



**PTECC (Professional Technical Education Coordinating Committee)
PROGRAM ADVISORY COMMITTEE SELF EVALUATION**

Program Committee Name:	Professional/Occupational Skills
Advisory Committee Members	
Division Chair:	Andrea Newton
Committee Chair:	Chuck Fike / Cheryl Reiter
Advisory Chair	Jaye Stutz
Committee Review Date and Time:	November 14, 2006 at 8:00-8:30 + am

Instructions: Please fill in your response to each question in the yellow section (short bullet points are best). The yellow sections will expand to accommodate the data you type in. When the form is completed please forward by e-mail, at least one week prior to the committee interview, to Phoebe Anderson in Cooperative Education at andersonp@lanecc.edu. Thank you. We look forward to meeting with you and your committee.

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1. Committee Accomplishments

- 1 A. 1) Describe your advisory committee and what types of businesses or organizations are represented in your committee. 2) How many are in your committee? 3) How often do you meet?

* Very proactive committee in regard to issues involving workers' compensation. Two different programs: Professional Skills-Workers' Compensation & Retraining Programs for injured workers and Veterans. Occupational Skills-Students seeking a career path at LCC that Lane does not offer such as Phlebotomy, Pharmacy Technician, Sterile Processing Technician, Wastewater Technician and Veterinary Technician.

* Types of business or organizations represented are: Private Vocational Counselors- Jaye Stutz, Rob Crymes and Susan Foster. Insurance companies such as SAIF Corporation and Liberty Northwest represented by Debbie Pearce and Pam Clifton. State of Oregon Vocational Rehabilitation Division Vocational Counselor Heather Lindsey. The Workforce Network is represented by Al King and a former student and current employer is Bryce Gormley at Allegiance Mortgage. There are three Lane Community College representatives on the board including Beverly Farfan, Co-op Ed Coordinator for Occupational Skills/Vocational Rehabilitation, Psychology/Sociology & Ethnic Studies, Cheryl Reiter, Co-op Ed Student Advisor, and Chuck Fike, Co-op Ed Coordinator for Occupational/Professional Skills, Employment Skills Training, and General Work Experience.

* 11 committee members are currently serving. The committee is looking at some prospective employers to join the committee at this time.

* The committee meets three times a year usually once each term.

- 1 B. *What are 3-5 outcomes that have been accomplished by your committee?*

* The program has moved forward with gathering information for updating the Professional Skills Program website. The program is ready to implement the updates.

* The Professional Skills Program submitted class approval to the Department of Education and received approval for a lab format. Students can receive 6 credits in PST 101A and 101B each term.

* The Occupational Skills Program has been actively engaged with Continuing Education at LCC to pursue utilization of Cooperative Education in programs offered by Continuing Education such as Phlebotomy and Sterile Processing which require hands-on-experience for regional or national certification.

1 C. *How did your advisory committee help with achieving those goals?*

- * The committee was proactive in gathering information that was relevant to the website development. Their input was valuable as we looked at marketing to prospective students and potential employers who might want to utilize students in the program.
- * The committee recognized the need for and helped develop a class which utilized lab hours to provide students with the necessary skills for employment. Some Professional Skills students were earning more Cooperative Education credits than are allowed by the Department of Education each year.
- * Some of the committee's expertise is in developing training plans for clients and injured workers'.
- * The committee has been involved in recommending potential classes that Continuing Education might develop such as Cost Estimator/Project Managers and Sleep Apnea Technicians. The Vocational Counselors are very knowledgeable in labor market surveys and do research to meet employment criteria set by the State of Oregon Workers' Compensation system.

1 D. *Describe your committee efforts in developing and generating community support.*

- * The Professional/Occupational Skills programs do not concentrate on any one given area of training (like Energy Management, Fabrication/Welding, or Nursing). The committee members have donated valuable information, volunteered time, and shared training plans that have enabled the programs to explore new niche occupations and reach out to new employers willing to allow students to engage in hands-on-experiences.
- * The Vocational Counselors on the committee are just a few of the professionals that interact with both programs. There are about 15 private Vocational Counselors who access the program, along with countless State of Oregon Vocational Counselors, a few Department of Veterans Affairs Counselors, Insurance Companies (SAIF, Liberty Northwest, Weyerhaeuser, etc.), and many employers who embrace students that have limited transferable skills at the beginning of their training plans.

1 E. *What do you think are the committee members' strengths and weaknesses?*

- * The strength of the committee members is the knowledge of workers' compensation, training plan development, labor market analysis, and bringing private sector ideas to the table.
- * The weakness of the committee members is trying to understand how the Community College functions and how we do business. This is really not their weakness, it just shows how the college is different from the private sector. The committee has a steep learning curve to understand how both programs work, operate, function, and interact with other divisions and departments on campus.

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2. Committee Involvement in Planning and Design

2 A. *What is the committee's involvement for keeping your program "state of the industry?"*

- * The committee stresses the need for Customer Service from the program. As there are other Professional and Occupational Skills programs at other colleges, Lane Community College, must compete statewide for referrals. The committee emphasizes the importance of classroom theory and hands-on-experience as a model that works for the needs of students and employers.

2 B. *What staff development does the committee suggest your staff needs to meet future program skill needs?*

- * The committee suggests that the program stays involved with the Oregon Association of Rehabilitation Professionals to stay abreast of changes in the Workers' Compensation system.
- * The committee recommends that the programs be involved with information presented around population, employment projections and how to access information online such as OLMIS and the Oregon Employment Division.

2 C. *What is your committee's involvement in planning and design of the program?*

- * The committee has been involved continuously, ranging from class design, web design, and marketing the programs.

* The committee has continued to recommend that the programs be supported by a student advisor 1 position (Cheryl Reiter). The program cannot continue to grow and expand into new areas without administrative support. The position is supported with Carl Perkins funding, but should have a general fund position. This is not feasible at this time, so the student advisor through Perkins is crucial for support.

E 3. Gender, Disability Adaptation, and Diversity

3 A. *How has your committee encouraged gender balance and diversity in your program student population?*

* The Professional Skills students are referred through the Workers' Compensation system. The program doesn't have control of injuries happening at work sites or making people eligible for retraining. We always encourage and support students in entering non-traditional occupations.

* The Occupational Skills program has worked with the Women's Program, Trio Learning Center, Multicultural Center, and English as a Second Language to ensure student success.

* In the academic year of 2005-06, 64 % were male, 36% were female, and 7% were of minority ethnicity.

3 B. *How does your committee assist students with special needs to successfully reach program outcomes?*

* The Professional Skills program exists because of students with special needs. The students are either injured, have a documented learning disability or have been referred by the Veteran's Administration for some affliction. Training plans are developed and implemented with accommodations provided (ergonomic chairs, worksites, etc).

* Both Professional/Occupational skills programs work with Disability Services and Counseling to provide classroom assistance such as chairs, keyboards, note takers, interpreters, etc.

E 4. Program Demand / Enrollment

4 A. *1) What does your committee think of regional projections and how are you dealing with this? 2) What does your committee say about these and local needs?*

* The committee embraces regional projections and promotes the flexibility of the Occupational Skills program. Both programs can adjust to meeting the needs of different employers and student curiosity and ambition. As new skills sets are required of students the programs have developed curriculums to meet the needs of employer demand.

* The committee is at the forefront of labor market analysis and works with local and regional employers to develop training plans for students to excel.

4 B. *Describe the enrollment trends and capacity in your program?*

* Professional Skills enrollment tends to stay consistent with 20-30 students per term as referrals are dependent on Vocational Counselors.

* Occupational Skills enrollment fluctuates between 10-15 students per term. Capacity has not been met in Occupational Skills Program. The program continues to look at new niche occupations, work with counseling to capture undecided students, and look at Continuing Education as a way to increase enrollment.

* The programs served 126 students in the academic year of 2005-06.

E 5. Placement / Employment

5 A. *How would your committee rate the exit math, writing, and interpersonal skills of students who complete your program?*

* The committee would rate the exit math, writing, and interpersonal skills of students completing the programs as good. Students have been able to compete competitively for jobs after successfully completing the programs.

* Some students wanting to initially enter the Occupational Skills program have struggled with the Math and Writing placement tests at Lane Community College. The program

has emphasized retesting after reviewing test review sheets and taking appropriate classes to provide an educational foundation.

- 5 B. *How does your committee know that the students are graduating with the appropriate skills and level needed by the employers?*

* Because the program does follow up on each student, the committee knows that about 75% of the students have been hired by the company where the student has done the hands-on-experience and another 10% find immediate employment elsewhere in the same field of training.

- 5 C. *How does your committee follow-up with your graduates or transfers?*

* The committee does 6 months of follow-up with students who have successfully completed the programs asking for various information including wages and employment.

- 5 D. *1) What are the outcomes (placement rate, transfer, etc.) of those students who participate in your program? 2) How is your advisory committee involved?*

* The average wage of students completing the program in the last 3 years is \$13.37 per hour. 85% of the students who have successfully completed one year of training in Professional Skills or completed the One-Year Certificate in Occupational Skills are employed in their career path.

* The committee is involved directly as the success of the students reflects back on the Vocational Counselor and the plan approval process. The Worker's Compensation Division and Insurance companies have a vested interest in successful return to work plans.

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6. Secondary / Postsecondary Connections

- 6 A. *1) How does your program connect with high schools? 2) Is your committee involved?*

* The program has partnered/grant with the Human Services-State of Oregon Vocational Rehabilitation Division dealing directly with Youth Transitions Coordinators in the High Schools to increase success rates of students who have documented disabilities both physical and cognitive.

* The Occupational Skills program has been involved with College Now and RTEC at Lane Community College as it can be an option for students finishing High School and entering the college.

* The committee has representation from the Vocational Rehabilitation Division (Heather Lindsey) and a Cooperative Education Coordinator (Beverly Farfan).

7. Questions for the PTECC Interview Committee

- 7 A. *1) What questions do you have for us? 2) How can we support you?*

* This is not really a question, but an observation or notation. Most of the campus really doesn't understand/know/how the Professional/Occupational Skills programs functions. It is in the college catalog, there are course flyers, the program is presented to Career Employment Services and the Counseling Department. Just like Cooperative Education most faculty really do not understand Professional/Occupational Skills. We are different from other instruction. We are outside of the box of normal set curriculums. We are effective, flexible, efficient, and strive to be student/employer friendly. The committee believes the programs, especially Occupational Skills, could be a bigger part of Lane Community College and how it could partner with other existing or potential new career paths.

* There are challenges for both the Professional Skills and Occupational Skills programs. Professional Skills relies on referrals and Workers' Compensation system. The Legislature could change rules affecting the program in the future. The Occupational Skills program continues to break down barriers in "closed programs" where classes are not available to our students. This could benefit a wide range of career paths, especially in the Health Field.