

MASTER SYLLABUS

Course Discipline Code & No: UAT312 Title: Energy Auditing and Retrofit Effective Term Fall 2009
 Division Code: VCT Department Code: UA Org #: 28310 28200
 Don't publish: College Catalog Time Schedule Web Page

Reason for Submission. Check all that apply.
 New course approval Reactivation of inactive course
 Three-year syllabus review/Assessment report Inactivation (Submit this page only.)
 Course change

Change information: Note all changes that are being made. Form applies only to changes noted.
 Consultation with all departments affected by this course is required. Total Contact Hours (total contact hours were: _____)
 Course discipline code & number (was _____)* Distribution of contact hours (contact hours were: _____
 *Must submit inactivation form for previous course. lecture: _____ lab _____ clinical _____ other _____)
 Course title (was _____) Pre-requisite, co-requisite, or enrollment restrictions
 Course description Change in Grading Method
 Course objectives (minor changes) Outcomes/Assessment
 Credit hours (credits were: _____) Objectives/Evaluation
 Other _____

Rationale for course or course change. Attach course assessment report for existing courses that are being changed.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson New resources needed All relevant departments consulted
 Print: Dan Welch Signature: D. Welch Date: 12/11/09
 Faculty/Preparer
 Dept. Chair Recommendation Yes No
 Print: Dan Welch Signature: D. Welch Date: 12/11/09
 Department Chair
Division Review by Dean
 Request for conditional approval
 Recommendation Yes No [Signature] Date: 12/12/09
 Dean's/Administrator's Signature
Curriculum Committee Review
 Recommendation Tabled Yes No [Signature] Date: 1/5/10
 Curriculum Committee Chair's Signature
Vice President for Instruction Approval
[Signature] Date: 2-8-10
 Vice President's Signature
 Approval Yes No Conditional

Do not write in shaded area.
 Log File 11/16/09 Ecopy Banner 2/8 C&A Database 2/8 C&A Log File 2/8 Basic skills Contact fee

Please return completed form to the Office of Curriculum & Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

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***Complete ALL sections which apply to the course, even if changes are not being made.**

Course: UAT 312	Course title: Energy Auditing and Retrofit
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Credit hours: <u>1.5</u> If variable credit, give range: _____ to _____ credits	Contact hours per semester: <table style="width:100%"> <tr> <td></td> <td style="text-align:center"><u>Student</u></td> <td style="text-align:center"><u>Instructor</u></td> </tr> <tr> <td>Lecture:</td> <td style="text-align:center">22.5</td> <td style="text-align:center">22.5</td> </tr> <tr> <td>Lab:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> <tr> <td>Clinical:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> <tr> <td>Practicum:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> <tr> <td>Other:</td> <td style="text-align:center">_____</td> <td style="text-align:center">_____</td> </tr> <tr> <td>Totals:</td> <td style="text-align:center"><u>22.5</u></td> <td style="text-align:center"><u>22.5</u></td> </tr> </table>		<u>Student</u>	<u>Instructor</u>	Lecture:	22.5	22.5	Lab:	_____	_____	Clinical:	_____	_____	Practicum:	_____	_____	Other:	_____	_____	Totals:	<u>22.5</u>	<u>22.5</u>	Are lectures, labs, or clinicals offered as separate sections? <input type="checkbox"/> Yes - lectures, labs, or clinicals are offered in separate sections <input type="checkbox"/> No - lectures, labs, or clinicals are offered in the same section	Grading options: <input type="checkbox"/> P/NP (limited to clinical & practical) <input type="checkbox"/> S/U (for courses numbered below 100) <input checked="" type="checkbox"/> Letter grades
	<u>Student</u>	<u>Instructor</u>																						
Lecture:	22.5	22.5																						
Lab:	_____	_____																						
Clinical:	_____	_____																						
Practicum:	_____	_____																						
Other:	_____	_____																						
Totals:	<u>22.5</u>	<u>22.5</u>																						

Prerequisites. Select one:

College-level Reading & Writing
 Reduced Reading/Writing Scores (Add information at Level I prerequisite)
 No Basic Skills Prerequisite (College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

Course	Grade	Test	Min. Score	Concurrent Enrollment <small>(Can be taken together)</small>	Corequisites <small>Must be enrolled in this class also during the same semester)</small>
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____	<input type="checkbox"/>	_____

Level II (enforced by instructor on first day of class)

Course	Grade	Test	Min. Score
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____
<input type="checkbox"/> and <input type="checkbox"/> or _____	_____	_____	_____

Enrollment restrictions (In addition to prerequisites, if applicable.)

and or Consent required
 and or Admission to program required
 and or Other (please specify):
 Program: UA Instructor Training Program

Please send syllabus for transfer evaluation to:
 Conditionally approved courses are not sent for evaluation.
 Insert course number and title you wish the course to transfer as.

<input type="checkbox"/> E.M.U. as _____	<input type="checkbox"/> _____ as _____
<input type="checkbox"/> U of M as _____	<input type="checkbox"/> _____ as _____
<input type="checkbox"/> _____ as _____	<input type="checkbox"/> _____ as _____

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<p>Course UAT 312</p>	<p>Course title Energy Auditing and Retrofit</p>	
<p>Course description State the purpose and content of the course. Please limit to <u>500</u> characters.</p>	<p>This course will cover how the sustainable energy movement is using the energy retrofit process to meet the goal of making buildings efficient. All steps in the energy retrofit process will be covered with emphasis on the audit and Energy Conservation Measures (ECM) portion of the process. Also, the instruments used in the audit process as well as the engineering concepts of developing ECM will be covered. Limited to United Association Instructor Training program graduates.</p>	
<p>Course outcomes List skills and knowledge students will have after taking the course. Assessment method Indicate how student achievement in each outcome will be assessed to determine student achievement for purposes of course improvement.</p>	<p>Outcomes (applicable in all sections) After successful completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> 1. Explain procedures for identifying energy savings in existing buildings 2. Use UA and vendor supplied training materials 	<p>Assessment Methods for determining course effectiveness</p> <p>Survey of UA training coordinators/supervisors. Survey of UA training coordinators/supervisors.</p>
<p>Course Objectives Indicate the objectives that support the course outcomes given above.</p> <p>Course Evaluations Indicate how instructors will determine the degree to which each objective is met for each student.</p>	<p>Objectives (applicable in all sections)</p> <p>Outcome 1:</p> <ul style="list-style-type: none"> • Explain procedures for auditing energy usage in existing buildings • Describe opportunities for energy savings <p>Outcome 2:</p> <ul style="list-style-type: none"> • Incorporate UA and Vendor sustainable energy teaching materials into existing courses 	<p>Evaluation Methods for determining level of student performance of objectives</p> <p>Exam consisting of multiple choice, true/false, fill in the blank and short answer questions. Class activity Presentation and demonstration of learned course materials.</p>

List all new resources needed for course, including library materials.
No new resources required.

Student Materials:

<p>List examples of types Texts Supplemental reading Supplies Uniforms Equipment Tools Software</p>	<p>The UA Training Department provides all necessary books and materials.</p>	<p>Estimated costs \$ 0</p>
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Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level <u>only</u> if the specified equipment is needed for <u>all</u> sections of a course.	<input type="checkbox"/> Off-Campus Sites
<input type="checkbox"/> Level I classroom Permanent screen & overhead projector	<input type="checkbox"/> Testing Center
<input type="checkbox"/> Level II classroom Level I equipment plus TV/VCR	<input type="checkbox"/> Computer workstations/lab
<input checked="" type="checkbox"/> Level III classroom Level II equipment plus data projector, computer, faculty workstation	<input type="checkbox"/> ITV
	<input type="checkbox"/> TV/VCR
	<input type="checkbox"/> Data projector/computer
	<input type="checkbox"/> Other _____

Assessment plan:

Learning outcomes to be assessed (list from Page 3)	Assessment tool	When assessment will take place (semester & year)	Course section(s)/other population	Number students to be assessed
Explain procedures for identifying energy savings in existing buildings	Survey of UA training coordinators/supervisors.	Spring 2011 for students enrolled in Summer 2010, and every three years thereafter.	All	75% of all students who teach related HVACR courses on behalf of the local union
Use UA and vendor supplied training materials	Survey of UA training coordinators/supervisors.	Spring 2011 for students enrolled in Summer 2010, and every three years thereafter.	All	75% of all students who teach related HVACR courses on behalf of the local union

Scoring and analysis of assessment:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric/scoring guide.

Students' training activities will be scored and evaluated on a survey questionnaires covering both learning outcomes.

2. Indicate the standard of success to be used for this assessment.

Based on the number of students who teach the learned materials in the subsequent year, 75% of them will score an average of satisfactory or above on the survey questionnaires to be completed by UA training coordinators/supervisors.

3. Indicate who will score and analyze the data (data must be blind-scored).

The UA Program Administrator will coordinate with UA training coordinators and the training department about the implementation of the assessment plan and the collection of data from UAT faculty and will discuss the results with UAT faculty.

4. Explain the process for using assessment data to improve the course.

The assessment will be shared with the appropriate UA training coordinators, training department and UAT faculty. The UA Program Administrator will solicit suggestions for improving the results and will work with UA training coordinators, the training department and UAT faculty to make needed changes to improve course content and student performance.