

Western Technical College Program Planning Document - Action Plan

Program/Department Name		Wood Tech					Date Created		8/29/2017				
Division		Integrated Technology					Date Reviewed		10/10/2018				
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.						
2019-20		Upgrade Aspire software used on CNC machine	4-Stakeholder Satisfaction		Sotware meets current industry standards			\$ 2,200	Software				
2019-20		Add WIFI Card to CNC desktop computer	4-Stakeholder Satisfaction					\$100	Computer/Software				
2019-20		Investigate a Framing Tech pathway certificate	4-Stakeholder Satisfaction										
2019-20		Research integrating Math into Core courses and eliminate need for Applied Math course(s)	1-Course Completion										Present to Advisory Committee Spring 2019 for possible implementation AY 20-21
2019-20		Purchase Total Station and develop course content to teach both program studetns and community members	2-Enrollment Demand		Equipment meets current industry demand		\$ 30,000	Major Equipment		1			
2019-20		Purchase 8' ht scaffolding	4-Stakeholder Satisfaction		Current 5' scaffolding is cumbersome and time consuming			\$ 1,000	Minor Equipment				

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2019-20		Purchase Edge Sander	4-Stakeholder Satisfaction		Lab equipment meets current industry standards			\$ 500	Minor Equipment				
2019-20	Doing	Upgrade shop equipment, Tiger Stop System	4-Stakeholder Satisfaction	getting quotes	Lab equipment meets current industry standards		Major Equipment			3	Scott Erdman	7/10/1905	
2019-20	Doing	Upgrade shop equipment, Laser engraver	4-Stakeholder Satisfaction	getting quotes	Lab equipment meets current industry standards, existing laser engravers are to small, impractical		Major Equipment			3	Scott Erdman	7/10/1905	
2018-19	Ditch	Erdman — Take AutoCad course at Western — be able to offer students properly drawn plans to aid them in the building process.			Receive AutoCad training			\$ 2,000	Training				
2018-19	Delay	Powder Actuated Fasteners – Training for staff to ensure that students are receiving correct/safe methods of use on equipment they will be using in the field.	4-Stakeholder Satisfaction	no official training yet, but equipment is shown						3	Hahm	2018 shool year	
2018-19	Ditch	Investigate CNC operator curriculum and equipment requirements for wood CNC operation											
	Doing	Enhance student project completion and safety compliance by updating lab equipment - 2 Sanding Tables	4-Stakeholder Satisfaction	have one, need another	Lab equipment meets current industry standards		\$ 5,300			1	Erdman		

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	Doing	Enhance safety compliance within the lab setting -Compliance in a Can	4-Stakeholder Satisfaction	out of date	Lab equipment meets current industry standards				\$ 1,200	Minor Equipment	2	hahm	
2018-19	Delay	Enhance student project completion and safety compliance by updating lab equipment -Contractor SawStop	4-Stakeholder Satisfaction	checking feasibility	Lab equipment meets current industry standards				\$ 1,800	Minor Equipment	3	Hahm	2018 School year
2018-19	Doing	Student Recruitment – Continue High School visits and speak to students and staff about the Wood Tech program to help increase enrollment.	2-Enrollment Demand	high	Increased enrollment in summer term – Fill both sections with waiting list						1	All instructors	never-ending
2018-19	Done	Take a look at the course alignment in the program to possibly create pathway certificates	2-Enrollment Demand	cabinetmaking certificate in place	May be possible to match the sequence of courses from one section to the other. State recognized pathway certificate						2		
2017-18	Doing	Expand transcribed credit agreements	2-Enrollment Demand, 4-Stakeholder Satisfaction	7 schools? More workshops scheduled	Increase from 7 transcribed courses to 10+ schools participating	Visits with high school instructors, workshops					3	HS relations Tyler L.	Fall 2018
2017-18	Done	Update website, inform welcome center staff		No start terms shown on website, not all staff informed	Revise website to show various term starts Provide documentation to welcome staff to distribute to prospective students	Time						Erdman Marketing dept	Spring 2018
2017-18	Ditch	Program wide attendance policy		Present, but not consistent from course to course. Not possible to have same policy for every course	Develop an attendance policy for all of the courses in the Woods program (-14-)							Erdman	Summer 2018

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

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8/29/17

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.

- There are currently more job opportunities than graduates, anticipated growth of 4.1% (Department of Labor Statistics, https://www.bls.gov/oes/current/oes_31540.htm#47-0000)
- Both cohorts are not always at full capacity, 55 in 2011, 42 in 2015, 6 summer start students in 2016, 10 summer start students in 2017. (class rosters Fundamentals of woodworking)
- C or better course completion percentage is consistently not as good as NWTC
 - o 2nd term retention rate is 75.3%, WTCS Comparative Data 2015

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

- Updated shop equipment 2016-17 school year -Referendum
- Students are satisfied with their instruction and feel that they are learning at a high level -2017 SLO comments
- Students feel that their instructors make the program an enjoyable experience - 2017 SLO comments
- Some students feel that others should not have earned a diploma based on attendance or work ethic - 2014 SLO
- Some students feel that attendance policies are not strict enough (course evaluations, conversations with students)
- Students feel that they are achieving program outcomes - 2017 SLO

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

- Wood Tech students work on real, permanent projects which increases their level of interest and effort
- Students' ideas and designs have an impact on the finished products
- All instruction applies directly to their employment field, no "fluff", and is evident in their work on our jobsites and in our shops
- The Wood Tech program is very involved in the community and is recognized and valued by community members and employers
- Students are very satisfied with the program

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

- Summer start Enrollment issues, need better support from the college to promote the summer start, nothing on the website about the summer start, welcome center staff needs to be better informed
- Attendance policy issues
- 2nd Term Retention

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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