Department Annual Report
2012-2013

Job Training

Automotive Technician, Computer Support Technician, Construction Electrician, Introduction to Construction, Residential Construction, Construction Remodeling, Machinist/CNC Technician and Welding/Fabrication Technician

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June 5, 2013
Department Information

2012-13 Goals

Schedule and facilitate Reading Apprentice training for faculty and staff. This training was held on November 1, 2012. All faculty attended and they shared several examples of how they can include these strategies into their daily lesson plans. We did not set up a measure for this goal.

Host employer advisory meetings for Construction Remodeling and Computer Support Technician programs. The Construction Remodeling Advisory Committee is scheduled for June 18, 2013. The Computer Support Technician Advisory Committee is scheduled for June 11, 2013. Completion of this goal will be measured by collecting the minutes from each of these meetings.

Create FAST TRACK academic learning option for Job Training students. This training component was developed in the fall, 2012 and implemented in January, 2013. Students are enrolling weekly into this 4 week program. Current results show a 50% pass rate for students that complete and retest using the Work Keys NCR.

Develop an improved system to recruitment students to meet enrollment goals. A recruitment strategy was developed, approved and implemented in fall, 2012. The enrollment goal of 240 students is at 94% complete as of May 17th with the expectation of meeting 100% of the goal by June 30, 2013.

Create a transfer (Job Placement/Continue Education) strategy and measure of success. A transfer strategy was developed, approved and implemented in fall, 2012. The Job Training Completion Agenda set a transfer goal of 70% will transfer. As of May 17th, the transfer rate is 56%. We do not expect to meet the 70% goal by June 30, 2013 but will continue this goal in 2013-14, with the expectation that it may take more than one year for our new strategies to be effective.

Goals for next year (2013-14)
Increase student credential attainment of national certifications and credentials as part of the Michigan Pathways to Credentials Grant.

Increase competencies and completion by integrating developmental education into one 18 week program (recommend Machine Tool/CNC) by using Statewide Right Skills Initiative.

Increase enrollment by 10%

Internal collaborations and partnerships

Reading Department – Reading Apprenticeship
Workforce Training – Work Keys NCRC, M-TEC Usage, Career Advancement Center, Customer Service,
GRCC Foundation – Student Scholarships, Fund Raising, M-TEC 10 year celebration, Donations
Instructional Support and Interdisciplinary Studies – Curriculum development and improvements, learning assessments
Student Records – Articulation
Financial Aid – Customer Service, Student Communication
Financial Services – Budget
IT – Student Services, Resources, Self-Serve Options
Institutional Research – Student Satisfaction, Completion Agenda Data

External collaborations and partnerships

Habitat for Humanity of Kent County – Build new homes and remodel existing homes
International Christian Community Foundation - Build new homes and remodel existing homes
GRPS Architectural Design School – Serve on the advising board, develop pathway for students to GRCC
Home Builders Association of Great Grand Rapids – Share training resources, hire graduates, serve on advising committees, develop vision for future development
Associated Builders and Contractors of West Michigan – Share NCCER accreditation, hire graduates, serve on advising committee, and develop vision for future development
XRite – Create student internship pathways, revise curriculum and student skills
Michigan Works! – Staff Kent County Offices, distribute recruitment information, student job search skill training, job placement, employer referrals,

Departmental needs for support from other departments within the college

IT – Create student services equal to credit students or better
Financial Aid – Improved systems to communicate with students. Speed up the process for tuition aid approval.

Program accreditation Updates

NCCER (National Center for Construction Education & Research) – Received accreditation for the next 5 years.
Veterans Administration – Job Training Construction Electrical Program qualifies for students to receive benefits and tuition assistance.

Description of departmental advising plan and outcomes
**Pre-Enrollment** – As part of the Student Success Journey model that is being implemented, students that do not pass the Work Keys NCRC entrance assessment, meet with a success coach to determine career choices and the option to enroll in Fast Track to prepare for retesting. Outcomes: An early indication of feedback from faculty is that we are enrolling a higher functioning student that has a passion for their career path. We increased enrollment by advising students that do not pass entrance requirements to enroll in FAST Track.

**During Training** – JT Program Faculty provide academic and career advising on a daily basis. A GRCC Counselor is available when needed to provide additional advising and support at the Tassell M-TEC. Outcomes: Exceeding retention and completion goals.

**Completion** – Another advising step for students that is included in the Student Success Journey is the Exit Advising Day. Student Records staff explain the articulation option for those students wanting to enroll in a credit program at GRCC. This Exit Advising Day also includes resume writing, job search and interviewing skills for those students seeking employment upon completion. Outcomes: This new process is not measurable at this time. This will be carried over into 2013-14 which will produce better outcome data.

**Updates about Student Organizations and Achievements**

*See the attached programs reports created by faculty for details about student success.*

**Other department updates**

With the focus on student success and at the same time keeping enrollment targets in front of us, we implemented the “Fast Track “ learning option to assist our department with both of these goals in mind. It continues to be improved and will be continued for the next two years.

The Job Training Completion Agenda was developed by all staff in the fall of 2012 and targets were set to be measured. Since the credit version of this agenda did not apply to Job Training, we submitted our version and it was approved. This is an initiative that we have rallied around and will be a driving force for us in the future.

Job Training will directly benefit from the Pathways Grant that was received from the state in March, 2013.

**Faculty Responses by Program**

See attached program reports provided by faculty that review these curriculum questions.
Program Data- Perkins Indicators

Job Training does not collect this Perkins data,

Curriculum

See attached program reports provided by faculty that review these curriculum questions.

Assessment of Student Learning

See attached program reports provided by faculty that review these curriculum questions.