

Warren County Career Center's Continuous Improvement Plan

3/22/2011

This summary is based on information, direction, and data coming in from stakeholders across all settings

- WUSD broad goals
- WCCC audits
- WCCC Chapter 339 review
- State of Pennsylvania's Labor and Industry high priority lists
- Grant writing data requirements
- Site review of data
- Yearly site School Improvement Plan
- Budget considerations
- Industry Partnerships
- Projected adjustments
- Continuous improvement conversation

This summary of WCCC's Program of Studies is presented as an overview of facts and considerations made available to individuals that may be involved in influencing the validity and direction of career and technical education. The attachments provide Pennsylvania Department of Education classification codes, Labor and Industries occupational codes, Program of Studies available in Warren, site data from WCCC, Local needs and emerging occupations.

Anticipated adjustments for consideration are:

Business Program

Adjustment: Add a medical secretarial component to the curriculum. Explore options of integrating business, marketing and computer specialists toward student skills in Business Administration, Management and Operations.

Auto Collision/Auto Technology

Adjustment: Integrate CDL licensing, diesel mechanics, logistics and inventory control

Building Construction

Adjustment: Working with Habitat for Humanity and continue working with community projects.

Computer Specialists, Electronics and Protective Services

Adjustment: Move toward an integrated curriculum in the emerging Homeland Security Career options of cyber crime. Protective Services has also added firefighting to the curriculum.

Pre-Engineering

Adjustment: Working with Mrs. Golab from Cyber School with the intention of integrating a 40 minute distance learning component using mechanical engineering and electrical engineering modules. Each module will be nine weeks in length.

Power Equipment

Adjustment: WCCC would like to add an oil and gas component to this curriculum. Year one would involve learning engine repair and this we can do within the program we have. Year II and year III would require a significant injection of money to help students achieve skills needed to become a well tender or a roustabout. This program is contingent upon board, community or grant funding.

Welding

Adjustment: Integrate this curriculum with machining and electronics and develop student skills in the emerging field of mechatronics.

WARREN COUNTY CAREER CENTER PROGRAMS CIP AND SOC CODES

PROGRAM	CIP CODE	SOC CODE
Accounting	52.0302	43-3031
Auto Collision Technology	47.0603	49-3021
Auto Technology	47.0604	49-3023
Building Construction Technology	46.9999	47-2061
Business Education	52.0401	43-6014
Computer Specialist	15.1202	15-1041
Electronics Technology	15.0303	17-3024
Food Production & Management	12.0508	35-3021
Machine Technology	48.0501	51-4041
Multi-Media Marketing	52.1801	41-4012
Power Equipment Technology	47.0699	49-3053
Pre-Engineering	15.1301	17-3011
Protective Services	43.9999	33-9099 33-3012 99-9999
Welding Technology	48.0508	51-4121

PROGRAM & CIP CODE	ACTIVE OAC MEMBERS	STATEWIDE HIGH PRIORITY LIST	REGIONAL HIGH PRIORITY LIST	PROGRAM OF STUDY STATUS	ARTICULATIONS	SHOP ENROLLMENT 2009-10	SHOP ENROLLMENT 2010-11	PROJECTED SHOP ENROLLMENT 2011-12	SENIOR ENROLLMENT 2010-11	SENIORS PASSING NOCTI PROF/ADV STATE EXPECTATION 50%	INDUSTRY CERTIFICATIONS AVAILABLE AT WCCC	CERTS ACHIEVED PER PIMS DATA	EMPLOYER SURVEY HIGHER ED	POST-SECOND EXIT SURVEY	WORK/FIELD EXIT SURVEY	MILITARY	POTENTIAL PROGRMS OR CERTIFICATIONS
Accounting C.I.P. 52.0302 Business Financial Services S.O.C. 43-3031	5	Yes	Yes	2009-10	Penn College of Technology; Dubois Business College; Erie Business Center; Erie Institute of Technology	3	4	3	3	2 of 4 .50	MOUS	-	See Attachment	55%	25%	20%	See Attachment
Auto Collision C.I.P. 47.0603 Transportation Distribution Logistics S.O.C. 49-3021	13	Yes	No	2009-10	Penn College of Technology	34	32	28	9	1 of 6 .17	ASE	-	See Attachment	2	3	1	
Auto Technology C.I.P. 47.0604 Transportation Distribution Logistics S.O.C. 49-3023	12	Yes	No	2009-10	Penn College of Technology; University of Northwestern Ohio; Ohio Technical Institute	28	23	24	9	2 of 4 .50	ASE	-		3	0	1	
Building Construction C.I.P. 46.9999 Architecture and Construction S.O.C. 47-2061	16	Yes	Yes	2010-11	Penn College of Technology	34	34	28	12	8 of 9 .89	0	-		5	2	2	
Business Education C.I.P. 52.0401 Business Financial Services S.O.C. 43-6014	5	Yes	Yes	2009-10	Penn College of Technology; Erie Business Center; Erie Institute of Technology	16	13	16	6	4 of 5 .80	MOUS	17 LEVELS		4	1	0	
Computer Specialist C.I.P. 15.1202 Information Technology S.O.C. 15-1041	8	Yes	Yes	2010-11	Penn College of Technology	26	22	14		5 of 5 100	COMPTIA	2		4	0	1	
Electronics C.I.P. 15.0303 Advanced Material and Diversified Manufacturing S.O.C. 17-3024	8	Yes	No	2010-11	Penn College of Technology; Penn State, Dubois; Erie Institute of Technology; Triangle Tech; Pittsburgh Technical Institute	29	18	21	10	6 of 7 .85	ETA	4		4	0	1	
Food Production C.I.P. 12.0508 Hospitality and Tourism S.O.C. 35-3021	8	Yes	No	2009-10	Penn College of Technology; Mercyhurst North East	32	31	45	9	7 of 7 100	SERV SAFE	8		4	3	1	
Machine Technology C.I.P. 48.0501 Advanced Material and Diversified Manufacturing S.O.C. 51-4041	7	Yes	Yes	2009-10	Penn College of Technology; Precision Manufacturing Institute; Penn State Dubois	29	20	18	6	NIMS 100	NIMS	4		3	1	0	
Marketing C.I.P. 52.1801 Marketing, Sales and Service S.O.C. 41-4012	5	Yes	Yes	2009-10	Penn College of Technology; Precision Manufacturing Institute; Erie Institute of Technology	11	15	8	7	1 of 1 100	0	-		5	0	0	
Power Equipment C.I.P. 47.0699 Transportation Distribution Logistics S.O.C. 49-3053	12	Yes	Yes	2010-11	Penn College of Technology; Motorcycle & Marine Mechanics Institute	33	36	38	5	3 of 4 .75	EETC Technician	-		2	2	0	

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Attachment 1
March, 2011

Warren County Employer Needs
(Survey was conducted by Higher Education Council in 2009 – 10)
This document is Warren County Career Center's summary of that survey

Twenty-seven businesses replied.

- Job duties are being consolidated due to business needs and economy
- Workforce challenges involve a wide spectrum of basic skills, motor skills, personal skills, teamwork skills, technical skills, thinking skills, work maturity, and personal motivation
- Recruitment issues are evident due to employee qualifications and business wages available.
- Retention issues are due to work schedules, wages, relocations, and benefits.
- Professional Development in small businesses relies on partnerships with workforce development agencies.
- Workforce topics that are of significant challenges are recommended as potential program needs

Programs that employers have determined to be important to their workforce:

- Task and Time Management
- Personality and Leadership Styles
- How to Dress for Success
- Ethical and Moral Behavior in the Workplace
- The Power of Working with Others
- Communicating Effectively
- How to be an Effective Team Player
- Superior Customer Service, Internal/External
- Managing and Handling Difficult Situations and People in the Workplace
- Keys to Mentoring and Coaching
- Writing an Effective Performance Appraisal
- Effectively Managing and Responding to Stress in the Workplace
- Conflict Resolution
- Leading with Ethical and Moral Behavior
- Leading and Managing Through Effective Communication
- Leadership and Team Development
- Building Better Working Conditions
- Communicating and Interpersonal Skills
- Telephone Etiquette – Making the Right First Impression
- Effective Meetings and Making Them Count
- Building Trust in Teambuilding

NEW AND EMERGING OCCUPATIONS: APPENDIX A

Construction	Energy Engineers*
Business and Financial Services	Loss Prevention Specialists
Energy	Energy Auditors*
Energy	Geothermal Installers*
Energy	Mining & Geological Engineering Technicians*
Energy	Renewable Energy Technicians*
Energy	Solar Panel Installers*
Energy	Water Treatment Plant Operators*
Energy	Wind Technicians*
Energy	Weatherization Installers*
Energy	Weatherization Crew Chiefs
Health Care	Anesthesiologist Assistants
Health Care	Cardiac Technicians
Health Care	Critical Care Nurses
Health Care	Interventional Radiological Technologists
Health Care	Nurse Anesthetists
Health Care	Nurse Practitioners
Information and Communication Services	Computer Security Administrators
Information and Communication Services	e-Commerce Professionals
Information and Communication Services	GIS Specialists*
Information and Communication Services	Search Engine Optimizers
Logistics and Transportation	Logistics Analysts*
Logistics and Transportation	RFID Specialists
Logistics and Transportation	Transportation Planners*
Manufacturing	Mechatronics Engineers*
Manufacturing	Robotics Engineers*
Manufacturing	Robotics Technicians*

* = Designated an emerging green occupation in *The Pennsylvania Green Jobs Report, Part I*

STEP ONE: INDUSTRY CLUSTER ANALYSIS: APPENDIX B

To better align workforce spending with the needs of the economy, Pennsylvania's Workforce Development Task Force redefined the targeted industry clusters. Prior to 2008, there were nine industry clusters with eight sub-clusters, today there are 11 clusters and seven sub-clusters. The Task Force included the departments of Labor & Industry, Community and Economic Development, and Education, as well as economists, the Center for Workforce Information & Analysis, and regional workforce and economic development practitioners.

Each of these clusters consists of a group of industries closely linked by common product markets, labor pools, similar technologies, supply chains and/or other economic ties. The clusters, listed below, were chosen based on the potential for growth or their overall importance to the stability of Pennsylvania's economy.

Pennsylvania's Targeted Industry Clusters

1. Advanced Materials and Diversified Manufacturing

- a. Chemicals, Rubber and Plastics
- b. Electronics
- c. Metals and Metal Fabrication
- d. Printing
- e. Vehicle and Vehicle Equipment

2. Agriculture and Food Production

3. Bio-Medical

4. Building and Construction

5. Business and Financial Services

- a. Business Services
- b. Finance and Insurance

6. Education

7. Energy

8. Health Care

9. Information and Communication Services

10. Logistics and Transportation

11. Lumber, Wood and Paper