

**Western Technical College Program Planning Document - Action Plan**

Program/Department Name		Electromechanical Technology					Date Created						
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)			
<i>*Doing, Done, Ditch, Delay only applies to current or past items. Leave column blank for future items.</i>							<i>**Remember to review 10-year capital planning items each year prior to finalizing capital request.</i>						
2017-18		Create transcribed credit agreements with a district high school		0% of students have transcribed credit	10% of electromechanical students have transcribed credit	Time to visit with high school teachers  Collaborative work with K-12 relations						Andy George	Fall 2019
2017-18		Refine the current UW Oshkosh agreement		Current agreement is not functional	Signed agreement that clearly states a 2+2 transfer	Meetings with Josh and UWO						Randy Hytry	Fall 2018
2017-18		Develop partnerships with employers for recruitment		No current recruitment through employers	10% of students sent by their employers	Employer commitment						Phil Hess	Spring 2019
2018-19		Purchase equipment to EM to bring capacity to 18 Total - \$419,000 - \$164,00 from GPR Grant - \$100,000 from Capitol Budget - Pump Trainer \$35,000 - PAC System upgrade \$120,000			Capacity increased to 18 with correct student to equipment ratio Score higher than 90% of peer groups in "top box" satisfaction		\$419,000	Major Equipment					
2018-19		Work on partnership development with Ashley Investigate introducing Siemens programming to EM Investigate introducing robotics to EM	4-Stakeholder Satisfaction		Program advancement						1		
2018-19		Devise methodology for introducing blended courses to EM	2-Enrollment Demand		Blended courses available in the EM Program						2		

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2018-19		All Fall Program courses entered in WIDS software, including: correct course information, textbook and learner supplies, and course competencies	4-Stakeholder Satisfaction		Completion						3		
2018-19		Successfully receive GPR Grant for Automation **2019-20 Implement Automation GPR Grant	4-Stakeholder Satisfaction		Program advancement						4		
2019-20		Safety Trainers to offer coursewotk - \$15,000 ea 7 trainers	1-Course Completion				\$ 105,000	Major Equipment			1		
2019-20		Process Control Trainer	4-Stakeholder Satisfaction				\$ 50,000	Major Equipment			2		
2019-20		Storage/Shelving Units in T311	4-Stakeholder Satisfaction				\$ 12,000	Facility Needs/ Remodeling			3		
2019-20		Storage / Workstations in Independence 2 storage units @ \$4000 6 tables @ \$3000	4-Stakeholder Satisfaction				\$ 26,000	Facility Needs/ Remodeling			4		
2019-20		Fluid Power / Mech Drive Trainers	1-Course Completion				\$ 48,000	Major Equipment			5		

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2019-20		Update trainers currently in use by IET program	1-Course Completion				\$ 30,000	Major Equipment			6		

## 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**

<b>Program/Department Name</b>	Electromechanical Technology	<b>Date Created</b>	9/27/17
<b>Division</b>	Integrated Technology	<b>Date Reviewed</b>	

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

WTCS Comparative Data 2015

- Course completion has increased from 75.5% in 2011 to 79.5% in 2015. Our program ranks 3 out of 5 in comparison to other WTCS Colleges
- Our enrollment has declined from 53 students in 2011 to 44 students in 2015.
- The average for second year retention from 2010-2015 is 61.2% with a current rate of 73.9%.
- Graduation rate has increased from 45.0% in 2011 to 50.0% in 2015. This is fifth out of six comparison colleges.

Labor Market Analysis Oct 2015

- These occupations will grow about 7.7% through 2020.

Noel Levitz 2015

- Gaps in student satisfaction relate to parking availability (1.94), support to transfer to a four-year college (1.46), and class scheduling (gap 1.40).

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

Student Learning Outcomes 2016

- Students appreciate the real-life application and hands on.
- Students suggest reducing the amount of General education courses in the program.

2015 Graduate Summary:

- Graduates obtained jobs as: Automation specialist, Maintenance supervisor, Bakery Maintenance, Electromechanical Technician, Electromechanical Technician Lead, and Maintenance technician

Course evaluations show that the students appreciate the hands on activities that involve direct application of skills learned

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

- Internships
- Hands-on learning activities
- High participation rate of employers on our advisory committee
- Utilizing advisory input to develop curriculum changes

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

- Parking
- Opportunities for continuation to a four-year degree.
- Meeting employer demand for EM Graduates due to growth in the field and retirements

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Electromechanical Technology

**Date Created**

9/27/17

**Division**

Integrated Technology

**Date Reviewed**

**Links to Data**

[Faculty Website - Program Excellence Webpage](#)

**Annual Data and Evidence Analysis 2018-2019**

**Annual Data and Evidence Analysis 2019-2020**