2016-17 Academic Department Annual Report

Academic Department: Mechanical and Architectural Design
Document Prepared By: Mike Merchant

Annual Report Submission Instructions:

This Annual Report of your Academic Department is intended to serve as a summary of departmental activities over the past year and as an outline of plans for the upcoming year.

Please note that responses are limited to the space provided below for each prompt and do not need to be written in narrative form (you are welcome to use bullet points/lists, as appropriate).

Please submit your Academic Department 2016-17 Annual Report to your Dean via email by May 31st.

For your reference, prior year reports (2011-2015) can be found on the Instructional Support website, http://www.grcc.edu/instructionalsupport/departmentyearendreports.   If you have any questions about the 2015-16 reports entered into WEAVEonline, please contact Sheila Jones, Dean of Instructional Support, sheilajones@grcc.edu or x4289.

Part I: Report on 2016-17 Progress

Part I is intended to provide a "big picture" overview of your department's activities during this past academic year. When completing the sections below, please consider the main points/highlights of each category.

Current Year Goals & Outcomes

This section asks you to provide details about the status of your department's goals and outcomes for this past year. Please limit your response to the space provided in the text boxes below.

This year has been a very exciting as well as a busy year for our department. We had many departmental goals as well as individual responsibilities that moved us forward.

Our main department goals this year was the Maker Lab.

1. This was a very time consuming task to bring this online for the fall. We all worked in different capacities to ensure the success of this lab.
2. Charlotte worked with the college to design the overall room theme, colors and flooring to create an awesome design space.
3. We all worked with Jeff Daner to design the layout for equipment as well as to create a flexible space.
4. Once the equipment arrived and was installed, Tom helped set up and created the instructions/procedures on how to use each piece of equipment.
5. We did training on each piece of equipment internally which allowed us to look at ways to incorporate this into each of our classes.
6. Identified and purchased supplies, tools, and consumables for use on the various pieces of equipment.
7. We reached out to the math, visual arts, and culinary arts department to collaborate on projects.
8. We worked with Gilson Graphics to create a design concept to give this space signage, graphics, and identity.
9. Began the process of developing policies for the lab as well as access.

Other goals we accomplished this year were:

1. Reorganize the Architectural schedule to accommodate the absence of David Dye.
2. Hire new adjunct in both the mechanical (with the passing of Keith Rhines) and architectural areas.
3. Worked on Guided Pathways to incorporate our degrees for future students
4. Work with Ferris on transfer options from our Architecture program to their Architecture and Sustainability, Construction Management, and Kendall College of Architecture.
5. Updated courses in Curriculog per the revision schedule.
6. Implemented DR 155-Introduction to NX.

Departmental Professional Development

In this section, please provide details about your department's emphasis for professional development during this year. Please limit your response to the space provided in the text box below.

> This year's department focus was on learning the equipment in the Maker Lab. We accomplished this at different times throughout the summer and fall semester.
> 1. In May we met with the vendor of the laser to do training
> 2. In the fall we worked as a department to go over each piece of equipment
> 3. We worked with Tom as he showed us the procedures he developed
> 4. We met with Moss Ingram to train us on the Sprout
> 5. We met with Todd Torrey to train us on the Smart Boards
> 6. We went to U of M to work see their Architecture program and work on transfers for our students.
>
> We also continue to do training on new versions of our software (Autodesk and Solidworks) suites. This is a continuous process that is constantly on-going.

Departmental Advising Plan & Outcomes

In this section, please describe your department's advising plan and outcomes for this year. Please limit your response to the space provided in the text boxes below.

> For student advising, we are continuously working on ways to reach out to our students. Here are a few ways that we accomplished this this year:
> 1. Fall/Winter: Each of us spent time in class going over the schedule, courses to take, graduation requirements as well as transfer options.
> 2. We went into all adjuncts sections to cover the same information above.
> 3. We met with students individually to advise them
> 4. We worked with students through My Degree Path to ensure they were on the correct path.

Program Accreditation Updates

In this section, please provide details regarding any program accreditation or re-accreditation that occurred this past year, if applicable. Please limit your response to the space provided in the text boxes below.

N/A

Perkins & Key Performance Indicators

In this section, please discuss Perkins and Key Performance Indicators for programs (total student enrollment, demographic profile, new students, student progress rate (transferred, graduated, enrolled), number of graduates, graduate employment rate, time to completion), if applicable. Please limit your response to the space provided in the text boxes below.

When looking at our Perkins Core Indicator Status Update much of the data was similar to the previous year in both the Architectural and Mechanical design programs.   Below are the comments on each one for each area.

Architectural Design:
1P1: We currently do not track the skills assessment but we are looking at the Revit exam as a way to do this indicator.
2P1: This number was below the state average but given our low numbers, this can fluctuate a great deal each year.
3P1: This number is great. Most of our student transfer to a four-year institution and this shows we are ahead of the start average which is a testament to our program.

4P1: This number is 0% which concludes what 3P1 is saying
5P1: This is a great number as the students in this program are over 25% underrepresented.
5P2: Again a great number over doubling the state average.

Mechanical Design:
1P1: We currently do not track the skills assessment but we are looking at the Solidwork exam as a way to do this indicator.
2P1: In our degreed program we are doing above the state average. In our certificate program we are below but we have most of our students in the degreed program.
3P1: In our degreed program we are slightly above the state average. At 75.28%, we are having most of our students continue on to our four-year institutions.
4P1: This number is 0% which concludes what 3P1 is saying
5P1: This number is very low which has always been a challenge for this career area. We will still strive to bring this up.
5P2: This number is very low which has always been a challenge for this career area. We will still strive to bring this up.

Learning Outcomes Assessment Data & Findings on Past Year's Projects

In this section, please summarize your department's assessment work for this year, outlining the Program Learning Outcomes (PLOs) or Institutional Learning Outcomes (ILOs) assessed, the assessment measure, the findings, and the improvements planned based on the findings. Please limit your response to the space provided in the text boxes below.

We are currently in a revision state for our Architectural Design Degree. I will include the program review as we currently have modified it. With this said we did collect some date in AR 120 that assesses our students on the Revit Certification Exam. The average this year for students passing this test was 83%. We also typically use the final project in AR 218 as this is our capstone class but this did not run this year.

For the Mechanical Design Degree, we are going to look at our program next year to better define this. In the past we have tracked many different assessments that give us an indication as to how the students are doing. One of these is the Solidworks Certification Exam. This year we had two groups took the CSWA with 17/19 passing and 12/17 passing in each semester. We also offer the CSWP certification and 10/18 students passed this. Another class we used this year was DR 212. Tom assessed his students in several different areas. (I have attached the results to this report) Overall, our students did well on this assessment. The area that we identified that could use some improvement would be dimensioning. The students averaged 79% in this area which is still good .

Part II: Plan for Upcoming Year

Part II is intended to provide a guide for your department's plans for the upcoming year with regards to the following: Operational Goals and/or Plans, Curriculum Goals and/or Plans, Learning Outcomes Assessment Plans, and Advising Plans. When answering the questions or completing the sections below, please consider the main points/highlights of each category.

A. Operational Goals and/or Plans

What are your departmental goals and plans for 2017-18?

> 1. Continue to expand the Maker Lab to enable students to build their CAD designs
> 2. Market the Maker Lab through internal and external media sources
> 3. Continue to supply the Maker Lab to support our courses curriculum projects
> 4. Continue to focus on recruitment for both the mechanical and architectural programs
> 5. Update software to reflect the current version used in industry

What new information from external sources has influenced your planning for next year?

> There are three areas that continue to guide our decisions/goals:
> 1. Recommendations from our advisory board
> 2. Attendance at national conferences
> 3. Staying responsive to the shifting of workplaces skills

Are your goals targeting any Perkins or Key Performance indicators? If yes, please explain.

> N/A

What resources do you need to accomplish your departmental goals for the upcoming year?

The resources to achieve these goal are:
1. Budget
2. Support
3. Upgraded software
4. College wide marketing

Do you need support from other departments to accomplish these goals? If yes, please explain.

Anyone that can support us marketing our program

Do you need professional development in order to accomplish these goals? If yes, please explain.

Software update training

For each of your departmental goals/plans/projects, please list the name of the lead faculty member(s) involved.

We will all be sharing the responsibilities for all goals and learning our respective software.

For each of your departmental goals/plans/projects, please provide a brief timeline for completion.

Fall of 2017

B. Curriculum Goals and/or Plans

What are your departmental curriculum development goals and plans for 2017-18?

1. Start agreement with Ferris for the Architectural and Sustainability program.
2. Finalize construction management
3. Rework the Architectural Technology Degree
4. Submit AR 111 for general education/humanities credit
5. Integrate new textbooks and software in to each respective class
6. Update the required course for AR/DR/EG in curriculog
7. Oversee the Launch-U middle college program

Review of Department's Curriculum Transferability
Please note: this section should be completed by all SAS Departments, Business, and CIS.
Using transferability data provided by Instructional Support, please summarize your perceptions of how courses in your department transfer to our four-year university partners and how this understanding will impact your curriculum goals for the upcoming year.

N/A

What new information from external sources has influenced your curriculum development planning for next year?

We continue to seek guidance from our industry partners though our advisory council in both the Architectural and Mechanical design areas. These partners keep us up to date on issue in their respective fields. Also, our partner institutions are wanting to update our agreements.

Are your curriculum development goals targeting any Perkins or Key Performance Indicators? If yes, please explain.

> There are two indicators targeted on our curriculum goals: 1P1 and 2P1. By updating our text and software, this will keep us current and keep up in sync with skills assessments as well as industry credentials.

What resources do you need to accomplish these curriculum development goals?

> 1. For AR 111 we need to apply for the appropriate funding as well as approval for general education credit.
> 2. For the agreements we need to work with other GRCC staff to complete these.
> 3. We also are in need of more staff to help with the work load. We are trying to maintain programming, work load, and the want to move forward but are having to rely on adjunct which doesn't help with the duties of full time staff.

Do you need support from other departments to accomplish these curriculum development goals? If yes, please explain.

> N/A

For each of your departmental curriculum development goals/plans/projects, please list the name of the lead faculty member(s) involved.

> 1. Anything on the AR side will be Charlotte and myself.
> 2. Anything on the DR/EG side will be Tom and myself.

For each of your departmental curriculum development goals/plans/projects, please provide a brief timeline for completion.

1. Working on the agreements will occur in both the fall and winter semesters
2. Working on AR 111 will occur in the summer and fall semesters
3. We will complete all curriculog work in the fall semester.
4. Working on Launch-U will occur over the summer as well as fall/winter semesters.

C. Learning Outcomes Assessment Plan for 2017-18

In this section, please outline your department's plan for learning outcomes assessment work for the upcoming academic year, outlining the Program Learning Outcomes (PLOs) or Institutional Learning Outcomes (ILOs) that will be assessed as well as the assessment instruments/measure that will be used. Please limit your response to the space provided in the text boxes below.

For the mechanical courses we are looking to map out our PLO's and ILO's in the spreadsheet and begin to work on how we can assess these skills moving forward.

For the architectural courses we will look at AR 120 to measure the PLO- Create building documents through multiple means of communication. We will work on assessing ILO PR5 and 9.

D. Departmental Advising Plan for 2017-18

In this section, please outline your department's advising plan for the upcoming academic year. Please limit your response to the space provided in the text box below.

> We are planning to continue what we have done in the past by:
> 1. Advising student in each class each semester
> 2. Working individually working with students
> 3. Providing resources through blackboard and our department website
> 4. Using My Degree Path
>
> One idea is to host a "Café" in the Maker lab so students can come in to ask questions during specific times like the business department has done.

Part III: 2016-17 Faculty & Staff Accomplishments/Awards

Part III is intended to provide a space to share the accomplishments, awards, and/or accolades achieved by faculty and staff in your department during the course of this past year.

> **N/A**

Thank you for completing this report. Please submit to your Dean via email.