

SUMMARY REPORT FOR SELF-STUDY EVALUATION  
OF OCCUPATIONAL PROGRAMS  
July 1, 2015 through June 30, 2016

<b>SUBMITTING EDUCATIONAL AGENCY</b>	College KIRTLAND COMMUNITY COLLEGE	Date May 1, 2017
	Contact Person LAURA PERCIVAL	
	Title DEAN OF OCCUPATIONAL PROGRAMS	
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**GENERAL INSTRUCTIONS**

- This report is available at <http://www.michigancc.net/appfr/fr/>.

Complete this Summary Report using the form provided for EACH occupational program to be reviewed according to the college evaluation schedule. Exception: In special circumstances, similar programs with different CIP codes may be evaluated together, however separate demographic pages (1 and 2 of 7) must be completed for each program by August 2, 2009. **DO NOT SUBMIT COPIES OF COMPLETED SURVEY INSTRUMENTS.** A complete copy of the total evaluation document for EACH program must be kept on file at the college. This document may be requested at a later date for state or federal audit purposes. Make sure to update your Program Inventory with the date the evaluation was completed.

CIP CODE (6 DIGIT) 15.0303	LEVEL(s) 2 & 3
PROGRAM NAME(S) CELC2 – CERTIFICATE ELECTRICAL TECHNOLOGY DELC2 – ASSOCIATE OF APPLIED SCIENCE ELECTRICAL TECHNOLOGY	

**PART I. SUMMARY REPORT FORMAT**

The following data and comments are recorded to summarize the results of the college Self-Study Evaluation. Refer to the Dictionary of Community College Terminology for definitions. Enter data for the most current three years.

**A. PROGRAM ENROLLMENT (Previous Three-Year Figures)**

Year	Unduplicated Headcount	Student Credit Hours For Specialty Courses	Student Contact Hours
2013-2014	7 (CERT) 12 (AAS)	75.9 (CERT) 56.6 (AAS)	2,175 (CERT) 2,542 (AAS)
2014-2015	11 16	101.6 74.2	3,292 4,888
2015-2016	10 22	61.6 129.6	2,604 6,737

**B. PROGRAM GRADUATES & PLACEMENT DATA (Previous Three-Year Figures)**

YEAR	# of Awards Conferred	# Students That Received at Least one Award	# Employed	# Continuing Education	# Entering Military
2013-2014	7 (C) 1 (AAS)	7 (C) 1 (AAS)	4 (C) 0 (AAS)	0 0	0 0
2014-2015	2 (C) 1 (AAS)	2 (C) 1 (AAS)	1 (C) 1 (AAS)	0 0	0 0
2015-2016	6 (C) 2 (AAS)	6 (C) 2 (AAS)	1 (C) 1 (AAS)	0 0	0 0

\*If a student is employed and attending school, default to report the student as employed.

**C. PERKINS III CORE PERFORMANCE INDICATORS FY 2015-16**

1P1: If there was no technical skill assessment available, please enter N/A.

CORE INDICATOR (Perkins IV)	2015-2016 Performance Levels		
	State Performance Level Expected	College	Program
1P1: % of CTE concentrators who passed technical skill assessments that are aligned with industry-recognized standards, if available and appropriate, during the reporting year (that can be identified)	91.75%	92.65% 92.65%	0.00% 0.00%
2P1: % of CTE concentrators who received an industry-recognized credential, a certificate, or a degree during the reporting year.	31.00%	73.33% 73.33%	40.00% 100.00%
3P1: % of CTE concentrators who remained enrolled in their original postsecondary institution or transferred to another 2- or 4-year postsecondary institution during the reporting year and who were enrolled in postsecondary education in the fall of the previous reporting year.	71.00%	72.21% 72.21%	80.95% 0.00%
4P1: % of CTE concentrators who were placed or retained in employment, or placed in military service or apprenticeship programs in the 2nd quarter following the program year in which they left postsecondary education (i.e., unduplicated placement status for CTE concentrators who graduated by June 30, 2008 would be assessed between October 1, 2008 and December 31, 2008).	85.00%	85.88% 85.88%	100.00% 100.00%
5P1: % of CTE participants from underrepresented gender groups who participated in a program that leads to employment in nontraditional fields during the reporting year.	26.00%	19.54% 19.54%	19.05% 0.00%
5P2: % of CTE concentrators from underrepresented gender groups who completed a program that leads to employment in nontraditional fields during the reporting year.	21.00%	15.12% 15.12%	16.67% 0.00%

**D. DATA ANALYSIS.** Provide a brief analysis of your data and explain what ramifications these data have for program improvement, especially in the areas of the Perkins Core Indicators.

1P1 Kirtland provides curriculum that is recognized as an approved training or educational program for DOL apprenticeship programs. State approved training that fulfills hours as required by the State of Michigan to sit for Journeyman Electrician Examination.

NCCER (National Center for Construction Education and Research) certifications available - Electric Level 1, 2, 3, and 4. COR certifications which include: basic safety, construction math, hand tools, power tools, construction drawings, basic rigging, communication skills, employability skills, materials handling. We need to re-evaluate NCCER certifications as a viable credential for students. Also contacting NC3 regarding future credentials. The college has also purchased a precision machine trainer through Snap On and will be able to offer a certification through NC3 for that.

2P1 We are seeing a trend where employers are sponsoring employees and encouraging them to complete their program. This topic is also on all advisory meeting agendas.

3P1 Doing well

4P1 Doing well

5P1 and 5P2 We are piloting our first summer camps for secondary students to open up opportunities for them. We have increased our offerings with our secondary partners. We will look at offering courses as dual enrolled opportunities in the evening and weekends for students. We are also partnering with local First Robotics teams in our area. We are offering seminars on basic equipment/lab/safety use. We are also offering teams to work on their robot at our facility to accommodate our students/faculty and facilities. Local team coaches have committed to offering summer camps next year.

**E-1. SUMMARY OF EVALUATION PERCEPTIONS BY ADMINISTRATORS AND FACULTY**

**COMMENTS:**

**Number of Administrators  
and Faculty Participating:**

**2**

**Instructors could use lab trainer specific instruction.  
Program has the latest technology and instructors are well versed in instruction and their specialty trade.**

**RECOMMENDATIONS:**

**Provide training for instructors on lab trainers.**

**E-2. SUMMARY OF EVALUATION PERCEPTIONS BY STUDENTS**

**COMMENTS:**

Got my job thanks to instructor  
Instructor very knowledgeable & relevant.

Number of Students  
Participating:

16

**RECOMMENDATIONS:**

**E-3. SUMMARY OF EVALUATION PERCEPTIONS BY ADVISORY COMMITTEE MEMBERS**

**COMMENTS:**

**Number of Advisory Committee  
Members Participating:**

5

Kirtland MTEC has been a great partner in helping us with our apprentice training. The entire staff has been great to work with.

We have been very happy with the services from Kirtland MTEC.

College has a good reputation, credentialed faculty. College elicits and uses input from employers.

College is keeping up with technology.

Assist with class development.

**RECOMMENDATIONS:**

We would continue to encourage more hands-on training and possibly a more challenging project for the more experienced students to keep engaged.

Need to give incentives/reasons for students to complete the program before being hired away.

Continue with dual-enrollment with local high schools.

Pre-apprentice program>>>>introduction to employment or transition from school to work.

**F. COMMUNITY COLLEGE ACTION PLAN**

(Include comments on goals and objectives, timelines and resources. Use additional sheets if necessary. Include actions required to increase low performance in any of the Core Indicators.

**Goals/Objectives: (please be concise)**

Increase credentials opportunities for students.  
Work with NC3 to explore additional credentials opportunities for students.  
Provide training for faculty on new equipment.  
Re-evaluate capstone projects for students who have experience in the field – no full time faculty, submit a Perkins projects to work on curriculum.  
Propose pre-apprenticeship curriculum at advisory for input and guidance  
Propose dual enrollment course to our high school partners

**Timelines: (including anticipated completion date)**

Credentials – winter 18  
NC3 - - winter 18  
Training – August 17  
Capstone – Winter 18  
Pre-apprenticeship – Oct advisory  
Secondary students – continuous process

**Resources: (materials and staff, etc.)**

Utilize Perkins funds for department meetings and project to look at curriculum.  
Kirtland is a current member of NC3. Contact them to see what other options are available.

NOTE: THIS DOES NOT CONSTITUTE THE FINAL NARRATIVE REPORT OR THE FINAL EXPENDITURE REPORT FOR THE EVALUATION ACTIVITY.

ENTER DATA COMPLETED INTO THE PROGRAM INVENTORY AND KEEP A COPY IN YOUR FILE FOR ON-SITE REVIEW PURPOSES.

**CERTIFICATION**

I certify that the information submitted on this report is accurate and complete to the best of my knowledge.

PRESIDENT'S SIGNATURE Thomas Quinn DATE 8/1/17  
(Signature)

PROJECT EVALUATOR \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature)

OCCUPATIONAL EDUCATION CONTACT PERSON Laura Puel DATE 7/31/17  
(Signature)

# ELECTRICAL

	2011-12	2012-13	2013-14	2014-15	2015-16
<b>ENROLLMENT</b>					
Credit Hours	244	293	203	307	260
Contact Hours	6,012	7,199	5,047	7,612	6,510
Excess Contact Hours	0	0	0	0	0
<b>STAFFING</b>					
FT Load (Contact Hours)	512	512	528	528	528
FT Faculty FTE	0.37	0.50	0.50	0.50	0.50
Overload FTE	0.00	0.02	0.00	0.00	0.00
PT Faculty FTE	0.51	0.01	0.38	0.38	0.58
Ind Study Contact Hrs	0.00	0.00	0.00	0.00	0.00
Parapro FTE	0.00	0.00	0.00	0.00	0.00
PT w/ FT Fringe FTE	0.00	0.00	0.00	0.00	0.00
SCOH per FTE	6,832	13,582	5,735	8,649	6,028
<b>REVENUES</b>					
Tuition	\$37,058	\$46,371	\$34,157	\$53,573	\$56,039
Excess CH Fee	0	0	0	0	0
Course Fees	27,242	38,030	27,750	41,338	37,154
<b>TOTAL REVENUES</b>	<b>\$64,300</b>	<b>\$84,401</b>	<b>\$61,907</b>	<b>\$94,911</b>	<b>\$93,193</b>
Revenue/ Credit Hr	\$263.53	\$288.55	\$304.66	\$309.06	\$357.88
Revenue/ Contact Hr	\$10.70	\$11.72	\$12.27	\$12.47	\$14.32
<b>EXPENDITURES</b>					
FT Faculty	\$24,241	\$32,997	\$33,194	\$34,275	\$34,275
Overload	0	368	0	0	0
Preps, etc	0	0	0	0	0
PT Faculty - KCC	9,687	9,687	9,687	9,687	0
PT Faculty - EDUSTAFF	0	0	0	0	0
Independent Study	0	0	0	0	0
Paraprofessionals	0	0	0	0	0
Student Wages	0	0	0	0	0
Fringe Benefits	17,618	21,918	19,835	21,803	17,783
Classroom Supplies	0	0	0	0	0
Equipment	0	0	0	0	0
Other	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$51,547</b>	<b>\$64,970</b>	<b>\$62,716</b>	<b>\$65,765</b>	<b>\$52,058</b>
Exps/ Credit Hr	\$211.26	\$222.12	\$308.64	\$214.15	\$199.92
Exps/ Contact Hr	\$8.57	\$9.03	\$12.43	\$8.64	\$8.00
<b>REV/ (COST) PER -</b>					
Credit Hour	\$52.27	\$66.43	(\$3.98)	\$94.91	\$157.97
Contact Hour	\$2.12	\$2.70	(\$0.16)	\$3.83	\$6.32



	Last	Company	Address	City	State	Zip	Phone	Cell Phone	Area
First	Diller	3-D Precision Tool Inc.	2963 East Miller Rd.	Fairview	MI	48621	989-848-7211		MEC
Larry	Crutchfield	ABB Robotics	1250 Brown Rd.	Auburn Hills	MI	48326	248-941-4108	248-941-4108	robots
Partick	Lilak	Advance Electric	846 Carpenter	Gaylord	MI	49735	800-732-0242		ELT
Jim	Hannlin	Airgas	Engel Ave.	Gaylord	MI	49735	989-732-8051	2316316629 cell	WLD
Scott	Sheldon	Airway Automation	2268 Industrial St.	Grayling	MI	49738	989-710-0803	989-710-0803	MEC
Gary	Starkey	Airway Automation	2268 Industrial Dr.	Grayling	MI	49738	989-348-5176		MEC/CNC
Dave	Nash	AID Forest Products	4440 W. 4 Mile Rd.	Grayling	MI	49738	989-348-5412 ext 151		MEC
Tony	Neff	AID Forest Products	PO Box 629	Grayling	MI	49738	989-348-5412 ext 122		WLD
Tim	Madje	Bayshore Steel	6336 US 31	Charlevoix	MI	49720	231-347-1160 ext 3304		WLD
Tony	Kromm	Bear River Electric	352 Creekside Drive	Petoskey	MI	49770	231-347-6311		ELT
Jason	Alma	Building 36	Camp Grayling	Grayling	MI	49739	989-344-6298		MEC
CPT Mike	Weiss	Center Manufacturing	1444 E. Alexander Rd.	Vanderbilt	MI	49795	989-983-3381		
Denny	Qasnock	Cooper Standard Automotive	2799 E. Miller Rd.	Fairview	MI	48621	989-848-2272 x315		
Larry	Pushman	Cooper Standard Automotive	594 Alpine Rd.	Gaylord	MI	49735	989-705-1056		ELT/CNC
Kris	Cronin	Cooper Standard Automotive	594 Alpine Rd.	Gaylord	MI	49735	989-732-0158		
Clay	Muladore	CPI Destaco	12501 Taylor Rd.	Charlevoix	MI	49720	231-547-6064		WLD/CNC
Dave		DCL Inc	8660 Ance Rd.	Charlevoix	MI	49720	231-547-5600 ext 3104		
Alec	Schorffhaar(sho- fire)	Demmer Corp	126 Fulton St.	Petoskey	MI	49770	231-347-1810		
Don	Jaroneski	East Jordan Iron Works	301 Spring St.	East Jordan	MI	49727	231-536-0548		
Mike	Moore	Emmet County Electrical Inspector	3434 Harbor-Petoskey Rd Suite E	Harbor Springs	MI	49740	231-438-1735	C 2313400121	ELT
Eric	VanFormer	ESI Employment Services	PO Box 832	Alpena	MI	49707	989-358-5627		
Brian	Helzer	Family Plumbing, Heating & Air Condit	2852 D and M Dr.	Gaylord	MI	49735	989-732-8099		HVAC
Mark	Borowiak	Gaylord Refrigeration	3850 East M132	Gaylord	MI	49735	989-732-4511		HVAC
Mitch	Herzer	Great Lakes Pipe & Supply	901 Dickerson Rd.	Gaylord	MI	49735	989-732-5600		HVAC
Jim	Sheppard	H & H Tube	579 Garfield St.	Vanderbilt	MI	49795	989-983-2800		
Scott	Scott	Honeywell	375 N. Lake Street	Boyne City	MI	49712	231-582-6526		
Jason	Jaskowski	Honeywell	375 N. Lake Street	Boyne City	MI	49712	231-582-6526		WLD
Kevin	Brigham	IMM	758 Isenhauer Rd.	Grayling	MI	49738	989-390-3952		WLD
Jason	House	Industrial Magnetics	1385 Michigan 75	Boyne City	MI	49712	231-582-3100		MEC
Casey	Lacost	Jervis B Webb Co.	8212 Michigan 119	Harbor Springs	MI	49740	231-347-3931 ext 3147		ELT/MEC/A
Mike	Kowatch	JLK Engineering	5766 Catawaba	Gaylord	MI	49735	989-448-4631	989-614-4225	HVAC/Eng
Justin	Yankus	L.A.Y. & Company	620 Parkway	West Branch	MI		989-345-0549		CNC
Kevin	Cattaneo	Lakeview Tool	696 Alpine Rd.	Gaylord	MI	49735	989-732-6417		MEC/ELT
Jerry	Busby	Lear	10161 N. Roscommon Rd.	Roscommon	MI	48653	989-275-5141		HR/Asprr
Mark	Kato	Lear	10161 N. Roscommon Rd.	Roscommon	MI	48653	989-275-5141		
Joel	Erndt	Lexamar Corporation	100 Lexamar Dr.	Boyne City	MI	49712	231-582-3163 ext202		
Mark	Sumner	Lincoln Electric	3749 Broadmoor Ave SE Ste B	Grand Rapids	MI	49512	616-293-6704		WLD
Craig	Veyser	Link Industries	2208 South Straits Highway	Indian River	MI	49749	231-238-9012		
Jeff	Weaver	Metalfab manufacturing	378 Booth Rd.	Mio	MI	48647	989-826-2301		MEC/CNC
Jim	Yoder	Metalfab manufacturing	378 Booth Rd.	Mio	MI	48647	989-826-2301		

# MEC/HAVC/ELT DEPARTMENT MEETING

JULY ~~12~~, 2016

14<sup>th</sup>

## Agenda:

- Overview of program objective
- Overview of course objectives
- Best practices for meeting those objectives
- Lab procedures
- New Equipment
- Housekeeping

Sign In

Clark Dowker 989-390-1404 HVAC

George Pewinski 989-370-6607 Machining

Doane Quick 989-350-1633 Mech./hyd.

BRAD BERTALS 248 798 5489 ROBOTICS

Joel	Wilkins	Mid American Inspections	1206 Effie Dr.	Gaylord	MI	49735	989-732-8059		pipe insped
Terry	Barber	North Central MI Build Assoc							
Wilma	Ehrtart	Northern Lakes Economic Alliance	1313 Boyne Ave.	Boyne City	MI	49712	231-582-6482		econ dev
Tom		Perfecto Industries	1567 Calkins Dr.	Gaylord	MI	49735	989-732-2941		MEC/WLD
	Hopkins	Petoskey Plastics	4226 US 131 South	Petoskey	MI	49770	231-347-2785 x3030		MEC/WLD
Allan	O'Rourke	Sandvik	510 Griffin Rd	West Branch	MI	48661	989-345-3313	sandvik	MEC/CNC
Cheryl	Dowd	Sandvik	510 Griffin Rd.	West Branch	MI	48661	989-345-6126	586-292-3950	
Tim	Peterson	Shoemaker Inc./H F Middlebrook & Sc	1759 Dickerson Rd.	Gaylord	MI	49735	989-732-5128		HVAC
Rob	Gibson	SIEMENS					248-760-3658		MEC
John	Green	Signature Truck Systems	8005 W. Houghton Lake Dr.						WLD
Jeff	Ballard	Springs Window Fashions	2669 Industrial Drive	Houghton Lake	MI	48629	989-202-4286		
Lee	Patshrock	Springs Window Fashions	2669 Industrial Drive	Grayling	MI	49738	989-348-2871 x14		
Lisa	Williams	St. Mary's Cement	16000 Bells Bay Rd.	Grayling	MI	49738	989-348-2871 ext 26		MEC
Patty	Bielby	Star Cutter/HB Carbide	4210 Doyle Dr.	Charlevoix	MI	49720	231-237-1339		MEC
Lindsey	Brazier	Tube Fab Roman Engineering	1715 M-68	Lewiston	MI	49756	989-362-6121 ext 1019		CNC
Robert	Valasic	Weyerhaeuser	4111 W. 4 Mile Rd.	Afton	MI	49705	231-238-9366 x2041		
Rich	O'Dwyer	Weyerhaeuser	4111 W. 4 Mile Rd.	Grayling	MI	49738	989-348-3402		MEC
Lesley	Westermann	Weyerhaeuser	4111 W. 4 Mile Rd.	Grayling	MI	49738	989-348-3434	336-918-7444	
Bruce	Millner	White Pines Electric Inc.	7438 Keystone Park Dr.	Grayling	MI	49738	989-348-3410	348-2881	MEC
Jeff	Wandrie	White Pines Electric Inc.	7438 Keystone Park Dr.	Alanson	MI	49706		c 231-838-3418	ELT
William	Pike	Windemuller	8580 Commerce Ct.	Alanson	MI	449727	231-548-3873	231-350-3064	ELT
Steve	Dowker	Wittrock Supply	1100 Gornick Ave.	Harbor Springs	MI	49740	231-439-0188		ELT
Clark	Fessler			Gaylord	MI	49735	989-732-1690		HVAC
Mike	Anderson	Gaylord High School	90 Livingston Blvd.	Gaylord	MI	49735	989-731-0969		
Steve	Rhine	Mistequay Group, LTD.	1015 W. Cedar St.	Standish	MI	48658	989-846-1000		
Kevin	Quigley	RC Tool and Machine	2643 N. M-33	Rose City	MI	48651		9896852603	
Greg	Searfoss	Searfoss Ent.	2574 School Rd.	Alger	MI	48610		9893430557	
Steven	Sisco	West Branch High School		West Branch	MI			9893432020	
Kyle	Sisco	West Branch High School		West Branch	MI			9893122004	

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