

Western Technical College Program Planning Document - Action Plan

Program/Department Name		Architectural Technology					Date Created	10/10/2018					
Division		Integrated Technology					Date Reviewed						
Academic Year Launched	Doing, Done, Ditch, Delay*	Solution/Action	Key Results	Current Level of Performance	Performance Measurement	Non-Financial Resources Needed	Financial Resources Needed				Program Priority (1-6)	Point Person	Timeline
							Capital \$** (\$5,000+)	Capital Description(s)	Operational \$	Operational Description(s)			
*Doing, Done, Ditch, Delay only applies to current or past items. Leave column blank for future items.							**Remember to review 10-year capital planning items each year prior to finalizing capital request.						
2017-18	Doing	Seek articulation agreement with UW-Milwaukee School of Architecture.	4-Stakeholder Satisfaction, 2-Enrollment Demand	None in place. Waiting for response from UWM SARUP. We need to re-establish contact.	Articulation agreement in place.						3	Loren Anderson, Pete Zirbel	Try to get agreement in place by Sept. 2019
2017-18	Done	Study number and arrangement of credits in curriculum.	1-Course Completion	66 credits - 18 in first trimester	Less than 16 credits in first trimester. Energy in Nature dropped and courses shifted to reduce 1st trimester credit load.							Loren Anderson	Implemented by Sept. 2019
2017-18	Delay	Consider how courses can be broken into smaller chunks that would allow transcribed credit.	2-Enrollment Demand	ArchiCad- Transcribed credit in place.	Autocad put in stand alone course to ease transcribed credit.	Time to revise curriculum & get this set up in WIDS.						Peter Zirbel	Put this on back burner, see how many high schools are still teaching autocad. Probably better to get further progress on articulation agreement before we start changing courses.
2017-18	Doing	Create an early warning system to let students know early when they are in danger of failing.	1-Course Completion	At discretion of instructor.	Communication with students regarding their grade status and missing assignments at least once per month.						6	Pete Zirbel	Pilot program in place. Implemented by September 2019
2018-19	Done	SoftPlan software update \$1,075 (5) + 21@\$100 ea = \$3,175	4-Stakeholder Satisfaction		Current Software installed.								Software
2020-21		SoftPlan software update 1@ \$200 + 24@\$100 ea + inflation = \$2750	4-Stakeholder Satisfaction		Current Software installed to reflect what is currently used in industry.			\$ 2,750	Software				

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2018-19	Done	SketchUp Pro software update \$15/52= \$780	4-Stakeholder-Satisfaction		Current Software installed.					Software			
2018-2019		Haldeman Homme- Annual 3D Printer Service Agreement- Assumed cost split with Mechanical Design- Amount shown is in current budget for 1 year in category 5299 General.						\$ 1,050	Other				
2019-20		SketchUp Pro software update \$15/52= \$780	4-Stakeholder Satisfaction		Current Software installed. Required since license is annual.			\$ 780	Software				
2018-19	Delay	New Desks for T315- Existing furniture was moved from Coleman and has laminate damage and the edging is starting to come off. Desks on one side of room are 1.5" shorter than desks on the other side resulting in less legroom for taller students. 24@ at ballpark price of \$1250 each= \$30,000 Ballpark price for desk is a guestimate , assuming potential for Wood Tech to provide some of the fabrication labor.	4-Stakeholder Satisfaction				\$ 30,000	Major Equipment		2			T314 is priority (see below), and it would be good to get T314 completed first to see how the process of working with Wood Tech fabrication goes. We would then have better ideas on the timeframes and costs before the more complicated furniture in T315.
2018-19	Done	Dual Monitors in T315 25@ \$175= \$4,375	4-Stakeholder-Satisfaction		Monitors purchased and installed. Classroom environment would match typical work environment.				Computer/Audiovisual				

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2018-19	Doing	Continue marketing efforts and high school outreach.	2-Enrollment Demand		Continue enrollment at current level or increase.						4		
2018-19	Doing	Finalize how drone is integrated in curriculum.	4-Stakeholder Satisfaction		Equipment purchased and integrated into curriculum.						5		
2018-19	Done	Advisory committee Mtg. 1. Consider breaking Autocad out of Intro to Architectural Design to allow for Autocad transcribed credit. 2. Consider breaking other courses into smaller chunks for transcribed credit. 3. Consider reduction of first term credit hours and potential reduction in general studies credits	1-Course Completion		Advisory Committee direction received and implemented.								
2018-19	Done	Revise/Update ArchTech Books 1 & 2 – Kaplan Publishing® (Should result in a cost savings to students) KAPLAN SPUN OFF SOLD THIS UNIT. TRACK DOWN WHERE IT IS AND SEE IF WE CAN REVISE TEXTBOOK. Textbook no longer supported and dropped from program.	2-Enrollment Demand		Book revised to one volume if possible. Streamlined and made less expensive.								
2018-19		Dual Monitors in T314- (23) 27" monitors@\$200=\$4,600 (assuming empty table in back will eventually get computers to make room capacity 22) Will require wider tops to be put on existing desk bases. 12@\$250=\$3,000 Ballpark price for tops is a guestimate, assuming potential for Wood Tech to provide some of the fabrication labor. Larger top for Instructor station, \$400 estimated. Of \$8,000 total Arch Tech will pay 25% and Mech Design will pay 75%.	4-Stakeholder Satisfaction		Monitors purchased and installed. Classroom environment would match typical work environment.		\$2000 (25% Arch. Tech cost sharing, total is greater than \$5,000)	Computer/ Audiovisual			1		We would like to get one wider top made by Wood Tech as a prototype to test if this will work. Depending on Wood Tech workload, earliest this could realistically be completed is in time for Fall 2019 classes.

Standard Costs

Additional Monitor	\$175 - \$300
All-in-One (staff computer)	\$900
Desktop Computer	\$1,000
Display (depending on size) <i>\$5,000+ would be capital</i>	\$2,000 - \$8,000
Elmo	\$800
Full-time Faculty	\$80,000
Projector	\$3,000
Projector Screen	\$400

Capital Equipment Definition

- A capitalized asset is defined as an item with a purchase price of **\$5,000 or more** per unit or set **and** with a life expectancy of 2 or more years.
- A **set** is a group of interrelated items that function together, like a computer, monitor and keyboard.
- **Software is capitalized if the cost is over \$5,000 and it has a useful life of 2 years or more. If the software is an annual license or subscription fee, it must be expensed per the WTCS Financial Accounting Manual (FAM).**

Spreadsheet User Tips

Line Break Within a Cell	Press Alt and Enter keys
Change Row Height	Position mouse over row line so the white cross becomes a double arrow and double click
Save Document As	Excel Macro-Enabled Workbook (*.xlsm)
Enable Content	If prompted, click Enable Content when the document first opens

Instructions for Working Through the Action Plan

- If requesting new funding, add the information on a new line
- Can add multiple years to the "**Academic Year Launched**" column (i.e. 2018-19, 2019-20)
- Multiple items can be included in the same cell if they are tied together and/or will be assigned the same priority level
***Solution/Action** example: "Update technology: software \$4,000 (operational) and purchase new projectors \$6,000 (capital)" - Priority 1*
- If requesting more than one item for capital or operational within the same priority level, list all items in the **Solution/Action** column and total the dollar amount in the **Financial Resources Needed** section in the **Capital \$** and **Operational \$** columns appropriately
- Multiple selections can be made from the "**Capital Description(s)**" and "**Operational Description(s)**" drop-down menus; select one at a time
- Only select one **Key Result** for each line item
- Only select one **Priority** for each line item; items with different priorities should be entered on separate lines
- Deans and Associate Deans must review and approve this document before items are entered into the Annual Planning Database

Western Technical College Program Planning Document - Data & Evidence

Program/Department Name	Architectural Technology	Date Created	9/29/17
Division	Integrated Technology	Date Reviewed	

1. Using the data and evidence analysis for your program/department, identify the trends that you see in your quantitative data.

An analysis of data reveals declining enrollment with 2011 numbers approximately double the 2015 numbers. (Cohort size ranged from 17 in 2015 to 36 in 2010.)
FTE headcount has declined from 55 in 2011 to 30 in 2014 and 36 in 2015.
Western's second year retention is significantly lower than the other school in the comparison group. 48% compared to 77.8%
Western's third year graduation rate is significantly lower (18%) than the other school in the comparison group. (38.6%)
Course completion data shows an average course completion of 56.60 % for required course 10-801-195 Written Communication. This is significantly lower than other required General Education courses.
Noel-Levitz data from 2015 showed the highest areas of dissatisfaction were with Class change (Add/Drop) policies, faculty not taking student differences into account as they teach, and students are not notified early in the term if they are doing poorly in a course.

2. Using the data and evidence for your program/department, identify themes that you see in your qualitative data.

Only 1 student responded to the 2017 Student Learning Outcomes survey. While that one student was positive this is not a valid sample size. Since our students typically graduate in fall this survey email should go out in late fall for graduating students. It should then be sent in late spring to students who may have to retake a class to graduate in spring.

The 2015 Student Learning Outcomes data was generally positive with no Disagrees or Strongly Disagrees.
An analysis of Student Learning Outcomes data has comments about improving the workspace (Multiple monitors, collaborative work areas, etc.) The multiple monitors were installed prior to Summer 2017.
Career Pathways Self Survey revealed uncertainty/disagreement on the availability of transcribed credit with High Schools.

3. Strengths and best practices our program/department could share with others include:

Learning through hands on, real world projects like City Hall Fitness Center, Habitat for Humanity, Elroy Downtown Revitalization.

4. Based upon thorough data and evidence analysis, the 3-4 areas or issues we are most concerned about include:

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Links to Data

[Faculty Website - Program Excellence Webpage](#)

Annual Data and Evidence Analysis 2018-2019

Annual Data and Evidence Analysis 2019-2020