

# 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: Occupational and Technical**

**Unit Administrator: Donald Sledge**

**Date: 6/29/08**

### A. Unit Description

- a. Connection of the unit to the institution's role and mission: The Occupational and Technical Unit provide multi-faceted classroom experiences for diversified employable skills in industry, business and government.
- b. Unit Achievements: The Occupational and Technical Unit continued articulation agreements with Jefferson County Schools, Birmingham City Schools, Hoover City Schools and Bessemer City Schools. The Department also formed partnerships with Alabama Industrial Development Training (AIDT), Decoma Magna and Alethia House.
- c. Instructional Units within your division: Units include the following: Air Conditioning/Refrigeration, Commercial Art, Graphics and Printing, Horticulture, Barbering, Cosmetology, Apparel/Design Technology, Commercial Food Service, Fashion Merchandising, Fire Science Technology, Interior Design, Radio/TV Production, Plumbing, Electrical, Building Construction and Carpentry.

### B. Unit Effectiveness

- a. Staff Description: All faculty members are well trained and qualified in the program area they teach.
- b. Instructional Effectiveness/Student Success: The Occupational and Technical Unit improved in several areas. The Correctional Division had 24 out of 31 pass the GED Exam. 58% of full completers were able to apply mathematical reasoning to work-related problems at or above the skill level identified for their program as measured by WorkKeys. 66% of full completers were able to read and understand work-related instructions and policies. 64% of Occupational and Technical students had a grade point average of 2.0 or higher in technical course work. 91% of full completers were employed first and third full quarter calendar years after program completion.
- c. Support Services Connection & Resource Availability: Equipment and facilities are adequate. There are plans already in place for Shop/Lab renovations in several program areas.
- d. Customer Service Ranking: All Advisory Committees were satisfied with the progress that we have made in the past year. Business and industry is contacting us about hiring our students upon completion.

### **C. Value Added**

- a. Support of the unit to other program and units: Several Occupational and Technical programs offer Live Work. Some programs in the Building Construction area take on small projects around the college such as plumbing repairs, electrical repairs and lab renovations.
- b. Strengths: The Occupational and Technical Unit offers a large variety of technical programs, giving students an opportunity to complete a program and then go into the work force or open their own business.
- c. Areas Needing Improvement: Areas include the following: advisement, recruitment, customer service and some lab renovations.
- d. Learning Resources and Technology (how to utilize): All Deans, Assistant Deans and Chairpersons and Instructors were trained on Blackboard. All Student grades and syllabi were accessed electronically.

### **D. Projections**

- a. Staff needs: There is a need for hiring a part-time Cosmetology Instructor.
- b. Resources needs: The Occupational and Technical Unit need more materials, equipment, supplies and advertising dollars.
- c. Professional development needs: All instructors need professional development.
- d. Department and Unit Needs: Several programs on both campuses need additional office space and classroom space. Also, additional parking space is needed.

### **E. Recommendations:**

- a. Continue developing new and redesigned brochures with a different appearance that promotes the Unit. Express marketing efforts to include TV, Radio, and newspaper. Plan and implement departmental professional development seminars and workshops for faculty enhancement.

**Institutional Effectiveness Unit Plan (Phase I) 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 :** Occupational and Technical

**Unit Administrator:** Donald Sledge

**Unit's Mission:** The division of Occupational and Technical Programs 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.
	1. Achieve 80% passing rate in programs with licensures/certifications.  2. Achieve a 60% average completion rate in occupational programs.  3. Achieve an 80% job placement rate in occupational programs.  4. Identify and renovate new location for RTV.	1. Goal 1: Indicators A-B Goal 7: Indicators A  2. Goal 1: Indicator A Goal 2: Indicators B & F  3. Goal 1: Indicator A Goal 2: Indicator B  4. Goal 1: Indicators A Goal 2: Indicators A-C Goal 3: Indicators A-D Goal 5: Indicators C-D	1. College Performance Report, licensure passing rates.  2. AS400 Data; College Performance Report Completion Rates  3. College Performance Report  4. Instructor Proposal	1. Postage and printing None  2. None  3. None  4. \$8,000 Title III

**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. 34 of 36 students passed the licensures exam for Barbering. 11 of 13 students passed all parts of the State Board Exam for Cosmetology.
2. 253 of 437 students exiting respective programs were either full completers or positive leavers.
3. 254 of 317 full completers were employed.
4. RTV lab was refurbished and Full-time Instructor was hired. RTV lab was relocated and additional equipment was purchased.

**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. Continue to improve in administering practice tests and mock exams.
2. Continue to improve in the areas of advisement and a more flexible schedule in all programs
3. Career/Tech faculty and job placement counselor will continue to revise the job recruitment procedure
4. Perkins funds are used annually to upgrade programs equipment and classrooms. All programs are reviewed and upgraded within a five year cycle.