

SECTION II

ACADEMIC AFFAIRS  
Vice President for Academic Affairs

OCTOBER, 1992

## END-OF-YEAR-REPORT

1991-92

### A. Academic Affairs

J. D. Lepanto, Vice President

#### 2. General Activity Report

I continue to spend a major part of my time during 1991-92 on facilitating excellence of our instructional programs. I work with the Dean of Career and Instructional Services, the Dean of Community Services and Continuing Education, and our ten department chairs on a daily basis to improve the instructional program to achieve this purpose.

We concentrated on the continued development of our faculty initiatives, instructional support, consisting of both hardware and software, and working on identifying how we might improve student learning.

I continue to meet with the deans on a weekly basis and the department chairs on a bi-weekly basis as well as faculty throughout the day on both a formal and informal basis, and I serve as liaison to the college Curriculum Committee which, despite a lapse in meetings, worked effectively in passing new courses, eliminating superfluous course work, and addressing the curricular needs of the institution.

I meet with the president and vice presidents on a weekly basis and also serve as a member of the President's Advisory Committee.

A considerable amount of time was spent as co-chair of the North Central Association Accreditation Self-Study Steering Committee which culminated in the visit to the campus by a visitation team on March 2-4, 1992. My duties included preparation for the visitation of the team, meeting with the Steering Committee, and working with the faculty editor of the materials.

Another one of my major functions is to coordinate the hiring processes for new faculty. This year we hired seven new faculty members with the support of the faculty search committees.

I serve as a member of the Chief Academic Officers of Suburban Chicago which has sponsored fall conferences annually for the deans and department chairs and continue as a participant in the Community College Association for Technology Transfer.

I continue to serve as a member of the Renaissance Center Advisory Committee, the Three Rivers Partnership for Excellence in Education as a director which meets monthly, and function as a member of the South Metropolitan Regional Higher Educational Consortium which also meets monthly. I have recently been elected as director of the Bolingbrook Rotary, and I continue to serve as a Board of Directors of Saint Joseph College of Nursing.

My activities have included the planning of the North Campus which involved several meetings with the architects, participation in presentations made at the Joliet Chamber of Commerce Leadership School, as well as an International Education Workshop held on the college's campus concerning the development of our international education initiatives.

I have been active in planning programs with industries including meetings with Caterpillar Corporation and various energy companies.

My personal involvement with the college have included participation in JJC's 90th birthday celebration as well as the fashion show, the Employee Recognition Dinner, Classical 100, Scholarship Award Ceremony, Nurses Pinning Ceremony, and other functions as well.

JOLIET JUNIOR COLLEGE

Interoffice Memorandum

June 9, 1992

**TO:** Dr. James Lepanto  
Vice President for Academic Affairs

**FROM:** Peter Neff   
Honors Program Coordinator

**RE:** Status of Honors Program and Goals for the 1992-93 School Year

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At this point in its development, the Honors Program appears to have reached a plateau. It is averaging forty-five to fifty active student participants and five to six graduates per year. Faculty participants, honors committee members and honors course instructors have been dependable and hard-working. While awareness of the Program has grown and the initial antagonism toward it has faded, its policies and practices should be reviewed - with the aim of expanding student and faculty participation.

The following is a list of the goals set for the 1991-92 school year and the actions taken toward achieving them:

1. Expand recruitment effort to include National Honor Societies at each high school.  
**Action:** Letters sent to all NHS sponsors. Follow-up contacts are being made.
2. Develop at least one new honors course offering  
**Action:** Honors Sociology 101 is being developed.
3. Complete and distribute the first edition of the "Honors Program Handbook"  
**Action:** Should be ready early next fall.

4. Facilitate honors student participation in the HCIR conference at NIU this spring  
**Action:** HCIR canceled the conference.
5. Plan honors students' Forums and the Honors Program Colloquia for next Fall.  
**Action:** Forums for all honors students are scheduled for every Wednesday from 2:00 p.m to 4:00 p.m. during the fall. Two honors colloquia are being scheduled on Wednesdays from 2:00-5:00 p.m.
6. Reconsider and revamp Honors requirements - e.g. participation in Forums and Colloquia, emphasis on intellectual challenge and student commitment to the "honors community of scholars."  
**Action:** Participation in forums required next fall. Colloquia will be held at times forums are scheduled. New catalog description and the "Honors Students' Handbook" stress importance of commitment to the "honors community of scholars."

Goals for the 1992-93 school year are:

1. Continue expansion of recruiting effort at high schools - especially through National Honors Societies.
2. Begin to develop a program which would encourage and enable honors instructors to visit district high schools and make presentations in their areas of expertise.
3. Develop at least one new honors course - perhaps Econ. 101, Geog. 111 or 112, Hist. 103 or 104, Bio. 101, and/or Spch. 101.
4. Revise, after input from all members of the Honors Program, the "Honors Program Handbook"
5. Work toward goal of increasing honors students by improving recruitment not only of high school grads, but of currently enrolled JJC students, especially "non-traditional" ones.

6. Reinstate President's reception - early in fall - emphasize intellectual challenge and academic commitment.
7. Computerize all Honors Program files - recruitment materials, student info. (including scholarships, post graduate achievements, etc.), Handbook, potential guest speakers, etc.
8. Continue to stress the importance of participation in, commitment to, the "honors community of scholars." Use Forums to develop and reinforce.
9. Review the "Honors Program Policy."
10. Revise procedures and forms for in-course honors.

jp

SECTION II

A.

ACADEMIC AFFAIRS

Career & Instructional Services

OCTOBER, 1992

END-OF-YEAR-REPORT

1991-92

- A. Career & Instructional Services J. D. Ross, Dean  
1. Achievement Statements/Report for 1991-92 Objectives

Below are the twelve goal statements for 1991-92 along with a status report on each. These statements were agreed upon during the fall semester of 1991.

**GOAL 1      *FINALIZE THE COLLEGE'S CARL PERKINS APPLICATION FOR VOCATIONAL EDUCATION FUNDS***

The college's Carl Perkins application was submitted and approved by the Illinois State Board of Education. Due to the reauthorization, the state board had to change many of its forms and processes associated with the grant submission. Though some complications arose, our application subsequently became a model which was copied by several other institutions as they attempted to implement their own Perkins program.

**GOAL 2      *COORDINATE THE ACTIVITIES WHICH ARE FUNDED UNDER CARL PERKINS INCLUDING PURCHASE OF EQUIPMENT AND BUDGET MONITORING***

I did work with the appropriate offices to establish the Perkin's line items and to conduct the activities that were appropriate to our grant. Special mention should be made of the work done by Jeanne Legan in this regard. Since approximately half of our Perkin's dollars were devoted to the Special Needs grant, she was ultimately responsible for overseeing the day-to-day of that program as it related to Perkin's expenditures. With the assistance of the Business Office, we believe that we handled all expenditures appropriately; and as a result, we have received the reimbursement to which we believe we were entitled.

**GOAL 3      *PREPARE SUBMISSION OF THE 1992-1993 CARL PERKINS VOCATIONAL EDUCATION GRANT***

We have submitted the parts of the 1992-93 Perkin's application for which due dates have arrived. There are additional due dates during the course of this year and goal statements to this effect will be written into my 1992-93 objectives.

**GOAL 4      *DEVELOP RECOMMENDATIONS FOR ADDITIONAL IN-SERVICE FOR PART-TIME FACULTY***

Recommendations were developed for additional in-service for part-time instructors. Those were submitted to the Vice President for Academic Affairs during the spring semester of 1992. Additionally, on a pilot basis, one new in-service was offered to part-time instructors during the spring. The session was evaluated very highly by those who participated. There was a feeling among those present that we should attempt to continue those kinds of activities in the future, particularly for new part-time instructors.

**GOAL 5      *COORDINATE THE ORDERING OF ADVANCED TECHNOLOGY EQUIPMENT***

The selection and purchase of Advanced Technology Equipment was completed. Some decisions were made relatively late in the spring semester which is causing some problems with completing all the essential paperwork in order to receive reimbursement. I believe that all Advanced Technology Equipment dollars were expended wisely and will enhance our instructional programs. However, it is my hope that we will move the process forward during this fiscal year so as to avoid the year-end problems that we are encountering at the present time.

**GOAL 6      *MAKE RECOMMENDATIONS REGARDING REVISED STAFFING PATTERNS FOR THE LEARNING RESOURCES CENTER***

A recommendation for revision to staffing patterns in the Learning Resources Center was submitted to the Vice President for Academic Affairs and the President has a part of the resolution of concerns raised with respect to the library supervisor's duties. Although the position of part-time library technical assistant was never filled, it did have the approval of the Vice President and the President. New dollars were placed into the 1992-93 budget and an additional staffing recommendation will be made during the course of the 1992-93 year.

**GOAL 7      *DEVELOP ADDITIONAL ARTICULATION AGREEMENTS WITH TREES MEMBER SCHOOLS***

No new articulation agreement was developed with TREES; however, work was begun on an agreement between the EEAS and Electronics programs at the two area career centers. No further work was done on articulation during the course of this year because of the direction that our work took with respect to Tech Prep.

**GOAL 8      *PROVIDE ORIENTATION TO THE TECH PREP COORDINATOR***

I have worked very closely with the Tech Prep Coordinator since in his employment in November 1991. He has made a smooth transition into his position and is making an impact in this region. We have had many meetings over the course of the year with our colleagues in the high schools and I believe that we have a very strong Tech Prep Program in the making. Without question, we are receiving recognition at the state level, and in several weeks at the national level. In early October two representatives from our region will be doing roundtables at the National Tech Prep Conference in Chicago.

**GOAL 9      *COORDINATE THE SUBMISSION OF THE 1992-93 TECH PREP APPLICATION***

Our Tech Prep application was submitted and approved. We were given approximately \$15,000 of new money to work with during the 1992-93 academic year.

**GOAL 10     *CONDUCT TEAM-BUILDING MEETINGS WITH MATH/CIS AND THE NATURAL SCIENCES DEPARTMENT***

We did continue our meetings with the Math/CIS Department during the course of the year. Those meetings have thus far been uneventful in terms of bringing to a close the concerns that remained on the table with respect to reorganization. No meetings were held with the Natural Sciences Department.

**GOAL 11**    ***DEVELOP RECOMMENDATIONS FOR STAFFING IN THE ACADEMIC SKILLS CENTER AND EVENING SCHOOL OFFICE AS IT RELATES TO FINDING NIGHT AND SUNDAY OFFERINGS.***

An additional position for supervisor for the Academic Skills Center was included in our budget recommendations. However, due to budget constraints this year, the position was not funded and we are continuing operations as we have in the past. No recommendations were made with respect to staffing changes in the Evening School Office because our Friday evening offerings did not increase as dramatically as we had anticipated and hoped for during the 1991-92 year.

**GOAL 12**    ***DEVELOP A REVISED SYSTEM FOR TRANSCRIPT EVALUATION WITHIN THE ACADEMIC OFFICES DIVISION WHICH WILL STREAMLINE AND SPEED UP THE PROCESS***

No written recommendation has been made regarding a revised transcript evaluation system. The system as of this writing still has some flaws which we will be addressing during the 1992-93 year using Total Quality Management methods as an approach.

END-OF-YEAR-REPORT

1991-92

- A. Career & Instructional Services  
2. General Activity Report

J. D. Ross, Dean

In addition to the aforementioned goal statements, I have participated in a number of college related activities during the course of the 1991-92 year. Some of the more significant things are listed below.

1. I am serving as a member of the Focus Group appointed by the President to make recommendations regarding the formation of an Institutional Senate at the college.
2. I am a member of a Steering Committee which is making recommendations to the President for the establishment of a Total Quality Management Program at the institution.
3. I was one of two key-note speakers in November at a faculty institute sponsored by the community college consortium.
4. I have been active again this year in the National Council for Occupation Education and was recently elected to serve a term as Vice President for Business.
5. I've worked closely with 37 non-tenured faculty members during the course of the year. This work included goal setting meetings, classroom visits, and annual review meetings.
6. During the course of the year, my office processed 649 Chargeback applications, approximately 130 more than the year before. In addition, we processed 1179 transcript evaluations and re-evaluations, approximately the same amount as the year before. We reviewed 1,588 applications for degrees and certificates which was approximately 60 more than last year.

Again this year I have been active in community endeavors which are not directly tied to the college. I am presently serving as President of the Board of Directors of the United Way of Will County. I am President-elect of the Kiwanis Club of Joliet, and will move to the Presidency on October 1. I continue to serve as the Chairperson of the Community Relations Council for the City of Joliet, and I am still involved with the Festival of Trees as the Coordinator for Group Sales.

JDR:sh  
9/14/92

SECTION II

B.

ACADEMIC AFFAIRS

Community Services and Continuing Education

OCTOBER, 1992

## END-OF-YEAR-REPORT

1991-92

- B. Community Services and Continuing Education      Richard Brandolino, Dean  
1. Achievement Statements/Report for 1991-92 Objectives

1.      Secure one telecourse for Fall, 1992.

The Social Behavioral Science Department has selected SOC 101 course for Fall, 1992. A second course, PSYC 205, was secured as requested by Tom Swietzer. Dr. Sterling has recommended that this course be scheduled for Spring, 1993.

2.      Expand the Youth College to the Spanish Center.

There were a series of meeting with the Spanish Center Director/ Board members on both an individual and collectively basis. The meetings resulted in a non-approval of our request at this time by the Spanish Center Board of Control.

3.      Serve as a board/administrative representative to labor negotiations.

The faculty union agreement was with a tentative approval in December, 1992, subject to language being finalized. The Board of Trustee approval was completed in February, 1992.

The clerical union had progressed to a vote on a tentative agreement which was rejected. A new clerical union negotiating team was selected. The negotiation process was resumed with mediation. Board of Trustee approval was completed in March, 1992.

The food service contractual negotiations began on May 11, 1992.

4.      Serve on the NCA Steering Committee

The responsibility assigned by the Steering Committee as liaison for the Philosophy Statement Sub-Committee was met. The Mission/ Philosophy statement was incorporated in the NCA report as well as approved by the college Board of Trustees.

5.      Assist in the development of the proposed North Campus facility.

I assisted in developing the facility requests to the IBHE and the ICCB application documents. I attended all called meetings on planning of the facility. I attended two zoning related meetings of the Romeoville Village Board. Worked with the sub-committees on equipment and furnishing.

6. Monitor the Weekend College course offerings scheduled for Friday and Saturday with possible expanding courses to Sunday afternoon.

The Weekend College course selection has shown to be effective as the enrollments and course cancellations for the Fall and Spring terms appears to indicate. For the Fall, 1991 there were 14 courses scheduled on Friday evening with 4 being canceled. 133 students were enrolled. The Saturday schedule showed 3 courses canceled and 31 courses running and 398 students enrolled.

For Spring, 1992 there were 11 courses running with 193 students enrolled. Nine courses were canceled because of low enrollments. The Saturday courses had 452 students enrolled in 31 courses. Seven courses were canceled. There was one CIS course on Sunday afternoon with a closed maximum enrollment.

7. Monitor the satellite center offerings and resulting enrollments.

A visitation schedule was established by the Extension Center Developer. The Dean added to this visitation by visits to four centers.

Department chairs have exhibited a good deal of cooperation. For the Spring, 1992 I noted that at five major sites (NBTC, NRMC, Lincolnway, Morris, Lockport, WILCO, and the RCEN) there were 403 sections scheduled with a 8.4% cancellation or 34 sections. Enrollments were reported at 3,624 students for credit and non-credit off campus courses at the sites noted.

8. Provide for the curriculum revision necessary to meet the Illinois State Board of Education directives on Adult Education instruction.

The curriculum modules were completed for a first review. Dr. Irby has directed the GED/ABE/ level/ESL modules to be present to Dean Ross. All levels are to be scheduled for the 1992-93 term.

9. Implement a coordinated effort to provide modules in basic skills to the returning student who may have completed high school.

The BATC modules have been developed and are being presented on an enrollment/cost basis. The CABEL modules are being developed.

10. Monitor I.E.T. revenue and expense by sub-units.

The quarterly reports have been reviewed for each I.E.T. sub-unit. In a final revised revenue projection the BATC seminars fees are now projected at \$433,340 while tuition is reported to be projected at \$350,692. The ICCB apportionment claims are estimated to be at \$375,420.

The projection of total Revenue vs Expenditures shows a balance of \$141,522 for all of the sub-units. Revenues are projected at \$1,278,512 and the expenditures at \$896,990. If these projections hold true, then I.E.T. has reached a new milestone.

## END-OF-YEAR-REPORT

1991-92

### B. Community Services and Continuing Education 2. General Activity Report

Richard Brandolino, Dean

#### II. General Activity Report

The following information reflects upon my involvement in both college and community activities during the academic year.

During the 1991-92 academic year I have served on several college committees including the Sabbatical Leave Committee; Renaissance Center Ad/hoc Committee; College Credit for Prior Learning Committee; Staff Development Committee; Master Plan Committee; North Central Sub Committee - Mission/Philosophy; President's Staff; College Technology Transfer group; Curriculum Committee.

I served as the administrator for the Fire Science Program this academic year. The Fire Science curriculum was reviewed and resulted in the course offerings being expanded.

I am a member of the Administrative Collective Bargaining Negotiation Team for contracts with the Faculty, Fireman/Oilers, Clerical, and Campus Police.

I have served as the President's designee for several staff grievances.

In addition to the college related activities, I have remained actively involved with several community organizations serving as a Board of Director member for the following:

- Joliet Junior College Foundation
- Joliet YMCA Galowich Center
- Bolingbrook Chamber of Commerce
- Bolingbrook Local Development Corporation
- Rainbow Council- Boy Scouts of America (Honorary)
- Will County Board District #2
- Will County Forest Preserve District
- New Lenox Rotary

This past year I have served on several professional and related committees including the Adult Education Regional Planning Committee; Education Service Network Committee; Bolingbrook Junior Miss - Academic Review Committee; Bolingbrook Chamber of Commerce Scholarship Committee; New Lenox Chamber of Commerce Proud American Days Committee; New Lenox Rotary Vocational Services Committee.

I have also attended several conferences and seminars relating to labor relations, community services, and community college curriculum and administration.

SECTION II

C.

ACADEMIC AFFAIRS

Academic Department Goals

OCTOBER, 1992

END-OF-YEAR-REPORT

1991-92

II. Agriculture Department Goals

James Ethridge, Chairperson

1. **To complete the feasibility study on the Turf Grass Option and discover the implications of a stand alone program.**

Lisa Perkins has developed a draft questionnaire in cooperation with Bob Hauwiller. It will be administered in the Fall of 1992.

2. **To complete the program of study on a Park Maintenance / Park Management Option and submit it to the Curriculum Committee for approval.**

The program has been completed and was presented to the Advisory Committee in horticulture and to the department. Both groups suggested a field test of offering two classes anywhere the group wanted and on topics of their choice. The park districts have not reacted with any suggestions and this will be a closed topic until they revitalize their commitment.

3. **To replace the white boards in Building A.**

The project is completed and they are working satisfactorily.

4. **To maintain a retention rate of 90 percent or greater for students within the Agriculture Department.**

This has been maintained for 10th day enrollments.

5. **To complete the identification of plants in the Horticulture Land Laboratory and provide the community college with a permanent display of this tag on each plant.**

The project has not, nor will ever be complete. Plants die, and/or are replaced. New plants need new tags.

6. **To review our application retention for freshmen.**

We request that people we have recruited return their application to us. We copy them and track them on the computer from contact. This has improved our enrollment, however, we are tracking 3000+ potential recruits.

7. **To implement the Agriculture computer course.**

The course has been approved and implemented.

8. **To implement IBM computers into our courses.**

Mr. Shinn has implemented IBM computer applications in Ag 126, 127, 121, and 223. These applications include fertilizer recommendations, soil plans, soil testing, nitrate leaching, economic analysis, and nitrogen analysis.

Dr. Ethridge has implemented IBM computer applications in Hort 160, 161, 163, 282, and 284. These applications include plant specifications, plant selections, green house heating, cooling, humidity, light and carbon dioxide tracking, the use of Word Perfect in written papers and Garden Ware plant labeling.

Mr. Johnson has implemented IBM computer applications in Ag 260, 120, and 261. These applications include price forecasting, corn, soybeans, cattle, hogs, grain storage analysis, word processing, resume writing, machinery cost analysis, farm accounting, record keeping, feeder livestock analysis, crop cost analysis, and farm program analysis.

Ms. Perkins has implemented IBM computer applications in Hort 260, 160, 163, 261, 270, 223, and 243. These applications include all reports for grading be done on word processing and spreadsheet applications on chemical and fertilizer applications.

Mr. Kuster has implemented IBM computer applications in Hort 251, 256, and 120. These applications include datascape estimating, spread sheets, bid forms, plant locator, LAND CADD, printer, plotter, word processing with resumes, cover letter, follow-up letters and data forms.

Mr. Catron has implemented IBM computer applications in Ag 120, 150, 115, 251, Hort 120, and Hort 151. These applications include word perfect, spread sheets, databases, special Ag applications, electrical wiring, and determining harvesting capacity.

9. **To employ a computer lab assistant.**

We have not been successful in keeping a computer lab assistant employed longer than 8 weeks.

10. **To develop a plan and implementation for the purpose of a building for housing of farm machinery and teaching tools used by the department.**

No work was completed on this goal.

11. **To rewire the greenhouse and install pH, E.C., Light, CO<sub>2</sub>, and moisture meters to monitor the greenhouse. A computer will need to be installed to monitor these devices.**

The work was completed and is currently in operation. Priva materials are being used by 400 greenhouses nation wide. Of those, 15 colleges and universities are using this advanced technology. Joliet Junior College is the only college within Illinois using this advanced technology for the training of our students.

12. **To have each faculty member participate in formative evaluation.**

All faculty have participated in formative evaluation within our department.

13. **To develop an advanced class in video imaging.**

Mark Kuster received a President's Grant Fund to accomplish this goal. A proposed course outline should be presented to the Curriculum Committee in November of 1992.

14. **To upgrade Building A concourse and have circulation fans installed.**

This goal has not been accomplished but remains a priority.

15. **To develop a program for improved conservation practices on the Agriculture Land Laboratory and to seek funds to have the program implemented.**

In the past year the Agricultural and Horticultural Sciences Department worked in conjunction with the Will County Soil and Water Conservation Department and the Soil Conservation Service to update and implement practices that would save soil and enhance the value of the J. F. Richards Land Laboratory. The Land Lab is continuing its practice of No-Till farming on the majority of its acreage. At a July 9th Field Day sponsored by the department, approximately 100 area producers and agri-businessmen observed SCS personnel utilizing the universal soil loss equation estimated one of our No-Till Soybean fields with 60% residue cover to have an estimated annual soil loss of 1.4 tons per acre. Well below the federally mandated 5 tons per acre by the year 2000.

In 1992 we widened and seeded a waterway/driveway by 15 ft to prevent end of the field channel erosion. We also have had our large waterway located on the North side of the farm resurveyed by the Soil Conservation Service and an individual contractor for recommendation on re-structuring and possibly straightening out the existing waterway. The Will-South Cook Agricultural Stabilization and Conservation Service has been contacted as a possible source for cost sharing monies.

**16. To update video equipment in Building A.**

A camera for the microscope has been acquired and training has occurred. A second video camera for imaging has been acquired and is operational. A mobile VCR has also been acquired for use in Building A.

**17. To establish hedge, paver brick and retaining wall demonstrations within the horticulture land laboratory.**

Walkways have been installed to the North of Building A and a partial walkway to the little school house. Work on these demonstration areas will continue during the next academic year.

## END-OF-YEAR-REPORT

1991-92

### II. Business Education Department Goals

John Corradetti, Chairperson

**1. To come to a decision relative to accreditation by the ACBSP.**

Interest in gaining ACBSP accreditation has been voiced, but nothing has been started. Tony Uremovic and Carl Tabb will spearhead this endeavor. They will attend a planning meeting in Lisle, Illinois, in October.

**2. To develop a close working relationship with the dislocated workers' program.**

Nancy Miller has taught typing classes for dislocated workers and has been active in developing a good working relationship with this program. She plans to pursue it further and sees it as a source of recruitment.

**3. To promote business courses by working more closely with programs of other departments.**

This goal was not achieved.

**4. To showcase the department by developing a video tape.**

This has been an ongoing goal which will never be achieved until such time as someone takes the initiative. We are dependent on Fred Harris in media to spearhead this project as a class assignment.

**5. To visit with the high schools in the northeast part of the district for the purpose of recruitment.**

Terry O'Neil has been instrumental in working with Providence and Lemont High Schools. He has talked with counselors to make them aware that Joliet Junior College is here to serve them. Terry is of the opinion that we are losing some students to Moraine Valley.

6. To do a follow-up study of business students.

This goal never got off the ground. It's not a reasonable goal and should be the purview of the Institutional Research and planning department.

7. To sponsor a career day similar to the one sponsored last year.

This goal was not achieved.

8. To develop a program for older students similar to the career day program for high school students.

This goal was not achieved.

9. To update every course syllabus.

All of the course syllabi were updated in preparation for North Central.

10. To review the computerized accounting program.

The accounting teachers have reviewed the computer project and have decided to stay with the current materials but have agreed that with the adoption of a new text in the fall of 1993, the text must incorporate a computer component, providing a financial savings to students.

11. To modify the travel occupations program in order to gain ICCB approval.

It was hoped that the development of a travel program could help to fill the vacuum left by declining enrollments in established programs. Disappointment in not receiving ICCB approval for the travel program had a negative effect on staff and stifled enthusiasm to promote new programs.

12. To encourage all staff to be involved in formative evaluations.

In spite of a constant reminder to the staff to participate in formative evaluations, few, if any members, were involved. The motivation is obviously lacking.

## END-OF-YEAR-REPORT

1991-92

### II. Culinary Arts Department Goals

John Noe, Chairperson

1. Maintain recruitment/retention efforts. Each instructor will make two visits to a district 525 high school/career center or career night for a food demonstration or information presentation. The goal is to recruit 100 students for fall 1992 enrollment.

\*The recruitment/retention efforts were a priority during the year. The 2 visit requirement was met and exceeded by the instructors. We expect to meet our number (100) for fall 92 enrollment.

2. Special population students will be closely monitored. Each instructor will consult with Special Needs office in regards to identified students in their respective classes at least twice during the school year.

\*Each instructor reported contacts with Special Needs. Special Need students were provided with adequate attention.

3. Instructors will participate in the mid-term food show on the bridge during the spring semester. Each instructor will participate in the NRA Convention Food Show and host the culinary arts booth for a two hour period.

\*Mid-term Food Show was modified to individual class displays in demonstration kitchen. Cost was a factor in this decision.

4. Each instructor will conduct one voluntary formative evaluation during the year.

\*Two formative evaluations were performed. No requests for stipends were received.

5. Each instructor is encouraged to provide suggestions for a national advertising and marketing effort for the Culinary Arts and Hotel Restaurant and Foodservice Programs.

\*Suggestions were received that recommended an effort be made to advertise in the mid-west states. One advertising supplement for career education was done in the Green Bay, Wisconsin area. We were in it; it reached 70,000 homes.

6. Each instructor will participate according to schedules in the following functions:
- a. sophomore student specials - 4 weekly
  - b. monthly buffets - 4 per semester
  - c. Classical 100 Dinner
  - d. Madrigal Dinner Co-op with Fine Arts
  - e. American Cancer Society Chocoholiday

\*All scheduled functions and others were supported by the instructors, including the Chef's of Cuisine Dinner at the Renaissance Center. Jack Plummer, Albert Imming, and Patrick Hegarty did an outstanding job of coordinating and supporting this function.

7. Each instructor will participate in appropriate community activities that will bring recognition to Joliet Junior College:

Mieland: Nutrition/Food Service Volunteer, St. Joseph's Hospital  
Noe: American Cancer Society Annual Chocoholiday in March  
Imming: IHSA Soccer Referee  
Marshall: Deacon, St. Emeric Catholic Church  
Vonhoff: Cubmaster, Aurora Christian School, Pack 321  
Hegarty: International Faculty Exchange  
Plummer: Foundation Awards Dinner, Renaissance Center

\*Each instructor met their goal as listed and others too numerous to mention.

END-OF-YEAR-REPORT

1991-92

II. English/Foreign Language Department Goals

Robert Burke, Chairperson

The department exceeded its stated goals during the 1991-92 school year.

1. Resource file (See attached goal for reference.)

Building a resource file is a continuing project, and its focus last year amounted to a re-affirmation of the desirability of building the file. Given the prospect of new instructors in the department, the file could prove valuable. The designed form worked well.

2. Bibliographic evaluation

The most active bibliographic work on this goal occurred with Eng. 103, Comm 140, and Eng. 105. Requests for VHS tapes to replace films were made in courses throughout the department including foreign languages.

3. Departmental syllabi

The syllabi and course descriptions are on reserve in the LRC.

4. Self-evaluation

The department addressed the instrument used in self-evaluation and decided to continue with it in its present form.

5. Computer lab

The lab is in place, being used in summer classes, and operational for the fall '92 semester.

6. In-house training

The department conducted a workshop (to train staff members) in the lab when it became operational, and plans to request a workshop for the fall professional development week.

## END-OF-YEAR-REPORT

1991-92

### II. Fine Arts Department Goals

Jerry Lewis, Chairperson

1. To offer the highest quality of instruction and educational programs in the Fine Arts.

The Fine Arts Department continues to strive to offer the highest quality of instruction and educational programs in the Fine Arts. The goal is measurable through student evaluations, formative evaluation, program review, retention, and successful recruitment.

2. To continue to maintain a high level of retention. (85 percent or above)

The Fine Arts Department set a retention goal of 85 percent. The Fine Arts Department achieved a retention goal of 93.1 percent in Fall, 1991, and 92.7 percent in Spring, 1992. The Fine Arts Department will continue to strive for high retention every semester.

3. To participate as a department in the Formative Evaluation process.

Three Fine Arts faculty participated in Formative Evaluation in 1991-92. Hopefully, that number will increase in 1992-93.

4. To further develop and expand plans for recruitment (See attached Recruitment Plan).

The Fine Arts Department continues to be actively involved in recruitment.

- a. The Jazz Band performed nine concerts in District 525 junior and senior high schools.
- b. The Fine Arts Calendar as well as numerous fliers were sent to District 525 schools in 1991-92.
- c. Dr. Thomas Liley did a career day presentation at Gompers Junior High School and served as a clinician at Joliet West High School.
- d. Nicki Blowers did a career day presentation day at Hufford Junior High School.

- e. Jerry Lewis served as a clinician at Joliet West High School, Minooka Junior High School, Frankfort Junior High School, and Eastern Illinois University Jazz Festival. Jerry is also on the board of Metropolitan Youth Symphony Orchestra.
  - f. Debbie Cygnar and Nancy Beaupre did a career day at Lockport High School.
  - g. Thomas Liley, Jerry Lewis and Sue Malmberg served as judges at numerous solo and ensemble contests.
  - h. Dr. Zachary Bloomfield served as judge for the "Little Seven" Regional Speech Conference.
5. To finalize a Fine Arts Youth Development Program in Preparatory Music. Ms. Malmberg will serve as developer.

No further progress was made on this goal. I believe this to be a very important goal which could have favorable impact on future music enrollment.

6. To continue to improve communication with high school Fine Arts colleagues by developing a distinct schedule for visitations. (3 per discipline each year)

Such visitations were discussed under goal number 4.

7. To present eight (8) gallery exhibits.

Eight gallery exhibitions were presented in 1991-92, including the exhibit by Fine Arts Department faculty member, William Fabrycki, in September.

8. To present ten theatre productions including two plays, two musicals, one workshops, two visiting theatrical troupes, and two student productions.

Six theatre productions were presented in 1991-92 including "Angel Street," "Harvey," "Once Upon a Mattress," "Dracula," "Crimes of the Heart," and three performances of "St. George and the Dragon" by the DeGraff Lionettes.

9. To present fifteen musical events including seven student recitals, two Madrigal Dinner presentations, and two concerts each by the Community Band, JJC Chorale, Jazz Band and Jazz Choir.

Twenty-three events were presented in 1991-92 including six student recitals, one student honors recital, two concerts each by the Community Band, Jazz Band, and JJC Chorale, (Jazz Band presented two concerts, Fall and Spring, on Bridge), May Day Madrigal Feast, a faculty recital by Dr. Thomas Liley, a recital by the Millikin University Faculty Saxophone Quartet, a guest piano recital by Lynn Tschudy, a guest student trumpet recital by David Patek, and two concerts by the Metropolitan Youth Symphony Orchestra.

10. To present the fashion production on May 1.

The annual fashion production was presented on May 1 at 12 noon and 7:00 p.m. There was participation by numerous Joliet Junior College students, faculty, and staff.

11. To explore the feasibility of a Summer Theatre Youth Program.

The Fine Arts Department will not pursue a Summer Theatre Youth Program but will continue to present a play or musical during Summer I which involves area high school students, college students, and community residents. There is ample youth theatre opportunity throughout the area through Joliet Junior College's Summer Youth College and Bicentennial Park classes.

12. To study the feasibility of a "theatre series"/cultural.

The feasibility of a "theatre series" will be further studied in 1992-93. As the theatre program grows, a "theatre series" becomes a greater possibility.

13. To celebrate the 10th/90th Anniversary of the Fine Arts Department/College.

The 10th/90th Anniversary of the Fine Arts Department/College was celebrated in November. The Fine Arts Department was actively involved in the celebration via a special Fine Arts button; gallery exhibit of JJC Permanent Collection; a brass quintet concert; strolling madrigal singers; fashion merchandising, speech, graphics, and forensics displays; a mini fashion show; theatre scenes; and Interior Design Showcase Home. Fine Arts students also had a pizza party during the week-long celebration.

14. To enter two (2) productions in the American College Theatre Festival.

No productions were entered into the American College Theatre Festival in 1991-92. However, such plans to participate in two state-wide and one regional festivals will be included in 1992-93.

15. To update the Fine Arts Department video.

A new Fine Arts Department video will be made in 1992-93. Fred Harris has volunteered to assist with this project.

16. To increase ticket prices for Fine Arts Department productions/concerts to \$3.00 for adults; \$2.00 for students 12 and over and senior citizens; and \$1.00 for JJC personnel, JJC students, and children under 12. All proceeds will go to scholarships.

Ticket prices for Fine Arts Department productions have been established at \$3.00 for adults, \$2.00 for students 12 and over and senior citizens, and \$1.00 for JJC personnel, JJC students, and children under 12. All proceeds go to Fine Arts scholarships.

17. To include matinee presentations for schools with appropriate productions.

Two matinee presentations to area schools of "Once Upon a Mattress" were extremely well received. This practice will continue.

18. To further expand graphic arts offerings by adding a second course in graphics.

There is no further progress on a second graphics course.

19. To remodel the workroom in K-0012 and explore the possibility of incorporating K-0010 or a portion thereof into a computer/camera lab and darkroom.

The workroom in K-0012 will be completed in Summer, 1992, thus creating a computer/camera lab and darkroom.

FINE ARTS DEPARTMENT  
RECRUITMENT PLAN

One of the principle goals of the Fine Arts Department is recruitment. It is a continuous and on-going process. Listed below are several recruitment activities which the Fine Arts Department actively pursue.

1. To present instrumental and choral ensemble concerts in District 525 schools.
2. To present workshops/clinics either conducted or sponsored by the Fine Arts Department.
3. To present exchange and/or combined concerts between JJC ensembles and District 525 schools.
4. To prepare and distribute press releases/fliers regarding Fine Arts Department programs, gallery exhibits, faculty achievements, workshops/clinics, courses, scholarships, etc.
5. To publicize achievements/awards of Fine Arts faculty and students.
6. To present seven to nine Art Gallery exhibits annually, including lectures by exhibiting artist.
7. To present a biennial Fine Arts Career Day.
8. Inform Joliet Junior College students, faculty, staff counselors, and advisors of opportunities in the Fine Arts, including career opportunities.
9. To set-up Fine Arts Department displays on campus.
10. To conduct instrumental/Vocal festivals for junior and senior high schools with guest clinicians to critique and work with groups.
11. To develop and implement an accompanying clinic.
12. To invite guest artists to perform with Joliet Junior College ensembles.
13. To host specialized clinics: Trumpet, clarinet, brass, woodwinds, vocal, etc.
14. Speech faculty to serve as judges for high school speech contests.

END-OF-YEAR-REPORT

1991-92

II. Mathematics/Computer Science Department Goals Nelson Collins, Chairperson

1. Increase staff for Math/CIS

The Math/CIS faculty increased with two new math instructors, one replacement and one new position, and one additional CIS instructor.

2. Complete the development of the mathematics and CIS brochures

The mathematics and CIS brochures were completed and circulated.

3. Sponsor recruitment activities

- a. Math/CIS & Natural Science dinner
- b. High school visitations

The recruitment activities were unable to be accomplished due to untimely circumstances during the year.

4. Gain approval for a C or better grade as prerequisite for subsequent courses

The C or better grade as a prerequisite for subsequent math courses was accomplished and will be implemented in the Spring semester of 1993.

5. Promote professional development of Math /CIS faculty by

- a. having a Math/CIS representative on standing committees
- b. using formative evaluation for tenured faculty
- c. keeping faculty aware of various workshops and conferences available
- d. encouraging faculty to attend workshops and conferences

The Math/CIS faculty is well represented on standing committees, many of the tenured faculty use the formative evaluations, and many of the faculty members attended workshops and/or conferences.

6. To develop programs for staff development in the areas of Math/CIS

During Staff Development Week the Math/CIS faculty hosted a graphing calculator workshop each semester for interested faculty and staff.

7. Examine interactive video discs for developmental mathematics

The Dept. of Mathematics & Computer Information Systems did not have funds to purchase any new videodisks. There is a set of Interactive Mathematics courseware that can be purchased at a reduced rate by adopting our present developmental series of math textbooks however the cost is prohibitive.

8. To obtain computers for all Math/CIS instructors

Staff members share a computer in their office with the exception of the newly hired math staff.

9. To obtain computers for mathematics classrooms.

Computers for the math classroom has not been accomplished.

10. To gain approval to purchase 12 Macintosh and 12 IBM computers for the Math/Science Computer Lab.

**No computers were purchased for the Math/Science Computer Lab.**

11. Obtain two classroom sets of TI-81 calculators, together with two overhead projection TI-81 calculators, and TI-81 calculators for all interested Math/CIS instructors

**The department purchased two classroom sets of TI-81 graphing calculators along with one overhead projection TI-81. With the use of President's Grant funds, graphing calculators were also purchased for interested Math/CIS instructors.**

12. Study the feasibility of obtaining and studying responses from transfer students on their feelings about the effectiveness of their JJC preparation in mathematics and CIS; ask them for suggestions for improvement.

**Information is received from Bob Hauwiler about former students comments. The department will continue to utilize this data.**

13. Recruit capable students to enter the mathematics teaching profession by
- posting information
  - identifying and encouraging potential math teachers
  - establishing a foundation scholarship

**The department posts information encouraging students to enter the mathematics teaching profession as well as other math related areas.**

14. Evaluate textbooks to include
- CIS 122
  - Math 090, Math 094 and Math 100
  - Math 128 (new edition)
  - Math 145 (new edition)
  - Math 145 and Math 160/161 series
  - Math 095

**Textbooks were evaluated and chosen. A new calculus series was approved that incorporates Analytical Geometry with Calculus over three semsters. This new sequence will be implemented in the Spring 1993 semester.**

15. Discuss recommending to the Curriculum Committee that a CIS course be a requirement for graduation.

**The CIS course as a requirement for graduation was discussed; however, a recommendation to the Curriculum Committee will not take place until the 92-93 school year.**

16. Maintain contact with adjunct faculty to insure course objectives are being met

**The department continually strives to increase contact with the adjunct faculty and has been more successful.**

17. Request more classrooms for Math/CIS

**The request for more classrooms for Math/CIS was unsuccessful.**

18. Upgrade computers and software packages to stay current with changing CIS curriculum.

**The software packages for Lotus and WordPerfect were made legal and upgraded to the newest version.**

END-OF-YEAR-REPORT

1991-92

II. Natural Science & Physical  
Education Department Goals

William Zales, Chairperson

1. Reorganize the administration of these three departments (Biology/Physical Sciences/Physical Education) as promised by the Board three years ago.

Nothing has happened and the department members feel there is very little advantage to the present organization.

2. Establish a curriculum for General Biology that is universally transferable.

What we have now is certainly transferable, however, interaction with State Universities is desirable and ongoing.

3. Establish a General Biology class content and methodology that is acceptable to our Biology faculty.

Done

4. Hire at least one full-time Biology faculty to reduce the overload hours our faculty now is burdened with.

This is planned for Spr. '93.

5. Seek additional biology laboratory space or limit enrollment.

This may improve after the "Tech. Building" is built.

6. Replace outdated A-T A.V. equipment in Biology labs.

The old is gone and new equipment is purchased or planned.

7. Replace carpeting in A-T labs.

Complete.

8. Develop a Field Biology class to utilize campus and local natural areas.

Under development and should be ready to offer this summer.

9. Offer 2 classes that will start off a sequence in E.C.T.

The E.C.T. "Program" has been completely revised according to the Advisory Committee recommendations and 2 classes are being offered Spr. 93.

10. Continue to seek approval for a full or part-time lab supervisor for Physical Science.

The need remains, however no support exists.

11. Design and implement at least one active learning cycle employing computer technology in physics courses.

Done

12. Offer certification for all part-time and full-time Fitness Center Instructors from the Institute of Aerobic Research at J.J.C. during staff development week.

Done

13. Continue to encourage the availability of self and mentor evaluations.

Continuing.

# END-OF-YEAR-REPORT

1991-92

## II. Nursing Department Goals

Rita Sova, Chairperson

### 1. Promote the computerization of the Department of Nursing Education by:

Dr. Brenda Carter presented "Integrating Computerization into the Curriculum" on August 22 & 23, 1991 as planned. All faculty were present and the objectives of the course were well met. The Nursing Department's continued interest in increasing the computer literacy of each of its faculty was furthered.

All faculty were encouraged to write proposals for computers and printers for their offices. To date only one faculty room has a computer, leaving seven more to write proposals again.

All levels of the ADN program have previewed and begun the investment in suitable software for their students' use. Working with a \$6000 budget plus library appropriations should result in purchasing of premier software.

### 2. Develop a comparative study of ATL usage before (1989-1990) and after (1990-1991) the inclusion of computers for students use.

The Audio-Tutorial Laboratory (ATL) keeps a monthly tally of all students who use the facilities as well as how long they use them. These records are available from the ATL upon request. One fact regarding the usage should demonstrate the ATL usefulness.

<u>Students</u>	<u>Fall 1979</u>	<u>Hours</u>
4,444		2,533 (35 min/student)

<u>Students</u>	<u>Fall 1991</u>	<u>Hours</u>
4,067		11,232 (166 min/student)

This represents almost a five-fold increase in usage by students. Keep in mind that we have limited software holdings at this time.

### 3. Plan an introductory Computer Class for all incoming students to be presented during the first week of school for each academic semester beginning Spring Term, 1992.

There is in existence an introductory computer class that is offered in the Audio-Tutorial Laboratory during the first week students return to school. Signing up for the class is voluntary. The numbers attending are low (10-15). Next semester the department will give each entering student

a written test to verify computer literacy. Those students who fail the test will be required to take the one-hour computer course which will be offered during the first week of classes. This testing should result in more students taking the computer literacy course, as well as facilitate student use of computer aided instruction.

4. **Assist with remodeling of ATL as to needed specifications which include developing two practice rooms and increasing available cabinet space during Fall Term, 1991.**

The Audio-Tutorial Laboratory has been remodeled with the cooperation and assistance of administration. There are now two practice rooms, new top and bottom locked cabinets in all rooms, as well as a new sink in one of the practice rooms. These changes have encouraged much more "hands-on" learning, as well as repetition, and have allowed us to meet the criteria demanded by Universal Precautions and OSHA.

5. **Evaluate new admission and retention policies during the 1991-1992 academic year.**

Admission Retention and Graduation Committee has met each month. The policies have been evaluated and in some instances rewritten, taken to faculty for vote, and put onto an addendum for the Nursing Department's Admissions Policy and Procedure Manual.

6. **Develop plans for NLN Accreditation during 1991-1992 academic term year for NLN Accreditation visit Spring term 1993.**

NLN Accreditation plans have been developed and are being guided by Laura Cato. There were a series of meetings of the full faculty to give their input and expand their understanding of the process of evaluation. Written work by each faculty member has begun on Draft #1.

7. **Increase nursing advisor hours for the Spring 1992 semester by:**

We have expanded our number of advisors from four to six in the last half of the semester. This has helped a great deal in managing our large number of students who are interested in nursing.

8. **Promote continuation of formative peer evaluation of full time faculty during the 1991-1992 academic year.**

The promotion of the use of formative evaluations throughout the academic year has been an agenda item at one faculty meeting and the faculty have been encouraged periodically to participate in peer review.

1991-92

II. Social & Behavioral Science  
Department Goals

Robert Sterling, Chairperson

1. **Produce at least 3 issues of a department newsletter designed, in part, to provide information and a sense of "belonging" to our adjunct faculty.**

*Largely accomplished -- two issues of a department newsletter have been produced with excellent results. An important feature in the newsletters is 'Focus on Faculty' which introduces and highlights adjunct instructors. The newsletters are serving an important purpose and have been very well received.*

2. **Develop at least 2 new courses in the social and behavioral sciences, namely courses on Russian History and Sex, Gender, and Power.**

*Accomplished -- two new courses have been developed and approved and will be offered in the spring of 1993. Tony Cuvalo will teach a new course in the History of Soviet Russia, and Roya Falahi-Kharaghani will offer a course on Sex, Gender, and Power.*

3. **Plan and present at least two special programs of campus and community interest.**

*Partially accomplished -- the department planned and presented a program on 'The Perils of Perestroika' by Dr. James Scanlan. The program was fairly successful with approximately 150 people in attendance. A second program on 'Hypnosis' was planned, but was canceled due to the illness of the speaker, Dr. Dennis Coon.*

4. **Plan and conduct a workshop on learning/teaching strategies for adjunct faculty.**

*Not accomplished.*

5. **Develop a departmental student evaluation instrument to be used by all full-time faculty as part of the formative evaluation process.**

*In progress -- the department spent considerable time dealing with the matter of student evaluation. On April 14, 1992, the department sponsored a workshop on student assessment of teaching conducted by Dr. William Cashin. At its May meeting, the department unanimously passed a motion to pilot the IDEA program from Kansas State University for a period of one year provided that funding is available through the institution.*

6. **Update all course syllabi to reflect changes in instructional material and methodology.**

*Accomplished -- all course syllabi were updated prior to the NCA visit.*

7. **Develop at least 2 international education modules.**

*Accomplished -- International education modules have been developed in the areas of psychology, education, sociology, and history.*

# END-OF-YEAR-REPORT

1991-92

## II. Technical Department Goals

Michael Fagan, Chairperson

### OBJECTIVE 1

Each technical instructional area shall be examined for life/safety problems and corrected as needed.

Since life/safety monies have been committed to power co-generation, the burden of this fallen on the repair budget. The two programs most affected by this are machine shop and auto shop. Approximately \$5300 was spent to keep the equipment in the machine shop in its proper safe operating condition and \$1600 to keep the equipment in the auto shop in its proper safe operating condition. In addition, a vacuum was added to a boardmaking machine in EET to remove hazardous material generated during the milling and drilling process.

### OBJECTIVE 2

The department shall participate in the Vocational Industrial Clubs of America (VICA) Skill Olympics in 1992, in the areas of Automotive, CAD/Drafting, Electronics and Machine Tool.

The Technical Department qualified 12 persons from Automotive, Electronics, and Machine Tool to compete at the State level and 1 at the National level.

### OBJECTIVE 3

The department shall participate in the Illinois Association of Electrical and Electronic Education skill competition in 1992.

The Technical Department qualified 7 persons to compete.

### OBJECTIVE 4

The A.S.E/NATEF National Automotive Training Program certification process shall be continued.

The NATEF certification self study is in progress and on-site evaluation is planned for the 92-93 school year.

#### OBJECTIVE 5

Retention shall be monitored and emphasized through department meetings.

A joint project with the Academic Skill Center to provide in lab tutors has had a noticeable improvement on retention.

#### OBJECTIVE 6

The department shall prepare staff recommendations to support instructional areas.

Search processes have been completed and replacements hired for the Engineering/Construction Tech, Electronic Engineering Technology and Automotive programs.

#### OBJECTIVE 7

The process of integrating computers into the program curriculum shall continue.

The Automotive program now includes use of a CD (compact disk) based computerized service manual system. Additional computers have been obtained for CAD, allowing class size to increase to 12. The Engineering Graphics course now includes basic CAD training. Estimating and time scheduling software has been obtained to be integrated into the Construction Tech program. Two additional courses in the EET program; EET 114 and EET 124 are now using computers extensively.

#### OBJECTIVE 8

The department shall implement CAM interface with numerical control machinery.

A computer control lathe, compatible with smart CAM, has been purchased, completing the machining equipment needs to start CAM.

#### OBJECTIVE 9

The department shall maintain high school recruiting at its expanded level.

Current level of recruitment is resulting in full classes from most programs and waiting list for several programs. Additional recruitment would only increase waiting list unless programs are expanded.

**OBJECTIVE 10**

Research the need for additional para-professional help within the department.

The Department secretarial need has been met with the addition of a permanent part time position. Mechanical Production and EET/EEAS still suffer from insufficient para-professional help.

**OBJECTIVE 11**

The department shall attempt to provide opportunities to keep faculty current through seminars, classes and other training programs.

Jim Morris has received training in Smart CAM software. Jim Fox has received training in Intagraph software. Lisa Zaccone has received training in Timberline software. Due to the high cost of these training programs and limited travel funds, training of additional faculty will have to be on a rotating basis in the following years.

**OBJECTIVE 12**

Develop components of an instrumentation program related to industrial automation.

New computers have been purchased for the instrumentation program.

**OBJECTIVE 13**

Continue to explore articulation opportunities with high school technical programs and area career centers.

A beginning EET course has been scheduled at Wilco with hopes that this will lead to improved articulation.

**OBJECTIVE 14**

Participate as a department in the North Central visitation.

The Technical Department made every attempt to provide the visitation team access to its faculty and staff.

**OBJECTIVE 15**

Utilize input from all technical faculty for the utilization of department funds.

Departmental input was utilized to identify equipment, building and supply needs and to allocate funds in a logical fashion expected to produce maximum benefit.

#### OBJECTIVE 16

Utilize donated equipment as part of student learning experience.

The EET simulation lab, that was established by last year's data communication class, was utilized by this year's data communication class as a practice ground for setting up local area networks.

The mini computer lab was utilized by this year's data communication class as a practice ground for establishing a port contention system.

The port contention system was then used by the micro processor class to access the Academic computing center's UNIX machine.