

## **APPRENTICESHIP**

### **Initiative Title:**

#### **. 49 FTE Office Support**

#### **Priority 1**

Describe Initiative:

Hire a permanent part-time office support specialist.

- Why do it?

As the administrative, coordination, and instructional demands have increased with the Apprenticeship program, office support has remained the same. In order to maintain a quality of support, we need to improve the staffing of this office. For example, the Limited Energy Technician distance learning program serves over 30 students in the state. Coordination of this program alone is extremely time intensive to adequately serve this student population.

- What will the product of this initiative be?

This will assure enhancement of existing resources for the various Apprenticeship groups. The benefit to students and instructional staff would be improved along with the promotional efforts for attracting high school students into the trades and pursuing more creative ways to offer courses for apprenticeship preparation.

- What is the need or intended use?

General office coordination, course coordination, marketing, registration assistance, and assisting instructors with individual activities are only part of the ongoing administrative details required for the daily operation of the apprenticeship program. The inclusion of distance learning in several trade curriculums now requires an extended amount of time in coordination with students, instructors, employers, and trade committees. In order to relay opportunities available not only to high school students, but also to the various special populations, staff time is required to network with these groups for potential recruitment into an apprenticeship program

- Is it feasible?

Yes.

- What would be the campus location of this project?

The new staff member would work in the main Apprenticeship office is located in Building 15 Room 201.

- How many students per year will benefit

Directly or indirectly, approximately 300 students would benefit from this added staff.

- How will students benefit?

Students will be assisted with individual needs for registration assistance along with instruction on accessing data on the web and the expanded distance learning class. Through improving access to program administrative staff, students will benefit with one-on-one support connections and be freed to focus on their course of study.

Describe the Resources needed:

\$18,000 annually  
Salary and OPE for a .49 part-time staff position.

List the possible funding sources:

It will need to eventually be a general funded position with increased FTE and be budgeted on a recurring basis.

- Can this project be partially funded?  
Not realistically.

- If so, what is minimum cost?

Provide ORG and PROG codes: 510500-112000

How does this project articulate with the college's vision, mission & goals and contribute toward meeting the Presidents/Board's approved goals?

**Collaboration and Partnership:** Besides the usual office duties, with the expansion of technology through the data system, there is no remaining time for creative pursuits. With increased office resources we would be able to tap the opportunities that we are know are available for developing additional partnerships and collaboration with local employers.

**Innovation:** In order to anticipate and respond to internal and external challenges in a timely manner, this additional staffing resource is critical to the success of our community partnerships.

**Accessibility:** Office staff could assist in expanding distance-learning programs by being involved with some of the clerical and mechanical aspects of these time intensive programs.

**What evidence do you have that shows special populations has access to your programs?**

Apprenticeship students are a special population that are required to attend state-mandated related training classes in conjunction with their on-the-job training in order to meet their final goal of attaining journey level status. Included in these groups are students with learning disabilities, single parents, minorities, and women who have traditionally been isolated from these working roles. The Apprenticeship program coordinates existing classes and develops new classes to meet these goals.

This position would allow for more staff time to assist these special population students. The increase student access would allow more time to pursue relationships with high school students, women in transition, minorities, and other special population students.

**How does this request fit with at least two of the Carl Perkins goals?**

Accessibility for special populations and other students would be enhanced with assistance which some students require for their entry into post secondary education. This position would assist with the collaborative efforts necessary to help high school students adjust to a new environment. Currently, staff time is limited which creates a challenge to maintain close relations with both high school and other special population students.

Students are now subjected to an increase in the use of technological tools that have left many at a disadvantage. By providing additional staff support assistance will be available for the 'on line' registration process through various technological demands of course offerings.

**Cost breakdown, including any unit resources being applied to the project.**

\$13,150 .49 FTE + \$4,248 OPE

Less than .50 FTE timesheet personnel to assist in registration support and manual operations in conducting distance learning courses. Eventually, the program goal is to apply for general fund budget for this position.

## APPRENTICESHIP

### Initiative Title:

#### **Equipment, Tools and Facility Enhancement**

#### **Priority 2**

Describe Initiative:

Purchase of equipment and tools and installation in a facility on campus to improve the hands-on instructional delivery for the program.

- Why do it?

To be an effective Apprenticeship program we need to simulate the students working environment with tools and equipment designed to emulate, as realistically as possible, the current industrial standards.

- What will the product of this initiative be?

The classroom experience will be more meaningful to the student because (s)he will see a direct relationship between the lab work done on campus and the type of work that is done on the training agents worksite. The added bonus is that training agents and *potential* training agents see the relevance of our coursework in terms of what is advantageous to their needs for retaining a skilled workforce.

- What is the need or intended use?

Maintaining equipment to current industrial standards is an ongoing concern. These markets are volatile and hard to predict in terms of what is specifically needed each year. That is a factor that is constantly changing for each Apprenticeship group and compounded by the fact that there are 12 different groups. Each one is dependent on different sets of technology. What we do need is the latitude to upgrade different components in these groups as needed.

- Is it feasible?

Given the resources from Carl Perkin's Grants, Capital Outlays and the active participation of our Advisory Committee, training agents/employers, and maintaining equipment currency is feasible.

- What would be the campus location of this project?

Campus space is another volatile concern for Apprenticeship. Tools and equipment will end up in different campus points for different groups and may be subject to moving as class assignments change. There has been some progress securing space in building 15 for Motor, HVACR, PLC, Process Control and Electrical Bench Labs. It seems certain that these labs would receive some upgrades and advancements.

- How many students per year will benefit

Through various projects and by sharing resources with other campus programs, we estimate as many as 300 students would directly benefit from these purchases.

- How will students benefit?

As apprentices and disciples of technology, learning with tools and equipment based on current industrial standards makes the individual more valuable to an employer, increase worth in wages and keeps the student vital to their chosen field.

Describe the Resources needed:

Again, this is a volatile and changing market that exists on the cutting edge of technology. Immediate needs include a Plumbing Training Wall, Fiber Optic Tools, Motor Training, Process Control and PLC Equipment. Many of these items will also require a secured location to set up and use this equipment.

**List the possible funding sources:**

Carl Perkins, Capital Outlay, Grants, Donations and Training Agent Contributions.

- Can this project be partially funded?

Yes. It may be possible to combine resources with other programs on campus to meet common goals.

- If so, what is minimum cost?

\$50,000 per year

Provide ORG and PROG codes: 510500-112000

How does this project articulate with the college's vision, mission & goals and contribute toward meeting the Presidents/Board's approved goals?

**Learning:** In order to recognize the unique needs of each apprenticeship trade, it is necessary to maintain current facilities and equipment that meet industry standards and the facilities that can safely and effectively provide them.

**Collaboration and Partnerships:** Equipment tends to foster more equipment. Given the purchase of modern tools and the facilities to operate them, we have experienced in the past that training agents and local companies tend to donate augmenting materials and equipment to professional technical programs. This, in turn, functions as a resource that can be and, in fact, often is shared with other professional technical programs.

The college's component of the partnership with apprenticeship is to provide equipment and safe facilities in order to create a positive learning environment. Hands-on instruction is a critical

component of apprenticeship related training. It provides the students with training that employers require to maintain and encourage a future skilled workforce.

**What evidence do you have that shows special populations has access to your programs?**

Apprenticeship students are a special population that are required to attend state-mandated related training classes in conjunction with their on-the-job training in order to meet their final goal of attaining journey level status. Included in these groups are students with learning disabilities, single parents, and women who have traditionally been isolated from these working roles. The Apprenticeship program coordinates existing classes and develops new classes to meet these goals.

**How does this request fit with at least two of the Carl Perkins goals?**

By working with the Advanced Technology Division we can provide a facility to serve several of our programs.

This request will improve technical skills by providing equipment and tools that meet current industrial standards. Particularly in Apprenticeship it is important to maintain technological relevance with the education material being presented to the students.

This equipment is consistent with the needs of high school and post secondary students. High schools, especially in the rural areas of Lane County, have been recently impacted with losses in revenue. These high schools could benefit directly with access to the proposed equipment and tools in order to prepare them for a trades or technical career.

Cost breakdown, including any unit resources being applied to the project.

\$100,000 for equipment, tools, and installation

Combine resources with Advanced Technology Division to share in purchasing decisions in order to benefit both units. In addition, some of the funding for this request will be provided through business donations

## **APPRENTICESHIP**

### **Initiative Title:**

#### **Curriculum Development**

#### **Priority 3**

Describe Initiative:

Create distance-learning opportunities to connect with high school students and rural areas especially for the apprenticeship preparation classes. Create customized classes for employer needs and develop web-based instruction formats.

- Why do it?

This is a venue for reaching students who are isolated geographically or otherwise unable to reach our classes through conventional methods.

- What will the product of this initiative be?

The introduction of new groups to our program and the efficient handling of existing distance learning students will be realized.

- What is the need or intended use?

The presentation of “Trade Skill Fundamentals” to high schools along with other possible classes in Basic Safety, OSHA standards, etc. and to provide web-based resources to the Limited Energy Technician, Limited Renewable Energy Technician, and Sign Hangers programs.

- Is it feasible?

Absolutely.

- What would be the campus location of this project?

We would use the virtual world of the Lane Community College website and multi media to present the Trade Skills Fundamentals and other pertinent courses to the high schools statewide. The actual administration of these courses would be conducted from the Apprenticeship office.

- How many students per year will benefit

At the very least, 40 students will be directly impacted. It is impossible to predict the maximum number of people that could be reached by a statewide multimedia presentation.

- How will students benefit?

They will have access to Lane Community College as a resource, which by any other means would be impossible to duplicate with the same quality of presentation.

Describe the Resources needed:

Media arts resources, Curriculum Development funds and access to Lane’s Website

List the possible funding sources:

Curriculum Development Funds

- Can this project be partially funded?

Yes.

- If so, what is minimum cost?

\$5,000 per year

Provide ORG and PROG codes: 510500-112000

How does this project articulate with the college's vision, mission & goals and contribute toward meeting the Presidents/Board's approved goals?

**Collaboration and Partnership:** The distance learning courses would be developed in partnership with Lane ESD, high schools, and the support of the apprenticeship community.

**Innovation:** The development of pre-apprenticeship training would increase participation by local high school students and other potential students interested in applying to apprenticeship programs.

**Diversity:** This project has been discussed as a possibility for Native American students. Female participation in the trades could also be encouraged at a high school level to provide an opportunity for those students to become aware of the skills and knowledge for selection into an apprenticeship program.

**Accessibility:** Students in some apprenticeship programs are located throughout Oregon. Distance learning opportunities may be the only method of instruction available to them. When we provide distance learning opportunities we are utilizing the technological advances that enhance learning beyond the local community.

**What evidence do you have that shows special populations have access to your programs?**

Apprenticeship students are a special population that are required to attend state-mandated related training classes in conjunction with their on-the-job training in order to meet their final goal of attaining journey level status. Included in these groups are students with learning disabilities, single parents, minorities, and women who have traditionally been isolated from these working roles. The Apprenticeship program coordinates existing classes and develops new classes to meet these goals.

**How does this request fit with at least two of the Carl Perkins goals?**



This will increase student access to technical skills. New curriculum will incorporate current trends in technology and upgrade material presented to students to meet current industrial standards.

This project will be developed to reach high school and distance learning student by providing non-traditional classes through the coordinated use of correspondence materials, cable television access, and teleconferencing techniques.

**Cost breakdown, including any unit resources being applied to the project.**

Curriculum development

400 hours x \$25/hr for a total of \$10,000

## **APPRENTICESHIP**

### **Initiative Title:**

#### **Computer Based Training Enhancement**

#### **Priority 4**

### **Describe Initiative:**

Computer Based Training is designed to augment instruction and free the Instructor to handle multiple classes simultaneously.

- Why do it?

While Apprentices are required by state mandate to complete a certain number of class hours, there are several groups which do not have enough students to justify the expense of an instructor. Supplementing our instructional materials with computer-based training tools allows a single instructor to accommodate multiple groups which, in turn, increases student numbers and keeps the class viable.

- What will the product of this initiative be?

We can offer classes that would otherwise be cancelled due to low enrollment. By incorporating current software students are given access to the latest technological trends in their chosen trade.

- What is the need or intended use?

Virtually, every apprenticeship trade has been negatively impacted by economic downturns, which have, in turn, reduced class enrollment numbers. With the addition of computer-based training, it will be possible to offer classes that would otherwise be cancelled due to low enrollment.

- Is it feasible?

Absolutely. There is a plethora of available programs in the computer-based training market, which could be used for training augmentation.

- What would be the campus location of this project?

Building 15 rooms 203 could be used immediately. Long-term space planning would include securing a computer resource area designated for Apprenticeship classes in the evening and combined use by Advanced Technology Division to conduct daytime classes.

- How many students per year will benefit

This would have a profound effect on a minimum of 20-50 students and a positive impact on as many as 200 or more students.

- How will students benefit?

They can receive customized training where otherwise they might not be able to get any training at all. If students/apprentices cannot attain classroom training, they are not able to advance through their program and receive regular salary advancement.

Describe the Resources needed:

Depending on the software, we may require newer computers and more current operating systems as well as the software itself along with a designated classroom (preferably in Building 15).

**List the possible funding sources:**

Carl Perkins, Capital Outlay, Grants, Donations and Training Agent Contributions.

- Can this project be partially funded?

Yes. It may be possible to combine resources with other programs on campus to meet common goals.

- If so, what is minimum cost?

\$20,000.

Provide ORG and PROG codes: 510500-112000

How does this project articulate with the college's vision, mission & goals and contribute toward meeting the Presidents/Board's approved goals?

**Vision/Mission:** The apprenticeship program transforms lives through learning. By providing continuous learning opportunities associated with their individual certifications, this program helps to maintain accessibility of current technological trends to those who can benefit the most. Through this learning partnership the local community enjoys a workforce that is skilled, licensed and abreast of the latest technologies used in their chosen profession.

**Accessibility:** This initiative is consistent with providing learning opportunities that would otherwise be impossible to offer due to the lack of current general fund allocations. Low enrollment classes can not only be maintained but also enhanced through the offering of self-paced classes in a computerized format.

**Collaboration and Partnership:** This format will allow the expansion of curriculum that could foster additional collaboration and partnerships within the apprenticeship community. This method of presentation allows for versatility in the type of material offered and the manner in which it will be presented.

**Innovation:** The addition of computer-based training is a nontraditional method of presenting curriculum that will broaden the student's educational experience. By adding this format to

traditional instruction and lab work, the student is armed with one more instructional tool to help in the quest for self-improvement.

**What evidence do you have that shows special populations has access to your programs?**

Apprenticeship students are a special population that are required to attend state-mandated related training classes in conjunction with their on-the-job training in order to meet their final goal of attaining journey level status. . Included in these groups are students with learning disabilities, single parents, minorities, and women who have traditionally been isolated from these working roles. The Apprenticeship program coordinates existing classes and develops new classes to meet these goals.

Currently, these special population students have access to the apprenticeship program; however, their learning capabilities would be enhanced through computer-based offerings.

Computer-based training allows the possibility to offer more training with limited funding for additional instructors. Computer-based training gives the instructor more options for presenting quality material to small groups of apprenticeship students. Some of these students have been identified as academically challenged and require exposure to a variety of learning styles to be successful.

Student access would be increased by combining resources with Advanced Technology Division in the sharing of equipment in the proposed Technology Resource Center

**How does this request fit with at least two of the Carl Perkins goals?**

By improving students' technical skills. This proposal would offer a self-paced format for students who do not do well in a traditional teaching environment.

Computer-based training would be incorporated within the proposed Technology Resource Center that high school students would have access to as well as adult students. Lane Community College is also considering support of a Regional Technical Center to serve high school students during the day and apprenticeship students in the evening.

Work-based learning: Apprentices are already involved with work-based learning as part of their program.

TACT: Through the use of current software in a variety of trades students will have access to the latest technology.

**How does this request fit in with other unit or college tech. plans?**

The computer-based training would be a part of the proposed Technology Resource Center being developed by Advanced Technology Division. Apprenticeship and Advanced Technology would be sharing resources in the Technology Resource Center

**Cost breakdown, including any unit resources being applied to the project.**

Funding Request: \$40,000 includes:

15 computer stations / \$1,000 per station	\$15,000
Curriculum development / 120 hours @ \$25/hr	\$ 3,000
Software – motors, electrical theory, code, OSHA, troubleshooting,	\$20,000
Projector – in focus machine	\$ 2,000

Unit support would apply for administration of the project, classified staff release time during implementation, materials and supplies, textbooks, professional development funding necessary to support equipment.