



**Industrial Arts Department
Annual Unit Plan for Academic Year 2014-15
Planning Year 2013**

STEP I: DESCRIBE YOUR DEPARTMENT/UNIT

a. Department Mission/Connection to College Mission

It is the mission of the Industrial Arts Department to provide courses and instruction that will meet the academic, vocational, and general education needs of our students, college, and communities. We provide instruction leading to Associate degrees and certificates in multiple occupational areas including: Welding, Industrial Technician, and Machine Tools.

The programs in the Industrial Arts Department provide life-long learning and support to students in their academic, technical, and vocational pursuits. The goal of our programs is to foster in students a lifelong desire to learn, a passion to excel, and a commitment to contribute actively to their local community. Students graduating from the department's programs will be prepared to enter the job market in entry level positions with a variety of focus including but not limited to: construction, mining, manufacturing, drafting, welding, fabrication and machine shops, electronics, railroads, automotive, as well as the aircraft, marine, aerospace, and renewable energy industries.

b. Partnerships

New Educational Partnerships Begun Last Year:

Continuing Educational Partnerships:

Region 5 Consortium (High Schools) Sierra Sands Unified School District, Mojave Unified School District, Inyo County Schools, Mono County School, National Science Foundation CREATE Center (10 consortium colleges), C6 Consortium (Central California Community Colleges), Region 9 consortium

New Industry/Community Partnerships Begun Last Year:

Arcata Electronics, Cal Wind Resources, FloDesign, Windland Inc., AES Wind, Blatner, Everpower, Gamesa, Gexpro, Green Energy, Blade Repair, RST Crane,



NAVFAC Public Works, Mortenson, Well Said Communications

Continuing Industry/Community Partnerships: NAWS China Lake, TerraGen Geothermal, Searles Valley Minerals, AirStreams, Ames and Associates, Frontier Pro, Next Era Energy, General Electric, KWEA Wind/Solar, Rio Tinto. The industry partners that attend our advisory meetings represent companies that are involved in mining, manufacturing, maintenance, and renewable energy fields.

c. Special Initiatives for Student Engagement

New Last Year:

- Federal Department of Labor C6 Grant. Embedded remediation and tutoring began in January 2013 as the first cohort for the grant started.
- Implemented the Welding 18 month career pathway plan that was developed in 2012 to fast track students and improve student engagement and completion.
- Industrial Arts students were manually audited and contacted

Continuing:

- Federal Department of Labor C6 Grant. An accelerated welding program designed to place special populations of students into the workforce upon graduation. The program is for unemployed, underemployed, and veterans. The graduate will earn two nationally recognized certifications and assistance in job placement. This is a Federal pilot program.
- Welding department implemented a cohort style schedule enabling students to achieve certificates in three semesters instead of five.
- National Science Foundation CREATE Center strategies for energy technicians including recruitment (outreach) and employment.

STEP 2: REVIEW PROGRESS AND PLAN FUTURE STRATEGIES

a. Progress Made on Program Review

[Describe progress made on the most recent 3- and 6-year strategies for each program review your department has primary responsibility for.]



Year of Last Program Review: Welding Technology: Program review completed in Fall of 2012.

Progress in the last year on Three-Year Strategies (if applicable):

The goal of having a larger electric welding facility has been partially realized with the procurement of lab space and approvals for remodeling. Although new equipment has been purchased and is ready for use, the remodel construction has been pushed back. The current proposed time for instruction is now Fall of 2014. Because the new electric facility is not ready to use no action on the oxyacetylene lab development has taken place beyond initial design concepts.

An adjunct pool has been enlarged to a small degree. A full time instructor has been hired however we have lost a full time instructor. No TA has been hired at this point. There is a tutor now working within the C6 program.

Advertising has begun with the addition of new brochure but a welding web site has not been started yet.

The welding department adopted a cohort model and is in place.

Progress in the last year on Six-Year Strategies:

Lab update, marketing to employers, marketing to students, advisory committees, program development, course development updates, program outcomes assessments and course learning outcomes assessments are all ongoing.

b. Progress Made on Outcome Assessment. *If more lines are needed, place cursor in the bottom right box, press [Tab].*

Semester Assessed	SLO/AUO	Target Missed/Gap Detected	Improvements Designed	When Reassessed
Fall 2012	WELD C101	74.4% / 0%	No change required	Spring 2016
Fall 2012	WELD C102	82.1% /0%	No change required	Spring 2016



Fall 2012	WELD C200	90.9% / 0%	No change required	Spring 2016
Fall 2012	WELD C210	87.0% / 0%	No change required	Spring 2016
Fall 2012	WELD C203	86.4% / 0%	No change required	Spring 2016
Fall 2012	RET C101	87.5% / 0%	Deactivated	NA
Fall 2012	RET C103	66.7% / 3.3%	Deactivated	NA
Fall 2012	RET C104	48.1% / 21.9%	Deactivated	NA
Fall 2012	MCTL C107	77.8% / 0%	No change required	Spring 2016
Fall 2012	DRFT C108	69.8% / .2%		Spring 2015
Fall 2012	ET C101	100% / 0%	No change required	Spring 2015
Fall 2012	ET C105	70% / 30%	No change required	Spring 2015



c. Progress Made on Department/Unit Strategies

1. The need for more space for Industrial Arts programs and courses. This is needed due to the increased enrollment, more courses being taught, and addition of teaching equipment including trainer, simulators, tools and machinery.

Action Plan: Request additional space for expanding Industrial Arts courses. The space requested was originally part of the Industrial Arts area and was temporarily used for the Art Department while the Art modernization project was taking place.

Progress: The additional space requirements were approved which include space for a new electric welding lab and space for a new electronics lab. The electronics lab has had the interior remodeled and the Hand Tools class has built work stations for the new area and equipment has been secured and the lab will be ready for classes starting in the Spring 2014 semester. The welding facility is in the process of final approval at the district level. The timeline for the project to be completed was originally to be Spring of 2014 but has been pushed back to Fall of 2014. Much of the new equipment for the welding lab has come from a grant from the Department of Labor.

2. Hire another full-time Industrial Arts faculty.

Progress: A full-time faculty position was approved and David Villicana was hired and started as a full-time instructor for the Fall 2013 semester. This was very timely for two reasons 1. The department has taken on an accelerated welding program funded by the Department of Labor (C6 program) which has taken all the time of our adjunct faculty. 2. The department lost another full time instructor, Adnan Buxamusa, when he resigned.

d. Department/Unit Strategies for Next Academic Year.

Strategy 1: Work on dual enrollment program with SSUSD Project Lead the Way (Engineering Technology program)

1. *College Strategic Objective(s) addressed:* 1.1, 3.1, 3.4

2. *Action Plan:* A program is currently being developed for Engineering Technician in conjunction with the high school Project Lead The Way which will be taught at the high school for college credit.



3. *Measure of Success:* High school students will be able to receive college credit toward a certificate while still attending high school

4. *Expected Completion Date:* Fall 2014

5. *Person Responsible:* Department chair

6. Which of the following is **primarily** true of this strategy? Choose one.

It is designed to improve internal unit operations

It is designed to increase student success

7. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

Intake

Remediation

First Year

2nd Year/Program Completion

Post-Graduation

Strategy 2: Evaluate the C6 model welding program.

1. *College Strategic Objective(s) addressed:*

2. *Action Plan:* Study the data from the program and determine which components worked well and that might enhance the traditional industrial arts programs.

3. *Measure of Success:* An increase in student retention and success.

4. *Expected Completion Date:* Fall 2015

5. *Person Responsible:* Chair and faculty

6. Which of the following is **primarily** true of this strategy? Choose one.

It is designed to improve internal unit operations

It is designed to increase student success



7. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

Intake Remediation First Year 2nd Year/Program Completion Post-Graduation

Strategy 3: Maintain or increase the high number of certificate and degrees awarded in the Industrial Arts Department

1. College Strategic Objective(s) addressed: Goal 1.1, 3.1, 3.4

2. Action Plan: Continue dialogue with the Industrial Arts Department faculty on the best teaching methods and practices that integrate both the practical and theoretical aspects into the courses. This balance has worked well for the welding program and we want to see equal success throughout the other industrial arts programs and classes. A good example of this will be the newly revamped electronics program that will run in the spring of 2014. Student learning outcomes, retention and success data will be monitored and discussed during department meetings

3. Measure of Success: A high percentage of retention, completers, and awards.

4. Expected Completion Date: Spring 2015

5. Person Responsible: Department chair and faculty

6. Which of the following is **primarily** true of this strategy? Choose one.

- It is designed to improve internal unit operations
- It is designed to increase student success

7. If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.

Intake Remediation First Year 2nd Year/Program Completion Post-Graduation

Strategy 4: Facilitate the opening of the new Electronics and Welding laboratories.



1. *College Strategic Objective(s) addressed:* Goal 1.1, 2.2,

2. *Action Plan:* The building of work stations for the electronics laboratory is already underway by the MCTL C107 class. There are items that can be built by students in a classroom environment for the welding lab as well. They will be built by welding students.

3. *Measure of Success:* The electronics laboratory and the welding laboratory will be ready for classes in Spring2014 and Fall 2014 respectively.

4. *Expected Completion Date:* Spring 2014 and Fall 2014

5. *Person Responsible:* Department chair, faculty

6. *Which of the following is **primarily** true of this strategy? Choose one.*

It is designed to improve internal unit operations

It is designed to increase student success

7. *If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.*

Intake

Remediation

First Year

2nd Year/Program Completion

Post-Graduation

STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)

- a. **1000 Category.** Please indicate below any requests for temporary or new permanent certificated positions. (Do not request adjunct instructors for normal teaching assignments as this is captured in the Academic Affairs division plan.) *If more lines are needed, place cursor in the bottom right box and press [Tab].*



Description	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	If a full-time faculty member is being requested, use the box below. Use this space to provide a detailed rationale for temporary certificated positions only. The rationale should refer to your unit's mission and goals, recent program review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.	Estimated amount of funding requested (temporary positions only)	Will this be one-time or on- going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O

Full-Time Faculty Staffing Justification:

1. Are there too few or too many students enrolling for particular classes or majors?
2. Are there too many courses or programs that are under capacity?
3. Are courses "core mission"?
4. Are courses overscheduled?
5. Is there capacity to offer courses or programs at different times and/or locations?
6. Is there a workforce shortage in the service area or region?
7. What are the costs and/or lost revenue from gaps between student demand and course or program capacity?
8. In support of your proposal, provide the following data:
 - a. Size of wait lists in the discipline
 - b. Department productivity, previous year
 - c. Number of faculty currently in the department
 - d. Number of adjunct faculty
 - e. Number of certificates awarded, previous year
 - f. Number of degrees awarded, previous year
 - g. Core curriculum classes
 - h. CTE classes with workforce data (wage/high demand)
 - i. Number of students at first day and census, previous year



b. 2000 Category. Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Funding Source (check <u>one</u>): G = General Fund, O = Other	
								G	O
Teaching assistant	INDA DEPT	1	1.1	UNKNOWN			UNKNOWN	g	

Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.*

<p>1. Describe how the position is linked to your unit’s mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College’s strategic plan.</p> <p>2. Explain why the work of this position cannot be assigned to current staff.</p> <p>3. Describe the impact on the college if the position is not filled.</p>

c. 4000 Category. Use the space below to itemize and explain budget requests in the category of supplies and equipment. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit’s mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College’s Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
Instructional supplies	Rm 192 Welding Lab	1	1.A	These supplies are required for instruction. they include steel, rod, gases, etc. for the welding classes	\$28,000	ongoing	G	



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
Supplies	Rm 198 Industrial Arts Lab	1	1.A	Supplies for general office (toner) tasks, business cards, etc.	\$500	ongoing	G	
Video projection equipment	Rm 198 Industrial Arts Lab	2	1.A	Videos and Power Point presentations will supplement and augment instruction. College Strategic Plan 1	unknown	one-time	G	O
Video projection equipment	Rm 192 Welding Lab	2	1.A	Videos and Power Point presentations will supplement and augment instruction. College Strategic Plan 1	unknown	one-time	G	O
Video projection equipment	Rm 145 Electronics Lab	1	1.A	Videos and Power Point presentations will supplement and augment instruction. College Strategic Plan 1	unknown	one-time	G	O

d. 5000 Category. Use the space below to itemize and explain budget requests in the category of service, utilities, and operating expenses. If more lines are needed, place cursor in the bottom right box and press [Tab].

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O
A canopy or cover in the welding lab yard	Rm 192 Welding Lab	1	2.2	Steel in the lower welding lab yard needs to be protected from the elements.	unknown	one-time	G	
Storage cage for inert gas cylinders in the upper industrial arts lab	Rm 198 INDA Lab	1	2.2	Need secure area for storage of shielding gas cylinders. This is needed for the operation of the new welding lab.	unknown	one-time	G	



e. 6000 Category. Use the space below to itemize and explain budget requests in the category of capital outlay. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O

STEP 4: ATTACH COMPLETED BUDGET WORKSHEET (provided separately)