



Annual Unit Plan Template 2012-2013 Academic Year

STEP I: DESCRIBE YOUR DEPARTMENT/UNIT

a. 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. Program Applicability

Automotive Technology (TOP 0948.00)

Automotive Technology AS (deactivated)

Automotive Technology Certificate of Achievement (deactivated)

Engineering Drafting (TOP)

Engineering Drafting AS (deactivated)

Engineering Drafting Certificate of Achievement (deactivated)

Engineering Technology (TOP)



Engineering Technology AS (deactivated)
Engineering Technology Certificate of Achievement (deactivated)

Industrial Technician (TOP)

Industrial Technology AS (31-37 units in the major, 60 units total)

Industrial Technology Certificate (19 Units)

Areas of Emphasis:

Electronics Technician Certificate (18 Units)

Engineering Technology Certificate (18 Units)

Solar Technician Certificate of Achievement (12 Units)

Wind Technician Certificate of Achievement (12 Units)

Machine Tool (TOP 0956.30)

Machine Tool AS (20 units in the major, 60 units total)

Machine Tool Certificate of Achievement (20 Units)

Renewable Energy Technology

Renewable Energy Technology AS (29-45.5 units in the major, 60-65 units total)

Renewable Energy Technology Certificate (30-45.5 units)

Full Performance Wind Turbine Technology Certificate (22 units)

Trades Practices AS and Certificate of Achievement (deactivated)

Welding Technology (TOP 0956.5)

Welding Technology AS (20 units in the major, 60 total)

Welding Technology AS and Certificate of Achievement (20 units in the major)

Welding Technology AS and Certificate of Proficiency (12 units)



c. Partnerships

NAWS China Lake, TerraGen Geothermal, Searles Valley Minerals, AirStreams, Ames and Associates, Frontier Pro, Next Era Energy, General Electric, KWEA Wind/Solar

d. Distance Education

This department does not have a distance education component except in cases where there is overlap with the Department of Business and Information Technology and Mathematics for courses such as CSCI C070 Computer Literacy, CSCI C121 Beginning Word, CSCI C123 Beginning Excel, and MATH C056 Trades Math.



STEP 2: EXPLAIN YOUR PLANNING

a. Review of Previous Goals (of last completed academic year)

[List the goals/action plans included in your plan for the previous year and describe progress made towards accomplishing them.]

Re- structure the Industrial Arts programs by deactivating programs that (1) have courses that are contained within other programs making them redundant and (2) deactivate programs that cannot be viable due to lack of enrollment. To address this there have been seven certificate/degree programs deactivated or pending deactivation.

Update and/or introduce new courses to enhance the programs. Currently in the Renewable Energy area there is a full time faculty released to write curriculum. This is being funded with the CREATE grant from the National Science Foundation. New electrical/electronic curriculum is being developed that updates existing curriculum to better serve students in real world working environments.

Create a long term plan for all program areas to ensure completion is possible in a two year period. This is in process.

b. Review of Overall Department/Unit

[What needs/opportunities did your last program review(s) reveal? Did your most recent SLO assessments demonstrate gaps to be addressed? What is working with your unit? What improvements need to be made?]

The current chair (fall 2011) has not been provided department information from previous program reviews or course SLO assessment. Welding Department student learning outcomes assessment is in process for all courses and will be facilitated by the SLO workshop Nov. 4th.

Program review needs to be completed for scheduled program areas during spring 2012.



c. **Goals for Upcoming Year (next academic year). Three goals not required. If more goals needed, copy and paste additional boxes.**

Goal 1

1. *Connection to College Strategic Goals:*
2. *Specific internal* or external** condition(s) the goal is a response to:* This is ongoing work that is impacted by the existence of Curricunet.
3. *Action Plan:* Update all programs and courses in Curricunet
4. *Measure of Success:* All program will be updated by Spring 2013

Goal 2

1. *Connection to College Strategic Goals:*
2. *Specific internal* or external** condition(s) the goal is a response to:* The need for more space for Industrial Tech courses. This is needed due to the increased enrollment, more courses being taught, and addition of teaching equipment including trainer, simulators, tools and machinery.
3. *Action Plan:* Request additional space for expanding Industrial Arts courses. The space requested was originally part of the Industrial Arts area and was temporally used for the Art Dept while the Art modernization project was taking place.
4. *Measure of Success:*
 - By having more space overcrowding is reduced during the hands-on portion of instruction when building projects or using trainers and machinery.
 - Safety is increased.
 - Different classes are held during the same time slot easing scheduling conflicts and room assignments.
 - Security and storage is increased for equipment.



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

a. New Classified Staffing. *If more lines are needed, Tab over from the bottom-right box.*

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: G=General Fund R=Restricted (be specific)

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

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.

2. Explain why the work of this position cannot be assigned to current staff.

3. Describe the impact on the college if the position is not filled.



b. New Full-Time Faculty Staffing

Discipline	Affected Programs	Location	Priority	Strategic Plan goal addressed by this position	Funding Source: G=General Fund R=Restricted (be specific)
Industrial Technology	RET, MCTL ,WELD, ET, DRFT	IWV	1	1 & 6	G

Full-Time Faculty Staffing Justification:

[Refer to the separate handout listing criteria for new faculty hiring.]

- Replace faculty that retired.
- Some instructors are nearing retirement.
- Increased enrollment in Industrial Tech courses and more course offerings. Using the welding program as an example, the enrollment for 2007-2008 year was 63 with a success rate of 68.9%. The enrollment for 2010-2011 was 201 with a success rate of 81.6%. In the four year period the enrollment has increased 220% and the success rate increased 12.7%.
- Instructors currently teaching are at maximum load.
- There are courses that industry wants but there are not enough instructors to teach the classes (see above)
- Students able to pursue a program of study for purposes of lower division certificate, associate degree, or transfer education requirements.
- There is need for industrial technology workers in our service area as borne out by our own Employer Summit meetings and advisory committee meetings.



c. Supplies (per unit cost less than \$1000). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

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: G=General Fund R=Restricted V = VTEA
Instructional Supplies	IWV	1	1.A	These supplies are required for instruction. they include steel, rod, gases, etc for the welding classes	\$25,000	On-going	G
Supplies	IWV	1	1.A	Supplies for general office (toner) tasks, business cards, etc.	\$400	On-going	G

d. Non-Technology Equipment (per unit cost greater than \$1000). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

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e. Technology Equipment (computers, data projectors, document readers, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

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Projection equipment for video and power point presentations							
Video projection equipment	Rm 198 RET Lab	1	1	Videos and Power Point presentations will supplement and augment instruction. College Strategic Plan 1	unknown	yes	V
Video projection equipment	Rm 192 Welding Lab	1	1	Videos and Power Point presentations will supplement and augment instruction. College Strategic Plan 1	unknown	yes	V

f. Facilities. Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

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Machine Tool Space Requested	IWV	1	1.A	Additional space is needed in the Industrial Technology and Renewable Energy Lab to house existing and new equipment, provide instructional space and the electrical power required to run the machinery. In addition, there is a secured space in the area that would be used to store expensive simulators and tools.		On-going	G



g. Travel (inter-campus, intra-district, conferences, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

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Inter-campus travel	IWV	2	1.A	To go to ESCC and other campuses to work with directors to determine what Industrial Arts programs need to be offered to meet the needs of our service area.	\$600	One-time	G
Professional conferences	IWV	2		To provide two full time faculty access to professional development opportunities within their fields	\$4000	One-tiem	G or V

h. Marketing (brochures, radio spots, promotional travel, etc.). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.

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Industrial Arts brochures Renewable Energy brochures	IWV	2	1.A	Brochures in this area do not exist and need to be developed to promote and market the programs.	\$2500	One-time	G



i. Other (institutional fees, library books). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.

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Maintenance/Repair	IWV	2	1.A	Machinery needs to be repaired and/or replaced through the year.	\$1,000	On-going	G
Advisory Committee Meeting Expenses	IWV	1	1.A	Required to hold once a semester	\$750	Ongoing	V

STEP 4: ATTACH PRIOR YEAR'S SLO ASSESSMENT DATA (as applicable)

STEP 5: ATTACH PRIOR YEAR'S STUDENT PERFORMANCE DATA (Instructional units only, as provided)

DRFT 84.7% retained 72.9% succeeded WELD 91.0% retained 81.6% succeeded
 ET 91.4% retained 71.4% succeeded WEXP 83.0% retained 66.0% succeeded
 MCTL 89.1% retained 84.8% succeeded RET 64.0% retained 57.0% succeeded (These numbers are expected to rise substantially with the
 new curriculum development and RET instructor)

Total of 83.9% retained and 72.3% succeeded



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STEP I: DESCRIBE YOUR DEPARTMENT/UNIT

a. Mission

The mission of the Cerro Coso Community College Maintenance and Operations Department is to provide a safe, secure, and clean learning environment.

b. Program Applicability

The Maintenance and Operations department's role is to maintain the facilities, infrastructure and provide a reliable physical plant. The college consists of five campuses spread across 18,500 square miles. The department services 15 buildings consisting of approximately 345,000 square feet. The IWWV campus staff consists of M&O Manager, one full time Plant Engineer, one full time Maintenance worker, two full time Grounds workers, five full time Custodians, one 19 hour FLB Automotive mechanic, one 19 hour Shipping and Receiving clerk. ESCC staff consists of one full time Site Operations Coordinator, and a 19 hour FLB Custodian. KRV site consists of one 19 hour Custodian. Cal-City CDC consists of one 19 hour Custodian.

c. Partnerships

[Describe any partnerships (community, industry, education) your unit participates in] NA

d. Distance Education



[Does your unit have a distance education component? Describe it here; explain how it allows your unit to fulfill the college mission]NA



STEP 2: EXPLAIN YOUR PLANNING

a. Review of Previous Goals (of last completed academic year)

Continue to act as a resource person and active participant in the development and implementation of all remodeling and new construction projects.

Work with District staff to implement a work order system for M&O staff.

Continue to work with Kern County Environmental Health Services Dept. on our HAZMAT programs.

b. Review of Overall Department/Unit

Over the past few years M&O has been able to acquire new equipment to support our work. With this equipment we have been able to accomplish many projects that have been on hold. *(Equipment)*

With the newer facilities we have completed the workloads have become greater and more demanding of newer technology to keep them operational. We need to budget and schedule for the proper training to stay current with the technology allowing us to meet the needs of our students and staff. *(training)*

KCCD has recently purchased software "Schooldude" for campus work requests and preventative maintenance; this program is still in the implementation phase. Once the program is fully operational we will be able to track much needed preventative maintenance schedules, Work orders and special set-up requests will be able to be tracked for resources used and needed, the system will be able to send a message to the requestor letting them know the status of their requests, as well as the timeline for completion of the request. *(resources)*

c. Goals for Upcoming Year (next academic year). *Three goals not required. If more goals needed, copy and paste additional boxes.*



Goal 1

- 1. Connection to College Strategic Goals: #3. Seek opportunities to enhance the acquisition and use of resources.*
- 2. Specific internal* or external** condition(s) the goal is a response to: Cerro Coso Community College Facilities Master Plan.*
- 3. Action Plan: Act as a resource person and active participant in the development and implementation of CCCC Facilities Planning.*
- 4. Measure of Success: Project completion.*

Goal 2

- 1. Connection to College Strategic Goals: #3. Seek opportunities to enhance the acquisition and use of resources.*
- 2. Specific internal* or external** condition(s) the goal is a response to: Implement a work request and preventative maintenance program.*
- 3. Action Plan: Work with KCCD to implement the program to its fullest capacity.*
- 4. Measure of Success: Saved resources, transparency in the process, accountability.*

Goal 3

- 1. Connection to College Strategic Goals: #4. Build upon our culture of accountability, responsibility, and collegiality amongst all stakeholders.*
- 2. Specific internal* or external** condition(s) the goal is a response to: Campus Safety and Security*
- 3. Action Plan: Continue to provide training through drills and best practices to all stakeholders.*
- 4. Measure of Success: Ongoing.*



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a. New Classified Staffing. *If more lines are needed, Tab over from the bottom-right box.*

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: G=General Fund R=Restricted (be specific)
Grounds worker 1	IWV	2		34	12	40	2317.38	G
Maintenance worker	ESCC	2		36.5	10	40	2605.70	G
Custodian 1	IWV	2		31.5	12	40	2050.84	G

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

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2. Explain why the work of this position cannot be assigned to current staff.

3. Describe the impact on the college if the position is not filled.

b. New Full-Time Faculty Staffing

Discipline	Affected Programs	Location	Priority	Strategic Plan goal addressed by this position	Funding Source: G=General Fund R=Restricted (be specific)

Full-Time Faculty Staffing Justification:



[Refer to the separate handout listing criteria for new faculty hiring.]

c. Supplies (per unit cost less than \$1000). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

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White boards campus wide	IWV	1	2/6	White boards can longer be cleaned.	\$50,000	One time funds	G
Bulletin Boards	IWV	1	2/6	We need more posting space	\$5,000	One time funds	G
Classroom desks	IWV	2	2/6	Replace broken sled base chairs	\$3,000	One time funds	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: G=General Fund R=Restricted V = VTEA
Office / Desk Chairs	Nursing	1		Need to replace 15 old/broken chairs, for the safety of our students	\$3500	One time	General
Repair upholstery on weight rm equip.	PE	1	1A	Upholstery tears and wears out	\$1000	Ongoing	General
Resurface track	PE	2A, 2C	1A,1E	Track is officially used by our college classes and the community along with K-12 schools. Safety is a concern.	TBD by M&O, KCCD facilities	One time	General
Repair/replace scoreboards gym	PE	1C,2C	1A	Score boards are obsolete and are in need of major wiring repairs	TBD by M&O, KCCD facilities	One time	General
Repair and resurface tennis courts	PE	1A,1C	1A	Tennis courts are becoming very slick and are losing their grip. Safety is a concern	TBD by M&O, KCCD facilities	One time	General
Additional lighting for the dirt parking lot	PE	2C	1A	Needed to create a safely lighted environment and to improve student visibility during night classes as well as sporting events.	TBD by M&O, KCCD facilities	One time	General
Learning Support Success Center	KRV						

e. Technology Equipment (computers, data projectors, document readers, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.



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Lap top computer/ shock proof, will be used on the roofs, equipment room and travel.	M&O	1	All	This computer will be used to program HVAC, security, cameras	5500	yes	General

f. Facilities. Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

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Additional space	Industrial - arts	?	?				

g. Travel (inter-campus, intra-district, conferences, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.



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h. Marketing (brochures, radio spots, promotional travel, etc.). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.

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i. Other (institutional fees, library books). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.

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