

1. Assessment Plan - Three Column



PIE - Business - CS&DT: Interior Design Unit

Narrative Reporting Year

2019-20

Contact Person: Elisabeth Eatman

Email/Extension: x6336

Summary of Notable Achievements: X

Program Planning (Equity, Retention and Success): X

External and Internal Conditions Analysis: X

Critical Decisions Made by Unit: CURRICULUM: Revised our design drawing classes (ID22) to reduce the amount of hand drafting and increase the time focused on more advanced CAD skills (ID34).

OUTREACH/MARKETING: A second High School, IPoly is interested in starting a interior design dual enrollment class in the Spring of 2020

Contributors to the Report: Niki Tran and Elisabeth Eatman - Interior Design

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
<p>Professional Development - Keep abreast of trends in the industry for professional and personal development. No sure how professional development will be handled. Remote participation may be available. Note 2020)</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18, 2018-19, 2019-20, 2020-21</p> <p>Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Laser Cutter training- \$500 (Pending equipment approval)</p> <p>*Describe Plans & Activities Supported (Justification of Need): Laser Cutter training- \$500 (Pending equipment approval)</p> <p>*Lead: Niki Tran</p> <p>Support: Elisabeth Eatman</p> <p>What would success look like and how would you measure it?: Success: Full time faculty's ability to help students with most current technology used in the ID industry</p> <p>Measure: Meeting SLO objectives</p> <p>Type of Request: INSTRUCTIONAL EQUIPMENT: Equipment, library</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>Laser Cutter training- \$500 (Funding was denied)</p> <p>Moved to individual goal, 3D printer training (Funding was denied)</p> <p>Moved to individual goal, West trade show- \$1800 (Funding was denied)</p> <p>Moved to individual goal, trade show and Educator Forum- \$1800 Funding was not approved. (04/15/2019)</p> <hr/> <p>Reporting Year: 2017-18</p> <p>% Completed: 25</p> <p>3D printer training- \$500 (Funding was denied. But training was provided free of charge through I.T.)</p> <p>Laser Cutter training- \$500 (Funding was denied)</p> <p>NeoCon West trade show- \$1800 (Funding was denied)</p> <p>KBIS trade show and Educator Forum- \$1800 (Funding was denied)</p>

: Funding was denied. (06/15/2017)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: Medium

One-Time Funding Requested (if applicable): 500

Total Funding Requested: 500

In Progress - NeoCon West trade show- \$1800

***Describe Plans & Activities Supported (Justification of Need):** Conferences/Workshops/Seminars: NeoCon West trade show- \$1800

***Lead:** Niki Tran

Support: Elisabeth Eatman

What would success look like and how would you measure it?: Success: Full time faculty's ability to keep abreast of ID industry trends

Measure: Meeting SLO objectives

Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.

Planning Unit Priority: Medium

One-Time Funding Requested (if applicable): 1800

Total Funding Requested: 1800

Related Documents:

[Neo Con.PNG](#)

approved. Attended KBIS and Educator Forum) (06/15/2017)

Reporting Year: 2018-19

% Completed: 0

Funding denied (04/15/2019)

Reporting Year: 2018-19

% Completed: 0

Funding Denied (04/15/2019)

In Progress - KBIS trade show and Educator Forum- \$1,800

***Describe Plans & Activities Supported (Justification of Need):** Conferences/Workshops/Seminars; KBIS trade show and Educator

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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Forum- \$1,800
***Lead:** Niki Tran
 Support: Elisabeth Eatman
What would success look like and how would you measure it?: Success: Full time faculty's ability to keep abreast of ID industry trends
 Measure: Meeting SLO objectives
Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 1800

<p>Student Success - Increase the number of students that achieve certificates, transfer to Universities and complete the program Status: Active Goal Year(s): 2017-18, 2018-19, 2019-20, 2020-21 Date Goal Entered (Optional): 09/01/2016</p>	<p>Request - Full Funding Requested - Open Lab Student Tutor *Describe Plans & Activities Supported (Justification of Need): Open Lab Student Tutor Name/Classification Student Assistant I: Open Lab (Fall Term) 300 hrs. X \$13.00 = \$3900 (Spring Term) 400 hrs. X \$13.00 = \$5200 (Days/hours total) x (Daily/hourly rate total) = \$9100 *Lead: Niki Tran Support: Elisabeth Eatman What would success look like and how would you measure it?: Success: Students having questions answered/help provided in a timely manner enabling success Measure: Meeting SLO objectives Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p>	<p>Reporting Year: 2018-19 % Completed: 100 We were able to hire student tutors to assist in lab. Continued support is required (04/15/2019)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 0 We were able to hire student tutors. Moved to separate goal, No funding was provided for the lab technician position. (04/27/2018)</p>
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Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

Planning Unit Priority: High
On-Going Funding Requested (if applicable): 9100
Total Funding Requested: 7800

In Progress - New Computers in Interior Design Lab

***Describe Plans & Activities**

Supported (Justification of Need):
New computers are needed every three years to support software upgrades and keep current with technology. - \$60,000

***Lead:** Niki Tran

Support: Elisabeth Eatman

What would success look like and how would you measure it?: Success: Students ability to have access to the most current technology used in the ID industry

Measure: Meeting SLO objectives

Type of Request: INSTRUCTIONAL EQUIPMENT: Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 60000

Total Funding Requested: 60000

Related Documents:

[MtSAC z230sff special MARCH 16-03521-D Joe Qty 34 July 2016.pdf](#)

In Progress - Drafting tables maintenance and cover replacement

***Describe Plans & Activities**

Supported (Justification of Need):
Drafting tables require on-going maintenance and cover

Reporting Year: 2018-19

% Completed: 0

Funding was denied (04/15/2019)

Reporting Year: 2017-18

% Completed: 75

(items listed below moved to individual goals)

New drafting table covers, drafting table parts, and maintenance were provided which really improved the quality of students projects.

Funding were denied for materials for 3D printer and laser cutter.

(05/02/2018)

Reporting Year: 2018-19

% Completed: 100

Funding received tables are in good repair on going maintenance is required in 2020. (04/15/2019)

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

replacements. This includes: Annual service agreement to repair and replace drafting table tops and parallel rulers at \$770, drafting table cover maintenance (Every 2 years) at \$1,900, and maintain drafting table parallel rulers parts at \$300.

***Lead:** Niki Tran

Support: Elisabeth Eatman

What would success look like and

how would you measure it?: Success:

Students ability to have access to well maintained equipment

Measure: Meeting SLO objectives

Type of Request: INSTRUCTIONAL

SUPPORT PROGRAM FUNDING

(INSTRUCTIONAL EQUIPMENT):

Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: High

On-Going Funding Requested (if applicable): 2970

Related Documents:

[MTSAC_QUOTE_08112017_1 Vyco board cover Niki Tran.pdf](#)

[IOS Pricing Summary_MT](#)

[SAC_Annual Service Drafting Tables.pdf](#)

[MTSAC_QUOTE_08112017_2](#)

[Mayline repair kit 10x Niki Tran.pdf](#)

Request - Full Funding Requested -

Part-time Lab Technician

***Describe Plans & Activities**

Supported (Justification of Need):

Part-time Lab Technician - \$30,000

Reporting Year: 2018-19

% Completed: 0

Funding Denied (04/15/2019)

***Lead:** Niki Tran

Support: Elisabeth Eatman

What would success look like and

how would you measure it?: Success:

Students having questions answered/help provided in a timely manner enabling success

Measure: Meeting SLO objectives

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: Medium

On-Going Funding Requested (if applicable): 30000

Total Funding Requested: 30000

Request - Full Funding Requested -

Materials for 3D printer- \$800

***Describe Plans & Activities**

Supported (Justification of Need):

Materials for 3D printer- \$800

***Lead:** Niki Tran

Support: Elisabeth Eatman

What would success look like and

how would you measure it?: Success:

Students ability to have access to the most current technology used in the ID industry

Measure: Meeting SLO objectives

Type of Request: SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500.

Planning Unit Priority: Low

One-Time Funding Requested (if applicable): 800

On-Going Funding Requested (if

Reporting Year: 2018-19

% Completed: 0

Funds Denied (04/15/2019)

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

applicable): 800

Request - Full Funding Requested -
Laser Cutter- \$2500

***Describe Plans & Activities**

Supported (Justification of Need):
Materials for Laser Cutter- \$2500

***Lead:** Niki Tran

Support: Elisabeth Eatman

What would success look like and

how would you measure it?: Success:

Students ability to have access to the most current technology used in the ID industry

Measure: Meeting SLO objectives

Type of Request: INSTRUCTIONAL

SUPPORT PROGRAM FUNDING

(INSTRUCTIONAL EQUIPMENT):

Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: Medium

One-Time Funding Requested (if applicable): 2500

Reporting Year: 2018-19

% Completed: 0

Funds Denied (04/15/2019)

Request - Full Funding Requested -
CAD Student Tutor

***Describe Plans & Activities**

Supported (Justification of Need):
Hire a STUDENT TUTOR to assist in classroom during CAD lab.

Name/Classification Student

Assistant I: CAD Lab

(Fall Term) 150 hrs. X \$12.00 = \$1800

(Spring Term) 150 hrs. x

\$13.00=\$1950

(Days/hours total) x (Daily/hourly rate total) = \$3750

***Lead:** Niki Tran

Reporting Year: 2018-19

% Completed: 100

We were able to hire a tutor for the CAD lab, continuing support in needed (04/30/2019)

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

Support: Elisabeth Eatman

What would success look like and

how would you measure it?: Success:

Students having questions answered/help provided in a timely manner enabling success

Measure: Meeting SLO objectives

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: High

On-Going Funding Requested (if applicable): 3750

Total Funding Requested: 3750

Request - Full Funding Requested -

Industry Professionals to conduct workshops- \$1,800

***Describe Plans & Activities**

Supported (Justification of Need):

Industry Professionals to conduct workshops for students- (3) \$600

***Lead:** Elisabeth Eatman

Support: Niki Tran

What would success look like and

how would you measure it?: Success:

Students ability to keep abreast of ID industry trends through the lens of industry professionals

Measure: Meeting SLO objectives

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: Low

One-Time Funding Requested (if applicable): 1800

Total Funding Requested: 1800

Request - Full Funding Requested -

Laser Cutter-\$17,000

***Describe Plans & Activities**

Supported (Justification of Need):

Reporting Year: 2018-19

% Completed: 0

Funding was denied (04/30/2019)

Reporting Year: 2018-19

% Completed: 0

Funding was denied (04/30/2019)

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

Laser Cutter-\$17,000 Improve instructional techniques, complexity and efficiency

***Lead:** Niki Tran

Support: Elisabeth Eatman

What would success look like and how would you measure it?: Success:

Improved instructional techniques, complexity and efficiency of ID student projects

Measure: Meeting SLO objectives

Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: Low

One-Time Funding Requested (if applicable): 17000

Related Documents:

[MTSAC_QUOTE_08142017_1 Laser Niki Tran.pdf](#)

Request - Full Funding Requested - Overhead Projector and Automatic Screen

***Describe Plans & Activities**

Supported (Justification of Need):

To support (3) current CAD classes (current overhead is blurry)

***Lead:** Lead-Niki Tran

Support- Elisabeth Eatman

What would success look like and how would you measure it?:

Students being able to see the screen clearly. Less questions.

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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Type of Request: INSTRUCTIONAL
EQUIPMENT: Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 24000
Total Funding Requested: 24000

<p>Program Marketing - Grow program enrollment and increase recruitment effort Status: Active Goal Year(s): 2017-18, 2018-19, 2019-20, 2020-21 Date Goal Entered (Optional): 06/30/2017</p>	<p>In Progress - Student Ambassador - \$2,000 *Describe Plans & Activities Supported (Justification of Need): The goal of this plan is to expand our on and off campus marketing efforts as well as our high-school recruitment efforts to increase enrollment. *Lead: Niki Tran Support: Elisabeth Eatman What would success look like and how would you measure it?: Success: Increased awareness and enrollment in program Measure: Yearly comparison Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees. Planning Unit Priority: High One-Time Funding Requested (if applicable): 2000 On-Going Funding Requested (if applicable): 2000</p>	<p>Reporting Year: 2018-19 % Completed: 0 Funding was denied (05/02/2018)</p>
	<p>In Progress - Cable Display System - \$6,000 *Describe Plans & Activities Supported (Justification of Need):</p>	<p>Reporting Year: 2018-19 % Completed: 0 Funds Denied (04/10/2019)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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Providing more campus visibility to the Interior Design department through the placement of promotional media and displaying students' work.

***Lead:** Niki Tran
Support: Elisabeth Eatman

What would success look like and how would you measure it?: Success: Increased awareness and enrollment in program
Measure: Yearly comparison

Type of Request: MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 6000

In Progress - Search Engine Sponsorship - \$8,500

***Describe Plans & Activities Supported (Justification of Need):**
The goal of this plan is to expand our off campus marketing efforts. Search engine marketing will help increase Mt. SAC interior Design Program visibility in search engine results pages which will help increase our enrollment.

***Lead:** Niki Tran
Support: Elisabeth Eatman

What would success look like and how would you measure it?: Success: Increased awareness and enrollment in program
Measure: Yearly comparison

Type of Request: MARKETING: Requests for services in the areas of

Reporting Year: 2018-19
% Completed: 0
Funds Denied (04/10/2019)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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graphic design, news, and photography, posting information, communication and social media.

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 8500

Request - Full Funding Requested - Attend and participate in local industry trade shows -\$7,500

***Describe Plans & Activities Supported (Justification of Need):**

ATTEND and PARTICIPATE in 3 of the 5 major local industry trade shows in order to increase internships and awareness about program and product knowledge in the design industry. Booth information is not available for most show yet. Requested funding is based on West Edge booth pricing and other out of state pricing is around \$46.00-\$50.00 per sq foot

***Lead:** Elisabeth Eatman
 Support: Niki Tran

What would success look like and how would you measure it?: Success:

Increased awareness and enrollment in program
 Measure: Yearly comparison

Type of Request: MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.

Planning Unit Priority: Medium
One-Time Funding Requested (if applicable): 7500

Request - Full Funding Requested - Magnet/ Pin up board in classroom
***Describe Plans & Activities**

Reporting Year: 2018-19
% Completed: 0
 New request (04/30/2019)

Reporting Year: 2018-19
% Completed: 0
 New request (04/30/2019)

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

Supported (Justification of Need):

Additional pin up space in class room to display student work

***Lead:** Elisabeth Eatman

Support: Niki Tran

What would success look like and

how would you measure it?: Success:

Students having student project examples displayed enabling success

Measure: Meeting SLO objectives

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

Planning Unit Priority: Medium

One-Time Funding Requested (if applicable): 2000