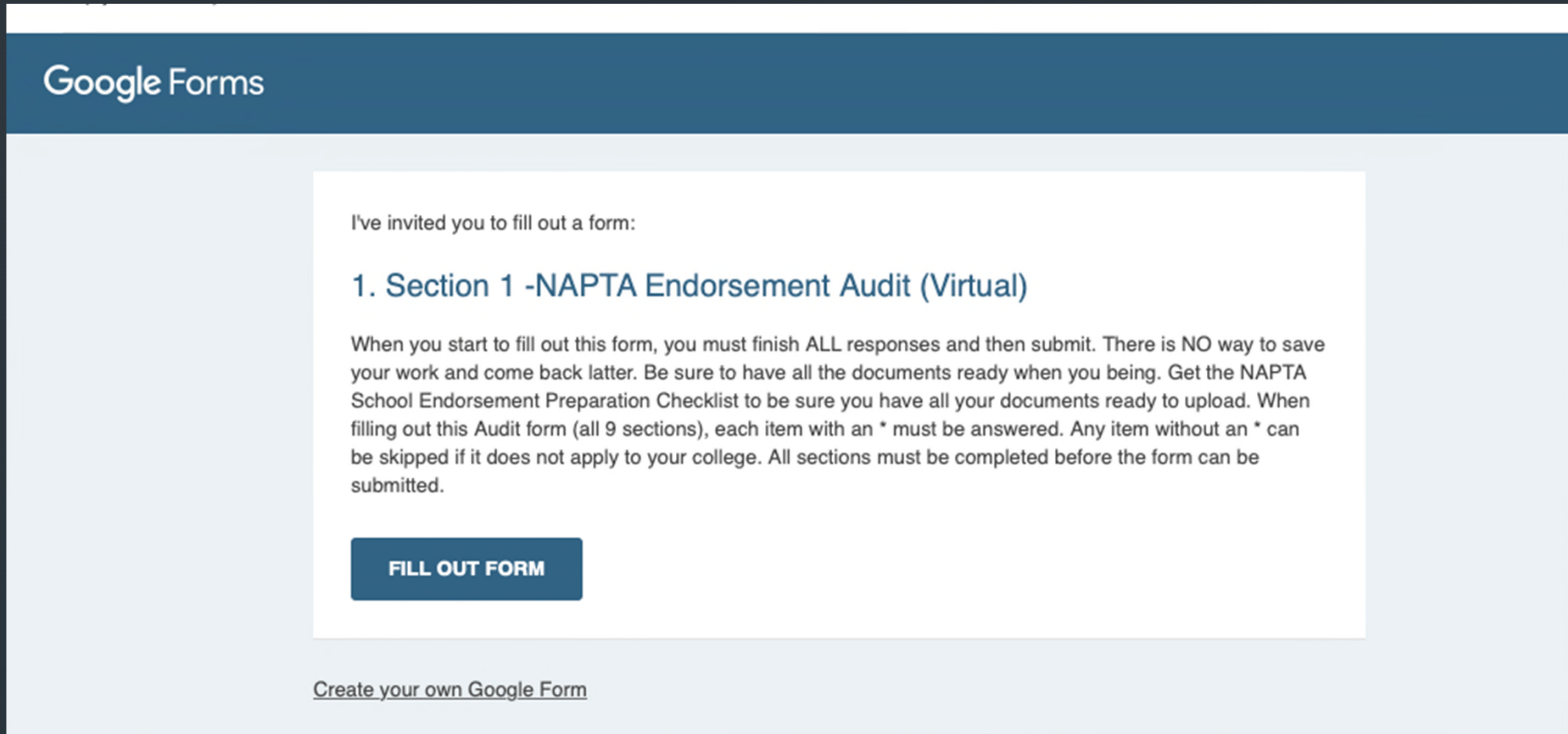


PREPARATION CHECKLIST TO FILL OUT YOUR NAPTA SCHOOL ENDORSEMENT AUDIT

| | |
|--------------------------|---|
| | If you can check <u>all</u> the boxes, you are ready to begin filling out your electronic audit tool. Initial audits must be done at the college. If renewing, and your college's last audit was on campus you will be doing a "virtual audit" completely on-line. |
| <input type="checkbox"/> | The person who fills out the form should have a working knowledge of your school's PTEC program. |
| <input type="checkbox"/> | Take a look at the NAPTA Endorsement Scoring sheet found on the NAPTA website. http://www.naptaonline.org/college-endorsement-requirements All three point items (78 points) are mandatory. A school must get to 147 total points to be endorsed. |
| <input type="checkbox"/> | Is your NAPTA membership current with dues paid? (if not, get your dues paid before requesting the audit) |
| <input type="checkbox"/> | All documents, files, photos, will be submitted electronically. Convert all paper documents to scanned files. |
| <input type="checkbox"/> | Approved Advisory Committee meeting minutes for 3-years if renewing (10 max files, minimum of 3 from each year). Must submit 1-year worth of minutes if this is your school's initial audit (minimum of 3 files) |
| <input type="checkbox"/> | Advisory Committee Charter or By Laws (optional) |
| <input type="checkbox"/> | Last NAPTA endorsement post audit letter if renewing, Skip if this is your school's initial audit |
| <input type="checkbox"/> | Know the name of your school's accreditation organization |
| <input type="checkbox"/> | Know information about your school's PTEC instructors (Name, Phone number, email address, Years of Industry Work Experience, Years of Teaching Experience, Education, and which PTEC courses they teach) |
| <input type="checkbox"/> | A copy of a student assignment reviewing a facility tour (optional) |
| <input type="checkbox"/> | Documentation of an assessment evaluating a student for PTEC cross-disciplinary skills: Skip those skills that are not documented. (Teamwork, Work Ethic, Communication Skills, Presentation Skills, Data Gathering/Analysis, Problem Solving, Technical Reading/Writing, Computer skills, Equipment/flows sketching, Troubleshooting, Preventative Maintenance Planning, Safe Consciousness, Attendance & Participation a component of class grade) |
| <input type="checkbox"/> | Documentation of an assessment evaluating a student hands-on lab skills: Skip those skills that are not documented. (PTEC hand tools, Process Line-up, Lock Tag Try, Reading P&IDs, shift change/monitoring process/communication, Starting up a process, Troubleshooting a process issue, Evaluate of a student's hands-on lab performance) |
| <input type="checkbox"/> | (Skip if this will be an on-campus audit) Photos of your college's supportive equipment (cutaways, demonstration units, etc.) listed below does your college have? Best if many items can be in a single photo as there is a limit to the number of photos that be uploaded. Reboiler/Kettle model, Heat exchanger models, column or tank models, Centrifugal pump model or cutaway, positive displacement pump model, Artificial Lift, 3 phase separator, Desalter, Pumps, Pipeline pigging, Fluidized Bed model, Vacuum Jets (eductors, ejectors, injectors) Distillation equipment, Valves, Hoses, Compressors, Turbine model, Basic PTEC related Hand tools, Piping and fittings, Flanges and blinds, Instrumentation [such as pressure gauges, dial temperature gauges, thermocouples, thermo-wells, orifices, D/P transmitters, etc], Hydrologic and/or pneumatic trainer, Dehydration trainer, Instrumentation trainer, PLC trainer, Well-head/blowout prevention trainer. |
| <input type="checkbox"/> | If this will be an on-campus audit, what day of the week and time is the best time to meet with second year students? If this is a virtual audit, a list of second year student contact information needs to be uploaded. |
| <input type="checkbox"/> | Syllabus (most recent) for Introduction to Process Technology (Word or .pdf format) |

NAPTA Virtual Audit Tool

- Once your ready, you will receive an email to fill out the audit tool form



The image is a screenshot of a Google Forms interface. At the top, there is a dark blue header with the text "Google Forms" in white. Below the header, the main content area is light blue. In the center, there is a white rectangular box containing the following text:

I've invited you to fill out a form:

1. Section 1 -NAPTA Endorsement Audit (Virtual)

When you start to fill out this form, you must finish ALL responses and then submit. There is NO way to save your work and come back latter. Be sure to have all the documents ready when you being. Get the NAPTA School Endorsement Preparation Checklist to be sure you have all your documents ready to upload. When filling out this Audit form (all 9 sections), each item with an * must be answered. Any item without an * can be skipped if it does not apply to your college. All sections must be completed before the form can be submitted.

Below the text, there is a dark blue button with the text "FILL OUT FORM" in white.

At the bottom of the white box, there is a link: [Create your own Google Form](#)

NAPTA Virtual Audit Tool

- About 65 questions long
- College to submit all documents
- Be prepared to submit entire audit documentation in one sitting



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When you start to fill out this form, you must finish ALL responses and then submit. There is NO way to save your work and come back latter. Be sure to have all the documents ready when you being. Get the NAPTA School Endorsement Preparation Checklist to be sure you have all your documents ready to upload. When filling out this Audit form (all 9 sections - 64 questions), each item with an * must be answered. Any item without an * can be skipped if it does not apply to your college. All sections must be completed before the form can be submitted.


The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not jefflaube@gmail.com? [Switch account](#)

* Required

Email address *

Your email

2. Mailing address, city, state, zip *



Colleges that have expressed and interest in an initial endorsement audit

- Del Mar College
- If you are wondering if your college meets the endorsement requirements, get the score sheet off the NAPTA website and self audit your program

Colleges needing a re-endorsement audit

- Alvin Community College
- ITI Technical college
- Kilgore College
- Louisiana Delta Community College
- Nunez Community College
- Remington College – Houston
- River Parishes Community College – Reserve
- Sowela Technical Community College
- Texas State Technical College
- University of Alaska Fairbanks

If your college is pending an endorsement audit

- Get the score sheet off the NATPA web site
- Get the check list off the NATPA web site
- Collect your documents
- Once you have all the documents collected → Email NATPA to get the audit document collection tool



▶ A great way to be an endorsed school is to join the Endorsement Committee

- To be an endorsement auditor: you will be trained and shadow two audits.

