



## Unit Plan Annual Narrative

Department/Unit: Career/Technical Education

Unit Administrator: Charles Murray

Date: 07/11/08

### A. Unit Description

**a. Connection of the unit to the institution's role and mission:**

Career/Technical programs at Lawson State Community College are dedicated to providing accessible, quality, educational opportunities for all students. This past academic year, career/tech had a declared major headcount of 1,224 students. During the same time period there were 221 graduates.

**b. Unit Achievements:**

Lawson State's Career/Technical programs provide affordable, accessible, lifelong learning opportunities which prepare students for employment, career advancement, and transfer to four-year institutions. The college also provides customized technical education in both credit and noncredit formats for Corporate Services.

#### **CORD/Career Paths**

This past year Lawson State was identified as one of five colleges in the United States to participate in a CORD Pilot Program for Career Paths. The program's initial phase was to increase awareness of industry challenges and potential solutions to industry needs in manufacturing and logistics. This phase culminated with a national summit in Chicago, IL last month. As the program develops it will include industry designed curriculum in manufacturing and logistics. CORD is the acronym for The Center for Occupational Research and Development, a nonprofit research and development organization established in 1979 to provide innovative reforms designed to prepare students for greater success in careers and higher education.

#### **Long Certificate in Auto Body and Collision Repair**

Lawson State first submitted the "Intent to Submit A Program Application" to the Department of Postsecondary Education. The Department notified the College that the proposal carried enough merit that an "Application for a New Program" should be submitted. The proposal has gone to the Alabama Commission on Higher Education (ACHE) and is currently being reviewed jointly by ACHE and the Department of Postsecondary Education.

#### **Alabama Workforce Development Grant for Robotic Trainers**

Lawson State Community College is the recipient of a \$196,000 grant to purchase two robotic training units, a computer lab, and simulation software to establish the Advanced Robotics Center.

#### **\$177,000 YouthBuild Grant**

Lawson State Community College partnered with Aletheia House to write a Department of Labor Grant proposal to educate a minimum of 88 high school dropouts between the ages of

18 and 24 in carpentry, electrical and plumbing. Participants will also work towards earning their GED and Career Readiness Certificate.

### **Industrial Systems Program for High School Students**

Lawson State Community College, the Birmingham City School System and CMC Steel have developed a partnership to create a year round program for students interested in become Industrial Systems Technicians. The program began this summer with a week-long program in Industrial Systems and will begin in the fall with activities to help students explore the career. The second year will include classes in Industrial Systems.

### **Workforce Development Grant for Grant for ACR Classes**

Lawson State Community College received a \$44,000 grant to cover tuition, fees, and books for Jefferson County Public School employees to take ACR classes. Students are currently in their second semester of classes.

#### **c. *Instructional Units within your division:***

##### **The Alabama Center for Automotive Excellence**

The Alabama Center for Automotive Excellence (ACAE) is directed by Tom Berryman. The ACAE offers industry specific programs for General Motors, Ford, and Toyota. The Center is also home to an Automotive Technician program which is a Step Program for BMW. Also housed under the ACAE umbrella is the Auto Body/Collision Repair Program and the Medium and Heavy Truck Technician Program. Five of the six programs are certified by the National Automotive Technician Education Foundation (NATEF). The sixth program will be certified in the last quarter of 2008.

##### **The Occupational/Technical Education Division**

Don Sledge, Assistant Dean for Career/Technical Education, serves as chair for this division which has programs on both the Birmingham and Bessemer campuses. The programs in this division are Air Conditioning/Refrigeration, Barbering, Building Construction, Carpentry, Cosmetology, Electrical, Fire Science, Masonry, Plumbing, Commercial Art, Commercial Food Services, Fashion Merchandising, Graphics and Prepress, Horticulture, Interior Design, Radio and TV Production, and Related Subjects.

##### **The Manufacturing and Engineering Division**

Nancy Wilson serves as the chair for this division. The programs under her supervision are Drafting and Design, Electrical Engineering, Geographic Information Systems, Industrial Electronics, Industrial Systems Maintenance, Machine Tool, and Welding.

## **B. Unit Effectiveness**

### **a. *Staff Description:***

Beginning this fall the Career/Technical programs will have 28 full-time instructors and approximately 4 adjunct faculty members. Each instructor meets the requirements of the Department of Postsecondary Education and the Commission on Colleges/Southern Association of Colleges and Schools. Most carry additional certifications relevant to their field of study.

### **b. *Instructional Effectiveness / Student Success:***

The career/tech programs had 221 graduates this past academic year. The student learning outcomes developed by the instructors to determine if students were learning critical information has proven very informative and rewarding for the instructors.

**c. Support Services Connection & Resource Availability:**

Lawson State's library/media center has expanded its career/tech related holdings to contain an excellent supply of reference materials and periodicals for use by students and faculty in researching and updating their knowledge. The instructors work with each student individually to place him or her in-field. All instructors work to develop and maintain contacts in industry to facilitate placement.

**d. Customer Service Ranking:**

The career/technical programs provide excellent educations and assist with job placement and follow-up. These two traits have proven to be excellent customer service tools.

**D. Projections**

**a. Staff needs:**

Career/Tech currently needs an electrical/electronics instructor.

**b. Resources needs:**

Wireless internet access in all classrooms and labs.

**c. Professional development needs:**

Classroom technology and presentation skills are professional development needs for the career/tech instructors.

**d. Other (if applicable):**

None

**E. Recommendations:**

The college needs to focus more personnel and resources on recruitment and advertising. A strong pool of prospects is critical to program growth.

Plans need to be developed to create a facility which will house the entire ACAE under one roof. The facility would be similar to a dealership environment where shops and classrooms would be shared. This would allow for either the conversion of Buildings C and D to large classrooms which could seat 75 – 100 students comfortably.

## Institutional Effectiveness Unit Plan (Phase III) for 2007-2008

**Directions:** Use 9 point font when completing this form. First, complete columns A-D. Make sure your Unit Outcomes are targeted, essential and measurable. Columns E & F (which serve to assess whether your goals were reached and how you intend to use the results) will *not* be completed until the end of the cycle in the spring.

**Unit :** Career/Technical Education

**Unit Administrator:** Charles Murray

**Unit's Mission:** The Division of Career/Technical Education is dedicated to providing accessible, quality, educational opportunities for all students.

Number each Outcome in each column	A. Unit Outcomes (3-5)  Should be measurable. Use percentages where possible. <u>Be brief.</u>	B. Outcomes Link to Institutional Goals & Strategic Indicators List the goal numbers and the corresponding Strategic Indicator letters	C. Methods of Assessing the Outcome  List what methods you plan on using to measure each outcome	D. Budget Implications  If your outcome has budget implications (costs that will exceed \$499), list them here.
	<ol style="list-style-type: none"> <li>1. Organize instructors to participate on statewide curriculum teams to update competencies and syllabi</li> <li>2. Develop a long-certificate for Auto Body Repair</li> <li>3. Research the need for a robotics concentration and if appropriate write a Workforce Development and/or National Science Foundation (NSF) grant to equip a robotics lab.</li> <li>4. Develop annual schedules for at least 10 career/tech programs to provide flexibility and accessibility for students.</li> </ol>	<ol style="list-style-type: none"> <li>1. Goal 1: Indicators A-C Goal 7: Indicators A, B</li> <li>2. Goal 1: Indicators A-C Goal 6: Indicators A-F Goal 7: Indicators A,B</li> <li>3. Goal 1: Indicators A-C Goal 3: Indicators A-D Goal 7: Indicators A, B</li> <li>4. Goal 1: Indicators A-C <del>Goal 4: Indicators A, C, D</del> Goal 7: Indicators A, B</li> </ol>	<ol style="list-style-type: none"> <li>1. Meeting Notices, Minutes and syllabi</li> <li>2. Intent to Submit a Program Application and Application for a New Instructional Program</li> <li>3. Documentation of industry Needs and grant proposal if applicable</li> <li>4. Spreadsheet for programs</li> </ol>	<ol style="list-style-type: none"> <li>1. NA</li> <li>2. NA</li> <li>3. NA</li> <li>4. NA</li> </ol>

**Unit Plan--Part II: Directions** : As noted on page one of this plan, complete columns E & F at the end of the planning cycle in the spring. As you report under each column, be sure to carry over the numbers which represent each outcome you are addressing.

**E. Actual Results Obtained**—When you assessed and measured your stated outcomes, what results did you find? Be clear and concise in your reporting.

1. Eighteen of Lawson State's Career/Technical Faculty have participated on statewide curriculum teams to update competencies and syllabi.
2. This year Career/Tech completed both the "Intent to Submit A Program Application" and the "Application for a New Instructional Program" in Auto Body Repair. The application is being considered by the Alabama Commission on Higher Education and the Alabama Community College System. A decision is expected in September 19, 2008.
3. The Workforce Development Birmingham Region in conjunction with Manufacture Alabama conducted a survey of area manufacturers and found robotics to be one of the top 15 training needs in the region. Career/Tech submitted a grant proposal to the Governor's Office for Workforce Development and one to the National Science Foundation to develop a robotics lab. Both proposals were funded for a total of \$343,300.
4. Career/Tech developed fourteen annual schedules for programs this year based on the new catalog.

**F. Use of Results**—Now that you have your results, how do you intend to use these results or, if implemented early, how have you used these results to improve your overall unit for the upcoming academic year? **NOTE:** After you list how you intend to use these results, be sure to include such improvements in your new Unit Plan for the upcoming academic year.

1. The statewide curriculum teams are organized by the Alabama Community College System. The challenge has been to cover classes and provide time and transportation for instructors to actively participate on the teams. The next step for Career/Tech is to review the programs which have not been updated to determine the direction we want to move when those programs are reviewed at the state-level. An example would be Commercial Art and Graphics and Prepress merging and becoming a Visual Communications Program.
2. A new long-certificate in Auto Body enhances program viability with students currently enrolled and graduates placed in employment.
3. In addition to robotics, Career/Tech needs to examine the other areas identified as training needs in the region and develop programs or courses to meet those needs. Therefore, additional grants will be pursued along with a strengthening of current curriculum and movement toward the state's CAR/CAM program.
4. The annual schedule helps keep course offerings down and helps students plan their education. The remainder of the programs will have annual schedules developed this year. The annual schedule helps administration identify and develop new concentrations and eliminate courses that do not populate. This process ties back into the statewide curriculum teams and the College's need to keep course offerings from becoming stale.