Los Angeles Mission College
Institutional Effectiveness
UNIT ASSESSMENT

ACADEMIC DISCIPLINES AND PROGRAMS

Unit: ENGINEERING
(Includes: Drafting as well as Electrical and General Engineering)

Name of person(s) completing this form: Leon A. Risemberg

Extension: 7664

Date submitted: April 24, 2002
UNIT ASSESSMENT SUMMARY

Instructions: Summarize and analyze the data provided for the success indicators in this assessment. If the data indicate a need for improvement, write a plan as described below.

Assessment: The Engineering Discipline has already developed a complete engineering transfer, academic degree and certificate program that has been approved by the State of California and is fully articulated with all the major four year colleges and universities and it offers all of its courses every semester as well as certificates, associate degrees in engineering plus any courses that are not required but are essential to the success of its students once they enter the private sector.

Plan for improvement:

State specifically what action will be taken to make any needed improvements indicated in your analysis.

No improvements to the program are required at this time and all the suggestions of previous Advisory Committees have been implemented. All of the necessary equipment has been purchased and maintained as well as repaired by the engineering faculty at no cost to the district, all of this thanks to private funds solicited and obtained by its faculty.

State specifically how improvement will be shown. Describe the measurement(s) you will use.

NOT APPLICABLE.
ENGINEERING

BASE ALLOCATION

Instructions: Use the attached baseline operational budget to analyze the current allocation of resources for your discipline/program. If either a temporary or permanent augmentation is needed, complete a Request for Resources Over Base Allocation and submit it to the Assessment and Planning Committee.

See attached form: REQUEST FOR RESOURCES OVER BASE ALLOCATION

Instructions: To complete the attached form, Request for Resources Over Base Allocation, follow the directions in each section. Use the improvement plan in your assessment above to help complete the section in the form entitled Unit Plan.

THREE YEAR STRATEGIC PLAN

Instructions: Based on the summary analysis, provide a three year projection for the baseline budget allocation in your unit. Indicate major projected increases in objects and include new objects if you predict a need.

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*Provide assessment data and an analysis of trends that support the above indicated increases in baseline funding.

The Engineering Discipline does not contemplate the addition of any new courses or new sessions to what is already being offered at the present time (over and above what is already scheduled for the Fall Semester Schedule which is already at the printers and should be in Mission College Web page shortly); definitely not for the next three years.
**COLLEGE GOAL # 1**

Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards

**Unit Objective # 1**

The **ENGINEERING** discipline/program will ensure student learning by providing access to basic skills, general education and transfer, and degree applicable courses that are scheduled appropriately and in sufficient numbers to meet the needs of Mission College students

<table>
<thead>
<tr>
<th>Success indicator # 1</th>
<th><strong>Engineering</strong> courses are scheduled appropriately and in sufficient numbers that students will have the opportunity to earn the degree in three years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator # 2</td>
<td>If applicable, <strong>Engineering</strong> basic skills courses are scheduled appropriately and in sufficient numbers that students will have the opportunity to progress through the basic skills sequence in a reasonable period of time</td>
</tr>
<tr>
<td>Success indicator # 3</td>
<td><strong>Engineering</strong> courses are scheduled appropriately and in sufficient number that students will have the opportunity to complete the GE and transfer requirements in a reasonable period of time</td>
</tr>
<tr>
<td>Success indicator # 4</td>
<td>Students will report satisfaction with the availability of all <strong>Engineering</strong> courses</td>
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</table>
**UNIT ASSESSMENT FOR ENGINEERING**

**COLLEGE GOAL # 1**

Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards.

**Unit Objective # 2**

The **ENGINEERING** discipline will maintain academic standards in student learning outcomes.

<table>
<thead>
<tr>
<th>Success indicator #</th>
<th>The majority of students in <em>Engineering</em> courses demonstrate successful accomplishment of stated learning outcomes.</th>
<th>DATA NOT AVAILABLE</th>
</tr>
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<tbody>
<tr>
<td>Success indicator #2</td>
<td>The majority of <em>Engineering</em> majors demonstrate successful accomplishments of stated learning outcomes for the discipline</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator #3</td>
<td>Students who complete courses in the <em>Engineering</em> discipline/program as part of the GE requirement will demonstrate appropriate competencies as designated in the college GE learning outcomes policy</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator #4</td>
<td>No significant difference will be revealed between the competencies of <em>Engineering</em> whether they complete courses on campus, at outreach locations or online</td>
<td>All courses are offered at the main campus.</td>
</tr>
<tr>
<td>Success indicator #5</td>
<td>No significant difference will be revealed in the grade distribution of all <em>Engineering</em>, full-time and part-time, at all locations, using any modality of instructional delivery on grade distribution delivery</td>
<td>All courses are offered at the main campus.</td>
</tr>
<tr>
<td>Success indicator #6</td>
<td>On surveys, a majority of students enrolled in <em>Engineering</em> courses will report satisfaction with the quality of instruction</td>
<td>84% of the students report on surveys report that they are pleased with the quality of teaching at Los Angeles Mission College</td>
</tr>
</tbody>
</table>
UNIT ASSESSMENT FOR ENGINEERING

COLLEGE GOAL #1
Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards

Unit Objective #2
The ENGINEERING discipline will maintain academic standards in student learning outcomes

<table>
<thead>
<tr>
<th>Success indicator #7</th>
<th>All eligible Engineering courses will be articulated with transfer institutions within an appropriate time frame</th>
<th>All transfer courses are articulated already.</th>
</tr>
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<tbody>
<tr>
<td>Success indicator #8</td>
<td>All Engineering course outlines will be reviewed, updated as necessary and approved by the Senate Curriculum Committee within two years of this unit assessment</td>
<td></td>
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<tr>
<td>Success indicator #9</td>
<td>90% the content of vocational courses will be certified as containing industry standard technical and professional competencies as assessed by the advisory committee</td>
<td></td>
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COLLEGE GOAL #1
3
UNIT ASSESSMENT FOR ENGINEERING

Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards

Unit Objective #3

The ENGINEERING discipline/program will provide enough appropriately diverse full-time and part-time faculty and support staff that are qualified by appropriate education, training, and experience along with adequate physical facilities and equipment to support its course offerings

<table>
<thead>
<tr>
<th>Success indicator #1</th>
<th>Trained college affirmative action representatives will report minimal errors in the selection process for Engineering instructors.</th>
<th>Instructors belong to the following ethnic groups, 1 Latin-American Caucasian, 1 African-American, 1 Asian and one Middle-Eastern.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator #2</td>
<td>Engineering faculty will engage in a minimum of one discipline-related professional development activity as reported on staff development activity forms</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator #3</td>
<td>Full-time faculty will account for 75% of the faculty contact hours in the Engineering discipline/program</td>
<td>At the present time full time faculty accounts for more than 60% of the contact hours, this could only be improved if the discipline is allowed to add another full time position.</td>
</tr>
<tr>
<td>Success indicator #4</td>
<td>Sufficient support staff are provided to ensure the effective functioning of the Engineering discipline/program.</td>
<td>At the present time there is no support staff assigned to the Engineering Discipline, all of this work is performed by faculty.</td>
</tr>
<tr>
<td>Success indicator #5</td>
<td>Faculty and students will report satisfaction with the number and quality of support staff provided for the Engineering discipline/program</td>
<td>There is no support staff, see above.</td>
</tr>
<tr>
<td>Success indicator #6</td>
<td>The majority of students enrolled in Engineering classes indicate satisfaction with the physical facilities and available technology</td>
<td>39% report that they feel safe and secure on campus. 32% report that the classrooms, lecture halls, and labs are clean and well-maintained. 24% report that food service on this campus is sufficient. 26% report that the restrooms are clean and well maintained. 35% report that the grounds and public areas are cleaned and well maintained. 26% report that the campus has adequate outside lighting after dark. 16% report that sufficient parking is available on campus. 22% report that the parking lots are safe, well-lighted, and well-maintained</td>
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</table>
UNIT ASSESSMENT FOR ENGINEERING
COLLEGE GOAL # 1

Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards

Unit Objective # 4
The ENGINEERING discipline/program will validate student success by demonstrating that students progress through basic skills sequences into college degree programs, degree and course completion, transfers and transfer readiness.

<table>
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<tr>
<th>Success indicator # 1</th>
<th>If applicable, there will be a 3.9% increase in the number of students whose assessment scores indicate they lack basic skills that will progress to college-level Engineering courses upon completion of prerequisite courses. (PFE)</th>
<th>DATA NOT AVAILABLE</th>
</tr>
</thead>
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<tr>
<td>Success indicator # 2</td>
<td>71.9% of students who enroll in Engineering courses will attain a grade of C or above (PFE)</td>
<td>They already do at the present time, and retention for all courses is well above average.</td>
</tr>
<tr>
<td>Success indicator # 3</td>
<td>There will be a 8.5% increase in the number of students who complete college-level Engineering courses that transfer to four-year institutions. (PFE)</td>
<td>DATA NOT AVAILABLE</td>
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<tr>
<td>Success indicator # 4</td>
<td>There will be a 3.4% increase in the number of students who enroll in Engineering courses that will prepare to transfer to four-year institutions</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator # 5</td>
<td>There will be a 4.7% increase in the number of degrees and/or certificates awarded to students in the Engineering discipline/program</td>
<td>DATA NOT AVAILABLE</td>
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</table>
UNIT ASSESSMENT FOR ENGINEERING
COLLEGE GOAL # 1
Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards

Unit Objective # 5
The Engineering faculty will comply with the Faculty Ethics Statements (WASC)

<table>
<thead>
<tr>
<th>Success indicator # 1</th>
<th>A majority of students will affirm on surveys that Engineering faculty distinguish between personal conviction and proven conclusions and present relevant data fairly and objectively</th>
<th>85% of the students affirm on surveys that their instructors distinguish between personal opinion and fact in teaching their classes</th>
</tr>
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<tr>
<td>Success indicator # 2</td>
<td>A majority of students will affirm on surveys that Engineering faculty provide students with clear expectations concerning the principles of academic honesty and sanctions for violation</td>
<td>81% of the students affirm on surveys that they have a good understanding of current college policies on cheating 76% of students affirm on surveys that they have a good understanding of the student code of conduct</td>
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<td>Success indicator # 3</td>
<td>A majority of Engineering faculty will affirm on surveys that academic freedom is protected at the college</td>
<td>65% of faculty affirm on surveys that they have a good understanding of current college policies on academic freedom. 53% of faculty affirm on surveys that College administrators protect and support faculty in their exercises of academic freedom</td>
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</table>
UNIT ASSESSMENT FOR ENGINEERING
COLLEGE GOAL # 2
Human, physical, technological and financial resources will be managed effectively to enrich and expand educational programs and maintain fiscal stability

Unit Objective # 1
Human, physical, technological and financial resources will be managed effectively to enrich and expand educational programs and maintain fiscal stability

<table>
<thead>
<tr>
<th>Success indicator # 1</th>
<th>Engineering courses will maintain an average of 34 students per section</th>
<th>The size of the classrooms and labs does not permit this average to be achieved.</th>
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<tbody>
<tr>
<td>Success indicator # 2</td>
<td>Support staff for the Engineering discipline/program are provided at or near the ratio of community colleges statewide</td>
<td>There is no support staff assigned to engineering at the present time.</td>
</tr>
<tr>
<td>Success indicator # 3</td>
<td>Space for the Engineering discipline/program is utilized effectively according to college developed or other developed standards</td>
<td>DATA NOT AVAILABLE</td>
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Since its inception, the engineering discipline has purchased all of its equipment at no cost to the district or the college, this has been possible because of the policy of the discipline to solicit and obtain private grants for this purpose (to the extent of approximately $750,000 during the last 10 to 12 years). All maintenance and repairs of equipment are performed by its faculty or paid for by these funds.
# LOS ANGELES MISSION COLLEGE

Request for Resources Over Base Allocation

## UNIT INFORMATION

Name of person completing this form: Leon A. Risemberg

Extension: 7664

Office/Department: Engineering

Unit that will use the resource: Engineering

Date: April 24, 2002

## REQUEST FOR RESOURCES

1. In the chart below state your request for funds needed for personnel, equipment, supplies, etc. for 2001-02 that is not in this year’s budget allocation.

(Refer to Chart of Accounts)

<table>
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<tr>
<th>object code</th>
<th>activity</th>
<th>object title</th>
<th>class code</th>
<th>position title</th>
<th>Basis</th>
<th>FTE/ hours</th>
<th>Amount</th>
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The Engineering Discipline is not making any requests for additional instructors over and above to those listed in the schedule for the Fall Semester and is also not making any requests for equipment which if needed will be purchased from funds already in the Engineering Fund and which was donated by private industry.
UNIT PLAN

1. State the college goal that will be supported by your request:

GOAL: COLLEGE GOAL # 1

Educational Programs and services have already been development and being implemented at the present time.

2. Provide any data, trends analysis, evidence or other information that supports this request. Is this request a permanent increase in your budget or a one time request?

3. Describe the purpose of your request. Be specific: How will the requested personnel/equipment/supplies/printing, etc. be used?

No additional hourly instructor in Anthropology will be hired within the next 3 years.

4. What improvement will occur as a result of this request being funded?

NOT APPLICABLE.

5. How will you show that there has been improvement? What measurement(s) will you use?
RESOURCE MANAGEMENT

1. What viable alternatives have you considered to the above request? (Is this request the most cost-effective alternative? If not, why?)

   NOT APPLICABLE.

2. For personnel requests:
   a. What additional space, if any, is needed to accommodate this new position?

   b. If additional space and/or equipment is needed, where is the proposed location?

   c. This position will be permanent \(\square\) sub and relief

3. For equipment requests:
   a. Will additional space be needed to accommodate requested equipment? N/A

   b. If additional space is needed, where is the proposed location? N/A

   c. Will requested equipment require maintenance agreements and/or support personnel? If so, what are the projected costs? N/A

   d. This equipment is: \(\square\) new \(\square\) replacement

   N/A
June 17, 2002

Dear Committee Members,

We are submitting the minutes from June 12, 2002 meeting for your review. If there are any changes or additions, please let us know. You may do so by e-mail to larisem@pacbell.net

LOS ANGELES MISSION COLLEGE
ENGINEERING ADVISORY MEETING MINUTES
Wednesday, June 12, 2002

PRESENT
Jack Alanen, Assistant Dean of Engineering and Computer Science at CSUN; Carolyn Albrighton, Van Nuys High School; Boris Berman, Precision Dynamics; Miles Bonner, Counselor at San Fernando High School; William Brantley, Architect; Eloise Cantrell, LAMC; Hadi Darejeh, Boeing Corp; Medica Denton, Raytheon Corp; Ned Gibbs, New Hampshire Ball Bearing; Judy Giler, Van Nuys High School; Jung Kim, Boeing Corporation; Andy Mazor, Former LAMC Vice President; Milton Meisner, WBLS; Fred Obrecht, Former LAMC Professor; Leon (Lee) Risemberg; Victor Rodriguez, Counselor at Sylmar High School; Ana Rojas, Architect; Marvin Taff, Architect; LAMC Mark Wilkinson, of Prompt Machine Products; Mark Xitco, MW Sausse Corporation and Alex Yguado, LMAC.

CALL TO ORDER
Lee Risemberg called the meeting to order at 1:12 p.m.

CHAIRPERSON’S REPORT
Lee welcomed all participants to the Parsons Engineering Lab and introduced Dr. Eloise Cantrell, Dean of Academic Affairs and Vocational studies who welcomed the members. Lee presented Dr. Cantrell, Dr. Obrecht, Dr. Anatole Mazor, and Sanford Weiss with certificates of appreciation for their hard work and dedication on behalf of the Engineering Department. Mr. Weiss directed Lee to the Ralph Parsons Foundation that over the last 12 years has given the engineering department close to $750,000.00 dollars to fund the needs of the department at no cost to the College or the District.
Mission is the only college in Southern California with a fully approved engineering program offering every single transferable class every semester; it has full articulation agreements with the University of California system, the California State University system, University of Southern California, University of the Pacific, Rensselaer (New York) and others. The Engineering Department at Los Angeles Mission College was the first to establish a three-year engineering program and now other colleges and four-year institutions are following its lead.

Some good suggestions from committee members were made on how to increase enrollment included offering tech prep courses in high schools to increase awareness and student interest and sending students to Mission College as concurrent enrollment students, as follows:

- Work closely with CSUN to advertise Mission College's engineering courses, which are often unavailable at CSUN.
- Mission College and CSUN can team to provide funding to improve the transfer rates for engineering majors.
- Make the high schools of the Santa Clarita Valley aware of the engineering program at Mission College.
- Establish an open house day for the engineering discipline, inviting high school counselors and students of several high schools.
- Emphasize the needs for engineering graduates in the near future.
- Add classes in the study of creative design.

The committee members unanimously elected Boris Berman as chairperson for this meeting.

“William Brantley made a motion for the members of the Engineering Advisory Committee to approve the Engineering Department’s negotiation with the present administration to continue the current policy of understanding that will allow the Engineering Department not to cancel any classes because of low enrollment, provided the average number of students continues to grow towards the number 20, this for a minimum of three years. Mark Xitco seconded the motion. The motion was approved by unanimous vote of those present.”

The meeting was adjourned at 2:33 p.m.

Sincerely,

Boris Berman  
Advisory Committee Chairperson

Leon Risemberg  
Engineering Chairperson