

Lawson State COMMUNITY COLLEGE

Unit Plan Annual Narrative

Directions: Use the "Unit Plan Narrative Guide Sheet" to complete this planning form. Be sure that under each section, you write a narrative which discusses all elements listed under each heading. If a particular element does not apply to your area, note that within your narrative. Again, this form should be completed as a narrative, not bulleted.

Department/Unit: Manufacturing and Engineering Technology (MET)

Unit Administrator: Nancy Wilson

Date: 7/10/06

A. Unit Description

- a. Connection of the unit to the institution's role and mission: The Manufacturing and Engineering Division provides affordable and accessible lifelong learning opportunities in order to prepare students for employment, career advancement or transfer to a four-year institution.
- b. Unit Achievements: Authorized Autodesk Training Center is one of the largest accomplishments this year. Classes are being held regularly for both business and education. The College's second 21st Century Advanced Technology Academy was offered this summer. The Academy seminars included; robotics and industrial maintenance. The industrial maintenance camp included a tour of CMC steel. Two grants were written and received during the year for a new robotics lab. The lab equipment will be purchased and setup during the fall semester of next year. Two instructors were certified by the Manufacturing Skills Standard Council and are MSSC Certified Instructors. The Division also sponsored a Weld-Off for 40 high school students.
- c. Instructional Units within your division: Aviation Maintenance/Airframe, Drafting and Design, Electronics Engineering Technology, Electronics Industrial, Electrical, Geographic Information Systems (GIS), Industrial Maintenance, Machine Tool, Microelectronics, and Welding.

B. Unit Effectiveness

- a. Staff Description: The MET instructors are knowledgeable in their field of expertise. Our instructors attend conferences and seminars to stay current in their fields. Each instructor's credentials are listed below.
Wilson, Nancy – Manufacturing and Engineering Division Chair, Instructor in Industrial Maintenance and Electronics Industrial; AAT, Bessemer State Technical College, BS, Athens State College, Certifications: A+, FCC GROL and MSSC Certified Instructor.
Wade, Henry – Instructor in CAD/CAM; BA and MS, Architecture, Tuskegee University.
Perry, Donnell – Instructor in CAD/CAM, GIS, and Fire Protection; Certificate, Jefferson State Community College, AAT Jefferson State Community College, BS, Birmingham Southern College, MS, Alabama A&M University Certifications: Autodesk and MSSC Certified Instructor

Raymond, Rich – Instructor in Electronics; AAT, Bessemer State Technical College, Certifications: A+, NOCTI

Ledford, Roy – Instructor Welding; Diploma, Bessemer State Technical College, BS, Athens State College, Certification: Welding Inspector, GMAW Aluminum, SMAW, GTAW Aluminum

Jones, David – Instructor in CAD; BA, Tuskegee University, MA, Tuskegee University. Registered Architect

- b. **Instructional Effectiveness / Student Success:** The Manufacturing and Engineering Technology Division has improved in Several areas. Two grants were written and received during the year for a new robotics lab. The lab equipment will be purchased and setup during the fall semester of next year. Two instructors were certified by the Manufacturing Skills Standard Council and are MSSC Certified Instructors. The average job placement rate including continuing education for the Engineering and Manufacturing Division is 87 %.
- c. **Support Services Connection & Resource Availability:** The Bessemer campus needs more bandwidth. The Manufacturing and Engineering Technology Division will be providing internet based certification testing and courses.
- d. **Customer Service Ranking:** The division continues to receive high marks from current and former students, advisory committee members and employers of our graduates.

C. Value Added

- a. **Support of the unit to other program and units:** Manufacturing is growing in the Birmingham metropolitan area. All of the MET programs benefit this growing industry. The MET division is working with local manufacturers to develop a manufacturing certificate and a machine tool certificate to meet their needs. Dr. Crawford, Dr. Murray and I have submitted three grant proposals this year.
- b. **Strengths:** Industrial Maintenance is an area that is growing along with GIS. The INT program has increased during the past year due to the purchase of new training units. More employers are sending current employees to the program for upgrade training. The INT program is creating partnerships with area businesses. This partnership will include internships for our students.
- c. **Areas Needing Improvement:** Advisement, recruitment, customer service, equipment, software, and some lab renovations.
- d. **Department or Unit Needs:** Renovations to the Welding Lab in the Millsap Industrial Training Building are needed on the Bessemer campus. The welding department needs a robotic welder.
- e. **Customer Service Ranking:** All Advisory Committees were satisfied with the progress that the programs have made this past year.
- f. **Recommendations:** As the Manufacturing and Engineering Division grows it needs a separate building on either campus or a facility on Lakeshore Drive in order to bring all departments under one roof.

D. Projections

- a. **Staff needs:** There is a need to hire an entry level electronics/electrical instructor.
- b. **Resources needs:** The welding department needs a robotic welder. Renovations to the Welding Lab in the Millsap Industrial Training Building are needed on the Bessemer campus.
- c. **Professional development needs:** All instructors need Tegrity and Powerpoint (Advanced) instruction.
- d. **Department and Unit Needs:** The welding department needs a robotic welder. Renovations to the Welding Lab in the Millsap Industrial Training Building are needed on the Bessemer campus.

E. Recommendations:

Develop new and division and program brochures. Marketing efforts need to include TV, radio, and newspaper advertising. It takes multiple contacts with prospects instead of just a schedule book each term.

Institutional Effectiveness Unit Plan

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 : Manufacturing and Engineering

Unit Administrator: Nancy Wilson

School Year: 2007-2008

	A. Unit Outcomes (3-4) <i>no more</i>	B. Outcomes Link to Institutional Goals & Strategic Indicators	C. Methods of Assessing the Outcome	D. Budget Implications
Number each Outcome in each column	<p>Should be measurable. Use percentages where possible. <u>Be brief.</u></p> <ol style="list-style-type: none"> 1. Maintain a minimum of 8 graduates per year for each AAS, Long Certificate and Short Certificate in the program 2. All programs will hold two Advisory Committees meetings each year. One committee meeting will be a division meeting with break out sessions for individual committees. 3. Achieve a 90% job placement rate with 70% of completers in occupations related to their training and education program including continuing education 4. Setup an MET preview day with 3 area high schools. Students will be bussed in to the MET division. 	<p>List the goal numbers and the corresponding Strategic Indicator letters (i.e., Goal 1; Indicators B & C; Goal 2; Indicators A-C, etc.)</p> <ol style="list-style-type: none"> 1. Goal 1: Indicators A-C Goal 7: Indicators A-B 2. Goal 8: Indicator B 3. Goal 1: Indicators A-C Goal 7: Indicators A-B 4. Goal 1: Indicators A-C Goal 8: Indicator A 	<p>List what indirect methods you plan on using to measure each outcome (i.e., board exams, surveys, graduation results, retention results, etc.)</p> <ol style="list-style-type: none"> 1. AS400 data: Completion Rates 2. Advisory Committee Meeting Minutes 3. Job placement data from Perkins Placement Report College Performance Report 4. Bus Requests and student sign in sheets 	<p>If your outcome has budget implications (costs that will exceed \$499), list them here.</p> <ol style="list-style-type: none"> 1. None 2. None 3. None 4. Bus Transportation \$1500.00

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. This goal was not met for the year. DDT AAS – 6 graduates, DDT STC – 3 graduates, EET AAS – 1 graduate, EET STC – 0 graduates, GIS STC – 4 graduates, ILT AAS – 6 graduates, INT STC – 7 graduates, WDT STC – 6 graduates, and WDT CER – 3 graduates
2. All advisory committee meetings were held. Each Department held 2 advisory meeting for a total of 8. The EET ILT and INT committee meetings are held together because course offerings in these programs are duplicated.
3. The graduate list includes all STC, CER, and Degree Awards offered in each program. The division had 31 graduates, 21 employed in field (68%), 6 continuing education in their field (19%), 3 employed out of field (10%), and one undetermined employment (3%). This indicates that the division obtained 87% of students in field either employed or continuing education. The divisions overall employment/continuing education rate is 97%.
4. Goal not met could not get together with high school counselors but will try again next year. 21st Century Academy was held during the summer for both Robotics and Industrial Systems Maintenance.

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. Increase number of graduates. Meet with faculty to create a strategy to increase enrollment. The Manufacturing and Engineering Day may be included as part of the recruiting strategy.
2. Continue to utilize suggestions and recommendations of the advisory committee to make changes in curriculum offerings, recruitment of students, job placement and equipment needs.
3. The overall employment and continuing education rate in the division is good. The in field rates are sufficient but could be improved. The faculty will create a strategy to improve the in field employment rates. The faculty will also create a strategy to collect alternate contact information for graduates to be able to easily determine employment status.
4. We need to start earlier in the year (Nov/Dec). This year we waited until March and it was too late for the counselors to get it in the plans. We also need to involve the LSCC recruiters throughout the process.