Unit Plan Narrative

Division or Area to Which You Report: Applied Technology and Business

Author(s) of this Unit Plan: Dan Raveica

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NOTE: If an item does not apply to your unit, you need not answer it. If you are doing program review, attach the paperwork from your program review materials and DO NOT answer items 1 through 6 below.

- **Mission of this Unit:**
  
  Our department’s mission is to provide an innovative, high-quality education to students who are striving to attain welding skills and knowledge necessary to secure successful career opportunities. Our task is to continuously improve our program, our student’s educational experience, and to implicitly assist our local and regional community to align the emerging industries needs and opportunities with our student’s abilities, skills, and goals.

- **Description of the Unit:**

  Throughout the 2007-2008 academic year, this program successfully accommodated 373 students by implementing a proper week-weekend, morning, afternoon and night balance to meet student’s major and/or transferable requirements. A full time welding student has the opportunity and the flexibility of satisfying his or her major requirements within two academic years.
  
  The welding program satisfies an AS Welding Degree and/or two Welding Certificates of Completion. This performance was possible by using an allocation of only 4.82 FTEF (spring, 2.33 FTEF, summer, 0.22 and fall, 2.27).

**Regular Activities**

The regular unit activities consist of:

- Teaching lectures and lab training; guiding students in these activities.
• Preparing and maintaining lab equipment for lab activities.
• Participating in college wide committee work.
• Scheduling classes.
• Updating curriculum.
• Recruiting, interviewing, and evaluating adjunct faculties.
• Ordering and keeping adequate supplies/learning materials on hand.
• Initiating and organizing Advisory Committees, and keeping in contact with the committee members.
• Keeping the program unit updated as stipulated by the institutional and industrial guidelines.
• Establishing the unit’s budgetary priorities.
• Assisting students in attaining the skills necessary to pass an AWS welding practical performance test.
• Assisting students in obtaining employment.

○ **Welding trade description**

Welding goes well beyond the bounds of its simple description. In the past, the public perception of the welding profession was of a dark, dirty, and dangerous environment. The public ambiguity of what the welding vocation is all about is rapidly changing in the light of its economical relevance and the extent to which the industrial application employs our trade’s standards. Previously, welding was regarded as a skill that craft people could attain without the grasp of its technical or scientific complexity.

The welder’s skills and knowledge of today have to be pertinent to advanced technological applications, strict quality control norms, the selection of manufacturing designs, and the diversity of the materials used. To be successful and competitive in this convoluted industrialized environment, a worker needs to attain suitable technical knowledge and skills, and also be able to understand other trade concepts and norms.

Our program’s aspiration is to be a continuous educational source for our community, which has the means and the will to enable a well educated workforce to be in sync with today’s industrial requirements and to be able to fulfill personal and professional goals. Students in this program are constantly striving to acquire technical knowledge, well-developed hand-eye coordination, mental and physical endurance, and the manipulative skills required through intense manual training.

The welding trade is universal in its application and its workforce is relevant to almost every mechanical or industrial trade. The rapid technological expansion of the welding industry as well as the continuous changing of the
professional environment compels workers and students to update and maintain a high knowledge and high skill level through consistent practical and theoretical training.

- **Staff**
  
  There are one full-time faculty, and two adjunct faculties

- **Goals and Objectives of the Unit**
  
  - The primordial goal of this Unit is the task of continuously matching the industry norms and requirements with up-to-date curriculum and training, assuring our students a competitive edge to exceed in the public market.
  
  - Traditionally, a typical welding student takes one or more welding classes to prepare themselves for future employment or to acquire the necessary welding skill level needed to maintain an existing employment position. It is our unit goal to educate our students about the benefits of attaining a welding certificate or program degree assisting them in accomplishing broader and more advantageous goals to enhance their chances of succeeding.
  
  - In the light of the new student’s learning outcome (SLO) guideline, it is the unit’s goal to develop and apply a measurable learning standard that correctly identifies the student’s knowledge, skills, abilities level, and also to correctly evaluate their professional attitude in the context of their competitiveness in the public market.
  
  - The welding program is not only the subject of institutional scrutiny, but also to the increasingly stringent industrial norms and standards that guide and regulates our trade. It is our goal to be in total compliance with all current requirements and regulations. Consultation with the Advisory Committee members and local industry representatives enables us to have a clear vision, the right guidance, and support, which makes our work relevant and significant.
  
  - Promotion to the local/regional community and industry about our AS degree and certificates and its importance to their companies and their workforce.
  
  - Maintaining a high student enrollment.
  
  - Continuation to fulfill the college and department mission.
  
  - Increasing the program supply budget from $5,600 to 15,000 per year. (Note: See the cost/section document Attachment D) The size of the
welding supply budget directly affects the program’s quality and the number of students we can serve.
(The current budget is only 70% of the budget allocation of six years ago)

- Upgrading the obsolete and unsafe welding lab ventilation system.

- **Relationship of your unit to the 2006-07 Strategic Plan (attached)** - These will be identified through the Program Review – no answers at this point

**Reflecting on the information in item #3 and the 2006-07 Strategic Plan, which of the goals/objectives in the attached 2006-07 Strategic Plan is your unit going to address in 2006-07? How do you plan to address these goals/objectives? A copy of the 2006-07 Strategic Plan is attached to this document. Please complete the chart below with this data.**

| Strategic Goals Addressed | 1) The unit's goal is to increase the number of students graduating with either a welding certificate or degree.  
2) Examine the possibility of creating a new Industrial Mechanics Certificate, with the cooperation with the Machine and Auto programs. |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sub Goal                 | 1) Working with the counseling department in order to efficiently obtain this goal.  
2) During the next academic year, all three programs will survey the vocational students to identify the potential interest for this certificate. |
| Activities to Achieve Sub Goals | 1) Merging the institutional and unit goals with the student's aspirations at the program unit level. Some students may just need guidance and advice in resolving enrolment conflicts.  
2a) Consultations with the Advisory Committee members and local industry representatives  
2b) Meet together with Machine and Auto programs, examine the possibility of creating a new Industrial Mechanics Certificate. |
| Responsible Persons      | 1) Dan Raveica, Johan Jurich, Roger Placencia  
2) Dan Raveica, Mike Absher, Jim Baum, Steve Small |
| Costs                    | 1) N/A  
2) The costs will be accessed and identified at a later date for each discipline involved. |
Written plan for the unit:
The written plan for the unit replaces the former discipline plan. It is the part of the unit plan where you talk about what you propose to do during the coming year and justify those activities or actions. There are questions and requests for information below to elicit information in this area. If the question/request for information does not pertain to your unit, there is no need to answer it.

ACADEMIC UNITS:

- Attach the CEMC Enrollment reports for your discipline for Fall 2006, Spring 2007, Summer 2007, Fall 2007, Spring 2008, Summer 2008, and Fall 2009. Obtain these reports from your division office. For each of these reports, you will need the report that contains the detail by individual section. Label these reports as Attachment A. NOTE: The CEMC Enrollment reports consist of data taken from Banner about the semester’s actual enrollments, FTEF, FTES, WSCH, and WSCH/ FTEF for each course the college has offered in any particular semester.

See Basic Data Analysis from Attachment: A

- Analyze the reports in Item #5a above regarding enrollment. Based on the data in these reports, how will you change your schedule? Which courses will you schedule more of? Which courses will you schedule less of? Justify any changes you will be making in next year’s schedule as compared to the current year’s schedule.

Considering the limited staff number (one full-time faculty, and two adjunct faculties) this program has already been successful in implementing a proper week-weekend, morning, afternoon and night balance to meet major or transferable course requirements. A full time welding student has the opportunity and the flexibility of satisfying the major requirements within two academic years. No changes will be recommended in the next year’s schedule compared to the current year’s schedule.

- Navigate to the IPBC website. Open the Discipline Plan Spreadsheet.

See Basic Data Analysis from Attachment: B

- Obtain (from your Dean) and attach the latest success data for your area. Label this item Attachment C

See Basic Data Analysis from Attachment: C
Includes the Enrollment Summary by Term Spreadsheet.
Report the number of students who got a grade of A, B, C, or CR. What will your unit be doing in 2007-08 to increase student success?

The welding student success rate for 2006-2007 academic years are at the highest level of 85% success. The rest of the 15% has little or no bearings such as: employment opportunities, personal circumstances, or work-place and school accruing time conflicts. See Basic Data Analysis from Attachment: A

ALL UNITS:

If you have started any Program Review processes, briefly describe your progress at this point in time.

The welding program is at this point in time in the second year of its Program Review progress.

Describe the progress your unit has made in developing Learning Outcomes and assessing them.

This issue is going to be address as a part of our Rock Proposal within the program review as each rock will be related to the student outcomes.

What are your costs/FTES or other cost measures, based on the most current Strategic Cost Management reports? Obtain the most recent copy of this report from your Dean/Supervisor.

The most current Strategic Cost Management report estimates the cost/FTES at a value of $3067 per FTES.

What are your suggestions to save money in your unit?

After many years of deep slashes in the regular welding budget, the amount of $5,600 is grossly insufficient. Without the VTEA funding provision, it would be very hard to justify this program’s existence. It is inopportune at this time for this program to suggest or consider any saving venues.

What are your suggestions to acquire new, more and/or extra money for your unit? In this item, include only monies you are planning to obtain from outside of the general fund.

The allocated VTEA funding substitutes most of the budgetary expenses of this program for supplies and accessories. Our Welding Advisory Committee...
members are aware of the Program’s budgetary shortcomings. Nevertheless, through relationships developed over time with local industrial representatives, the program is able to obtain some of the necessary welding materials in the form of steel, aluminum, stainless steel, etc.

- **What is your budget request for 2007-08?**

The unit supply budget should increase from $5,600 to $15,000 per year.

Last year budget in the amount of $5600, is the same stagnant budget that has been in place for the last five years, which constitutes 75% of the budget allocation of six years ago. Up to this date, the welding program still does not have a budget allocation for the fiscal year 2007-2008. The endorsement of funds through an in time budget distribution is essential for a program like ours, which depends utterly on timely purchases of the supply of industrial gasses, consumables, and accessories. All these provisions should be secured through requisitions in the beginning of the fiscal year (common business practice) in order to be honored by a supplier in a timely fashion. The result of this current situation is already resulting in program disturbance and is indirectly having a negative affect upon our student’s learning outcomes. The size of the welding supply budget is also having a negative affect upon program’s quality and the number of students we can serve.

See: **Attachment D**: Welding Technology Budget
See also: **Attachment E**: Welding program expenses and estimated welding-cost

- **Complete one of the attached Equipment Request forms for each different type of equipment you are requesting for your unit. Attach these requests to this plan.** None

- **Complete the attached 5640 Equipment to be placed on Maintenance Contracts chart.** None

- **If this format does not ask for data you think is important to state in a unit plan, please add it here.** None