

A REPORT OF
SABBATICAL LEAVE

Fall Semester
1984-85

Spring Semester
1985-86

Presented to the
Faculty, Administration and
Board of Trustees of
Mt. San Antonio Community College

by

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November 1986

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Statement of Purpose

The Drafting and Design Department of the Industrial Studies Division of Mt. San Antonio College has as its major charge the training, to a level of acceptable competence, and the assistance in placement in jobs that provide a service to the student and the College's industrial community. Department members are constantly upgrading instructional programs to meet these needs. Certainly included in this process is the need to find out whom the department serves as well as how well the department serves.

My request for a sabbatical leave was intended to delve into these possible problem areas. I feel that knowing whom Drafting and Design serves, as my survey points out, and then how well the department has served, as my interviews indicate, and making future adjustments most certainly updates and enhances the drafting programs.

I must comment on the opportunity to take a split leave, two semesters over a two-year period (per the contract between the Board of Trustees and the Faculty Association). It really served my purpose well and I do certainly recommend this for others as it fits their intended project and the needs of their department.

I am most grateful for the opportunity and time provided to serve the students and College and to help maintain the MSAC image in the community.

Activities

I developed a list of students who had taken at least one(1) drafting course at MSAC. The assistance and cooperation of MSAC's Computer Services and Office of Occupational Education(Mr. Dick Wright, Dean and Ms. Sue Landers, Administrative Secretary) in the development of this list is gratefully acknowledged. (See Appendix A.) A total of 556 students who had taken courses from 1982 to 1984 were contacted via mail. Responses were received from 63 students.

I am using the computer program "Appleworks", which has the ability to list students by name, ID number and address and to develop a secondary listing for each individual student that includes phone number, occupation, employer and other additional information as desired. This program is quite versatile and useful, e.g., per department needs students could be selected in particular categories(certain major, occupation, etc.) at a later date and mailing labels printed for further contact.

I prepared a preliminary questionnaire in the form of a 4x6 card and sent it to all 556 students. (See Appendix B.) Information regarding MSAC major, current status(student or employee) and possible site visit was solicited. A stamped, self-addressed envelope was included to facilitate student replies. The cooperation of the College in this mass mailing is gratefully acknowledged.

Prior to visiting the students who returned the preliminary survey card, I wrote cover letters and appropriate questionnaire forms. (See Appendices C and D.) Three sets of questions were compiled -- one each for an upper division student, employee, and employer. Copies were taken to the visitation site and presented to the interviewee.

The information received from the interviews and questionnaires can be summarized as follows.

Employers

Their knowledge of MSAC programs enabled these persons to make many positive comments regarding the department's curriculum, e.g., thoroughness of subject matter coverage, organization of the department, the practice of instilling a sense of personal responsibility in students. Constructive criticisms included a request for an updating of industrial practices taught, an awareness on the part of all department members of current industrial practices, student familiarization with the engineering change order process, more in-depth understanding with specific drafting room manual procedures, the unanimous agreement that computer-aided drafting(CAD) is a must, a prerequisite for all certificate/degree-holding students who intend to work in industry.

Employees

These former students were complimentary and appreciative in the main. They spoke of their good training at MSAC. Constructive criticisms included an enhanced awareness of the above-mentioned engineering orders, the requirement of the Geometric Dimensioning and Tolerancing class(Drafting 59) for all mechanically-oriented students, the requirement of CAD for all drafting students, the inclusion of more field trips to companies involved in various CAD systems for CAD students to give them an awareness of on-site applications.

In addition, employees stated that Fundamentals of Drafting and Processes (Drafting 20 and 21) are a most beneficial foundation for employment success, not to be delegated to high school courses and/or deleted from the MSAC curriculum and that the curriculum should be expanded and/or revised so that all instructors

deal with the current ANSI (Y14.5M) drafting standards, an international drafting techniques manual that has uniform requirements for drawings, techniques, etc.

The respondents asked that the College be particularly selective and careful in hiring instructional staff who are capable of communicating current technical subject matter information at a college level. Complaints were received regarding particular instructors and courses. These former students strongly felt that all instructors should be cognizant of an individual's personal dignity and a student's right to learn and inquire in a college environment, e.g., instructors should not humiliate students in front of their peers or treat them as children. Again specific complaints were received.

Students commented that instructors should be more constructively critical of students' work and that classes should be a little harder in anticipation of later employment demands.

Students

Responses similar to those of drafting employees were obtained.

During the sabbatical leave period (1984-86) periodic oral reports were made to the Drafting and Design Department chairperson regarding any and all comments, criticisms and suggestions received.

Analysis of the survey data gives the following figures and information.

1982-83

Number of students surveyed 277

Number of students responding 28 a 10.1% response

Majors represented(50.0% in Drafting and Design Department)

industrial drafting	10(35.7%)
architectural drafting	2(7.1%)
mechanical design	1
electronics	1
building inspection	1
welding	1
engineering	1
undecided	6
bilingual language	1
psychology	1

Degrees and/or certificates awarded(21.4%)

AA	2
AS	4
certificates	0

College/university students

Transfer institutions

Cal Poly, Pomona	2
CSU, Fullerton	2
UC, Irvine	1
University of Maine	1
Southern California Institute of Architecture	1
Scripps	1
Citrus College	2
NEC	1

Majors

mechanical engineering	2
architecture	2
environmental design	1
electrical engineering	1
geography	1
physics/engineering	1
anthropology	1

Employees(89.3%)

related fields	17(60.7%)
non-related fields	8

1983-84

Number of students surveyed 278

Number of students responding 35 a 12.6% response

Majors represented(51.4% in Drafting and Design Department)

industrial drafting	8 (22.9%)
architectural drafting	6 (17.1%)
electronic drafting	1
structural drafting	1
engineering	1
mechanical engineering	1
civil engineering	1
civil technology	1
mechanical design	1
electronics	1
air conditioning/refrigeration	1
liberal arts	2
photography	1
art	1
psychology	1

Degrees and/or certificates awarded(22.9%)

AA	3
AS	4
certificates	1

Colleges/university students

Transfer institutions

Cal Poly, Pomona	1
CSU, Fullerton	1
University of La Verne	1
East Los Angeles College	1
Citrus College	2
Fullerton College	1
Community College of Chicago	1

Majors

electronics	1
industrial engineering	1
cabinet making	1
fire science	1
business administration	1
secretarial science	1

Employees (82.9%)

related fields	19 (54.3%)
non-related fields	10

Current Occupational Areas

Administrative secretary	Graphic artist
Administrative trainee	Hardware supervisor
Architectural associate	Machine shop foreman
Architectural draftsman	Manufacturing department supervisor
Architectural job captain	Mechanical designer
CAD drafter/module estimator	Mechanical drafter
Carpenter	Senior mechanical engineer
Cartographer	Moldmaker, plastic injection
Diameter lap finisher	Owner (self-employed, Garman Fab)
Director of engineering	Owner (self-employed, Summit Products)
Senior drafter	Owner, truck and car fabrication facility
Junior drafter	Pavement specialist
Draftsman	Piping model designer
Senior draftsman	Senior quality control assistant
Junior draftsman	Steel and sheet metal detailer
Electrician's helper	Structural designer
Engineering consultant	Senior structural designer in CADD
Engineering design associate	Structural steel detailer
Engineering draftsman	TV repairperson (self-employed)
Engineering secretary	Welder
Formsetter/carpenter	

Anecdotal data yields the following list of additional occupational areas.

Architect, associate and private, licensed
Architect mechanical designer
Associate planner, city or county
Building inspector
Civil drafter
Civil engineering aides
Civil engineering technician
Construction estimator
Contractor, sub, general, licensed
Design draftsperson, B, A
Design Engineer
Design Specialist
Engineering specialist, electrical or mechanical
Estimator, scheduling, cost
Piping drafter
Planning aide, city or county
Senior design engineer
Senior engineer, electrical or mechanical
Senior planner
Spool designer
Structural designer
Structural detailer
Structural estimator
Vessels designer

Current Employers in Related Fields

<u>Company Name</u>	<u>City</u>	<u>Supervisor/Contact Person</u>
Acro Energy	Ontario	
Anaheim Hills Architects	Anaheim	
Applied Solar Energy Corporation	City of Industry	Merle Otman
Beckman Instruments	Fullerton	G. Lindahl
Beststeel	City of Industry	
CF Braun and Company	Alhambra	Ike Phillips
Carpenters Union	Santa Ana	
Central Power Engineering	La Verne	Mike Janssen
Charuel Manufacturing	Azusa	
Desmet Precision Instruments	Pasadena	Lawrence Chu
E G & G Almond Instruments	Covina	Jim Gaines
Engineering Unlimited	Claremont	
Garman Fab	Pomona	Dennis Garman
General Dynamics	Pomona	Bob Sorenson
H H Robertson	City of Industry	Al Yargh
Hamrock Inc	Santa Fe Springs	John Keegan
Harry Schenk Construction	Walnut	Harry Schenk
I M S Ltd	South El Monte	
I T T Pomona Electrical	Pomona	Ray Mix
Los Angeles City Department of Public Works, Engineering	Los Angeles	Dan Singer
Magnavox AP/S		A. Chao
Maury Microwave	Pomona	Cory Bottigan
Metro Corporation		
Mickle Trucking	Pomona	Kenneth Mickle, Sr.
Montgomery Hardware	Los Angeles	
Ralph M. Parsons, Inc	Pasadena	Rod McClelland
Rockwell International	Anaheim	Irwin Orwin, Bill Nero
Santa Anna Wtrsh Pjt Athrty	Riverside	Andrew Schlange
Sav-on Drugs	Anaheim	Meple Johnson
Southern California Edison	Rosemead	
Summit Products	Covina	Christopher Stevens
United Structural Detailers Inc	Whittier	Dick Laneville
United States Air Force	Loring, ME	T Sgt Gashens
John C. Valencia, consultant	Walnut	self-employed
Larry Venegas, carpenter	Pomona	self-employed
Waite-Ramsey and Associates	Arcadia	Frank Waite

Pictures of work sites were not readily obtainable from employers, especially at government and/or large industrial locations.

Conclusions

A. The survey process

I recommend that interviewees fill out questionnaire right away at the time of the interview rather than mail them at a later date.

The SAM's (Student Accountability Model, Mr. Dick Wright's office) list served as the basis for my list of students. Every student (called a completer) who had completed any drafting course, beginning or intermediate, with a passing grade and it no longer enrolled at MSAC was on the SAM's list and therefore surveyed. All students who are currently attending MSAC, either graduates or those working through a course sequence or program were excluded. These students contacted me regarding this exclusion problem and through individual contacts I distributed my survey cards to excludeds. I recommend that MSAC's computer program be modified to include all students who have completed any drafting course regardless of present status.

B. Curriculum changes

1. Mechanical drafting

Course work should give more training/awareness of drafting room standards, including current ANSI standards which would help students to be more familiar with the real world of drafting.

Practice and involvement in the utilization of engineering work order changes (EO's, engineering orders), filling out of paperwork and changes on drawings and the notation of these changes, the processing of EO's would be helpful.

Every student must have hands-on practice with computer-aided drafting; this must be a requirement, not merely a recommendation, within all majors. (Employers and employees all said this.)

There should be a continued and necessary grounding in fundamental drafting practices. Employers and employees agree that in light of the computer taking over much of hard-line drawings, orthographics, sections, auxiliaries are still very essential for an understanding of the total process, including lettering (which students now seem to believe will be left up to the computer).

All students agreed that the personal development of neatness and accuracy was an essential part of the learning process, not to be omitted as a part of the curriculum.

There should be more field trips, looking at the real world of drafting firsthand. Some MSAC students discussed the opportunities for field trips while in school with other peer students and noted there is a gap in MSAC's curriculum; they are unable to look at their discipline in action.

The College must be very certain that instructors are current and knowledgeable in the subject matter they are attempting to teach. Further, in the hiring process of new instructors and the evaluation of current personnel, instructors should be held accountable for their subject matter expertise.

2. Architectural drafting

The department is doing a pretty good job in this area. Students are getting good jobs, which they can hold. The currency of subject matter presented is very good.

The department needs to update the currency of the materials available for students as examples, e.g., references, expanded applications of CAD in the architectural area, including estimating software, structural design software, civil drafting software, specification writing software. None is available at present due to lack of funding. The principles are taught but hands-on current experience is not provided.

Some courses, e.g., building codes, materials, specification writing, could be enhanced by innovative curriculum and dedicated personnel. (Former students tell me that it is boring to have the instructor literally read the book to them.)

C. General

The College must provide students with assistance in planning the organization of course sequence(s) various majors and specialties should take, i.e., counselors and/or advisors to aid in career planning.

There should be an update/return to prerequisites to ensure readiness for higher level classes. (About ten years ago the College dropped most prerequisites in order to boost enrollment.)

There must be more frequent and available offerings of the courses. Students need to know the sequence of offerings over a multi-year period. Faculty may know, but counselors and educational advisors and students do not necessarily get the information.

A projected five-year plan of courses needs to be made available to students, day and evening, in order to better accommodate their needs.

The presence of a vocational counselor specialist in the Division for ready and convenient student access would solve many problems quickly and easily before

these minor items become major obstacles.

The College needs to update facilities and equipment to a more professional level, e.g., desks(work stations), drafting machines to a real-world industrial level. Most high schools and community colleges have done this. MSAC's equipment is 20-30 years out of date, only minimally adequate, except for the recently installed CAD computers. Environmental enhancement, e.g., carpeting(for noise abatement and improved acoustics), modern work stations, maintenance of lighting would also be appropriate.

Intra-divisional scheduling conflicts of core classes for majors and certificates within the Industrial Studies Division must be resolved. The College's computer can help; department chairpersons and the division dean can coordinate. Full cooperation and great effort on everyone's part is required.

Value to the College

The College has derived great benefit from this sabbatical leave, not only that of refreshing an employee but of enlightening the members of the Drafting and Design Department about the current needs of MSAC's industrial community.

The department now has a working model of a survey procedure that will allow periodic questioning of former students on a variety of topics, e.g., course offerings, job preparation, occupational areas, majors, employers, etc. This continual flow of data is most useful in keeping the department's program offerings up to date and in focusing on current industrial needs and requirements. This survey procedure is a prototype and has sufficient flexibility to allow any changes, additions, deletions and corrections as future needs demand, but the basic procedure is worked out in enough detail for anyone else to use. It is worth noting that this procedure could be easily modified to fit the needs of the other departments in the Industrial Studies Division as desired.

I, as a faculty member, return to teaching in the Drafting and Design Department with renewed energy, lots of new data, observations, facts and techniques from the various conferences and workshops attended while on leave, valid opinions and perceptions regarding the requirements my students must meet to perform adequately on the job, strengthened contacts with various industrial persons.

In addition, the College has maintained contact with members of the industrial community it serves. This public relations aspect alone is priceless in terms of potential employers, donors or equipment and input regarding curriculum.

Conferences

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<u>Date</u>	<u>Name</u>	<u>Location</u>
1-4 Oct 1984	AutoFact 6	Anaheim
6 Oct	Lockheed Aircraft	Ontario
13 Oct	Southern CITEC 84	CSULA
1 Nov	Wescon 84	Anaheim
2 Nov	CCAIE Architectural	Cal Poly, Pomona
3 Nov	CITEC Design Models and Piping	CSULA
6 Nov	DPMA Computer	Anaheim
9 Nov	CITEC Product Design	San Diego
28,29 Nov	SME	Anaheim
1 Dec	CITEC Airbrush	CSULA
15 Jan 1985	CAD CON West 85	Anaheim
17 Jan	TIDE	Culver City
28 Feb 1986 1,2 Mar	CIEA State Conference	Los Angeles
4 Mar	Workshop on Learning Disabled Students	MSAC
8 Mar	VICA Regional	MSAC
19 Mar	WESTEC 86	Los Angeles
23 Apr	CITEC Curriculum	Rowland High School
2 May	California Vocational Education	Los Angeles
10 May	VICA Skills State Olympics	Anaheim
10 May	ASEA San Castle Competition	Corona del Mar
12-15 May	ALIM	San Francisco
14 May	Showcase House Interior Design, Pasadena	Pasadena
15 May	NCGA and Expo 86	Anaheim
17 May	Showcase House Interior Design, Claremont	Claremont
17 May	CITEC Southern Section	CSULA
23 May	ASEA Banquet	Universal City
25 Jun	FABTEC West	Long Beach
21 July	Aerojet Tour and Donation Pickup	Azusa

I attended a large number of conferences during the sabbatical period. Some conferences anticipated in the sabbatical leave application were not feasible, either because of geographical location or cancellation of the conference or workshop, e.g., the California Consortium of Computer Graphics Workshops were to have been followup meetings of consortium members held after the group of schools was selected, the consortium organized, the project initiated and the report submitted to the State of California. I participated as a MSAC representative in the project, but the later meetings were never scheduled. A detailed summary follows.

AutoFact 6

An SME-sponsored conference on computer-integrated manufacturing and the automated factory

Computers and electronics as they deal with engineering, manufacturing, assembly, quality control and testing

Presentations on robotics applications in manufacturing and testing

Visitation to suppliers, manufacturers' booths, personal discussion with vendors regarding computer hardware and software

Lockheed Aircraft

Engineering Job Fair II

An open house in looking at the company's engineering and design department

A show and tell open house to promote interest in careers with Lockheed

Southern CITEC 84

California Industrial Technical Education Consortium

In-service industrial education upgrading workshop sessions, dealing with CAD theory, hardware and software availabilities to schools

Discussion concerning auto-CAD and updated software systems available through Iodestar Systems, Claremont, CA (the contact for the current MSAC materials)

Wescon 84

An industrial fair, electronics show and convention

An exhibition of electronic applications to manufacturing and industry

CAD-CAM equipment and supplies (computer-aided drafting and computer-aided manufacturing)

CCAIE Architectural

California Council of Architectural Education

A group of architects and architectural education persons from high schools, community colleges, state universities and the University of California

Presentations of how education interacts with the job

Architects and educators consider items of mutual interest; much discussion and many presentations

CITEC Design Models and Piping

Demonstrations and a hands-on workshop, dealing with orientation to understand piping and petrochemical modeling, development of models and curriculum for classroom use

DPMA Computer

Data Processing and Management Association

A computer-oriented conference

CAD-CAM, available hardware and software

A meeting of business educators and business persons rather than design persons

CITEC Product Design

Presentation workshop by Mr. Cortland (Bud) Doan, dealing with curriculum, modeling techniques for engineering design

A discussion workshop, sharing ideas on product design and how to teach the subject

SME

Society of Manufacturing Engineers

ORCAL 84 Conference and Exhibition, National Design Engineering Show

Exhibitions, showing computer hardware and software, robotics workshops on computer solid modeling, CAD, design and analysis

Robotics West show held in conjunction
 Robotics applications on manufacturing techniques

CITEC Airbrush

A hands-on workshop, presented by Mr. Ray Calderon, Bell High School
 Techniques and basic photo-retouching with the airbrush

CAD CON West

An exhibit of computer automation for electronic design testing and manufacturing
 Presentations of up-to-date hardware and software of interest to manufacturers and educators

TIDE

Towards Individual Development in Equity
 Presentations of gender-equity problems by the apprenticeship council and panel testimonials by involved students and workers
 Discussions regarding the sharing of examples of inequities and possible ways of dealing with and/or solving problems

CIEA State Conference

California Industrial Education Association
 57th annual state conference
 A bringing together of all state industrial educators
 Exhibits of student project, book vendors, suppliers of equipment and facilities
 Pertinent workshop presentations by many areas of industrial education
 A chance to meet with fellow educators to discuss common problems and solutions
 A most worthwhile annual event which assists in awareness of curriculum throughout the state of California
 An opportunity to develop contacts with peers and state level persons

Learning Disability Workshop

Dr. James Andrews and Dr. Chris Walker, MSAC Handicapped Center
 Allow teachers to understand the experience of what it is like to have a disability

Help teachers to assist learning for the disabled student, to develop an appreciation for different types of learning styles

Hands-on full involvement of what it is like to be blind, deaf, etc.

Examples presented to assist participants in their learning shortcomings

Westec 86

One of the largest manufacturing shows in the United States, relating to new technologies and productivity in the manufacturing industries

Presentation of all manufacturing machinery and products; displays constitute a world-wide representation

A must for anyone who has anything to do with design and engineering to understand current products and machinery

CITEC Curriculum

An effort to join together interested educators to help develop proposed industrial education clusters; multi-level clusters dealing with involvement in education from high school to university

Suggested standardization of curriculum through the four learning levels

A chance to give input based on one's expertise in a subject area(s) in order to assist the California State Department of Education in gathering this information for curriculum standardization

Discussion of model sites

California Vocational Education

A gathering of educators, dealing with presentations and discussions of vocational problems, techniques, curriculum and awareness

VICA Skills Olympics/Regionals

Region 3 Skills Olympics, hosted by MSAC

1500 registered participants in 9 skills areas, including drafting, mechanical and architectural

Four (4) MSAC drafting faculty co-hosted and supervised the testing, evaluation and selection of winners

These faculty were instrumental in encouraging and arranging for industrial/professional persons to assist in the grading and selection of the winners

Two MSAC mechanical students and one MSAC architectural student were winners eligible to go on to state-level competition

A gathering of top winners from all regions in the state to compete in

similar areas of testing, including additional areas not represented in Region 3

One MSAC electronic student went on to the national competition in Phoenix, AZ, June 1986

ASEA Sand Castle Competition

American Society of Engineers and Architects

A Southern Section annual gathering of ASEA clubs at the community college level

MSAC chapter, Mr. Joe Ramos, sponsor

Six colleges participated, a team from each school

Construction of intricate and elaborate designs in solid modeling and sculpting, utilizing sand as a medium for design-execution

An educational opportunity as well as a fun mixer of young people in community colleges

Affiliation and association with one another help to bring about better understanding among colleges, both students, faculty and advisors

Great public relations

AIIM

Association of Information and Image Management

Presentation of educational seminars, equipment displays on micrographics, engineering systems, applications of computers and software for engineering information systems

Showcase House Interior Design, Pasadena and Claremont

American Society of Interior Designers

An annual presentation of a cooperative effort by participating interior designers in the renovation of a noteworthy residence

Open to all interested parties

Opportunity to discuss with professional designers their techniques, feelings and explanations of their designs

A chance to view the varied design experience of many persons, coordinated in a single residence, interior and exterior, grounds and building

Benefits to educators include a look at design techniques, materials used and construction techniques used in refurbishing and designing residences

At the Claremont Showcase, MSAC interior design students were invited to participate in the renovation program for a kitchen, breakfast room and hallway. This work was coordinated by MSAC instructors Karlene Morris and Annalee Fortini. I give a personal vote of confidence and wish to compliment these students and the Home Economics Department on the professional level of their presentation, which was in line with other much more experienced interior designers. (The Drafting and Design Department shares students and subjects with Home Ec.)

NCGA and Expo 86

National Computer Graphics Association and Expo 86

Conference presentation and exhibition of computer hardware and software, dealing specifically in graphics and graphics communication areas

Demonstrations and discussions dealing with the current technology of engineering design and graphics involvement

One of the largest shows in the specialized area of graphics

CITEC Southern Section

A collection of workshops on various topics

Demonstration of versicad software advancement, including 3-D modeling

Presentation by Mr. Arnold Plese from Tom Patton and Associates

A further contact for the present CAD software at MSAC

Workshop on design packaging and printed circuitry, accomplished in a drafting room setting, presented by Mr. Cortland (Bud) Doan

ASEA Banquet

A gathering of representatives from all community colleges, club officers and advisors, administrative personnel including college presidents, e.g., John D. Randall

A celebration of the year's accomplishments

Presentations by club presidents, summarizing the year's activities

Awards given to students selected for achievements in leadership, learning accomplishments, contributions to school and to the association

My personal commendation to MSAC students for again this year taking a great many of these awards, including a \$500 scholarship for educational advancement. Drafting faculty have pride as we watch MSAC students stand out as a majority of award winners. MSAC sweeps nearly every year.

FABTEC West

Exhibition show dealing with materials, fabricating and manufacturing technologies, e.g., painting, robotics, automation, assembly, shearing, etc.

Aerojet Tour and Donation Pickup

This was an updated tour; I make periodic visits

Instructors from Chaffey and Citrus and MSAC toured the engineering department including CAD design facility and CAD-CAM lab facility

Demonstrations and discussions describing facilities' operation and how they fit into the total scheme of design and manufacturing of electronic circuitry

Interesting discussions with former students, presently working in engineering and design capacities at Aerojet.

A bonus donation of drawing paper for MSAC students' use

A most needed and worthy public relations tour/contact, sharing MSAC's sincere interest in industry and continuing our affiliation with a potential employer

The Aerojet supervisor, Mr. George Maeda, has been on the MSAC Drafting and Design Advisory Board about fifteen years

A reciprocal arrangement regarding involvement and participation

MSAC Activities

17 Sept 1984	Meeting with Sue Landers
	Meeting with Bruce Clarke, Merc Motter, Lou Nimmo
19 Sept	Meeting with Sue Landers
12 Oct	Meeting with Dick Wright
2 Nov	Drafting and Design Department meeting
26 Nov	Meeting with Sue Landers
10 Dec	Drafting and Design Department meeting
	Introduction to CAD software
28 Jan 1985	Home Economics Department Advisory Board meeting
14 Feb 1986	CAD training session
18 Feb	CAD room setup
19 Feb	Software installation
20 Feb	Questionnaire preparation with Patricia L. Perez
21 Feb	CAD training session
26 Feb	CAD training session
3 Mar	Software training session
4 Mar	Questionnaire preparation with Patricia L. Perez
11 Mar	Cover letter preparation with Patricia L. Perez
13 Mar	Drafting and Design Department meeting
14 Mar	Questionnaire preparation with Patricia L. Perez
17 Mar	Pickup from Publications
26 Mar	Pickup from Publications
31 Mar	Drafting and Design Department meeting
2 Apr	Drafting and Design Department meeting
4 Apr	Drafting and Design Advisory Board meeting
10 Apr	Industrial Studies Vocational Open House
11 Apr	Drafting and Design Advisory Board meeting
24 Apr	MSAC Relays
21 May	Drafting and Design Department meeting
27 May	Matriculation meeting with Mr. Cortland (Bud) Doan, CSULA

APPENDICES

Appendix A

List of Students Surveyed, 1982-83 and 1983-84
Mailing Labels
(Sample Pages)

Rec'd 11/26/84

USCE PROGRAM

STUDENT NAME	STUDENT ID	SAM	HOMEMAKER COMPLETION	SAM	MAJOR

WIMBISH MARVIN DON	337-42-3569	17.0900	S		4
WINKEL DOROTHY MAE	374-52-9913	17.0900	N		4
WITTENBERG MARTIN ANDREW	554-31-7160	17.0900	S		3
WOLFE NORA ROZENTALS	559-62-9357	17.0900	N		5
WORONES JR RICHARD WALTER	345-56-2151	17.0900	A		3
YATES KAREN MICHELE	552-76-9761	17.0900	S		2
YATES SANDRA LEE	560-37-6379	17.0900	N		4
YEE CHUN FAY	562-94-4424	17.0900	P		3
YU MONA GEE	560-72-4664	17.0900	A		4
ZELDON SIDNEY EDWIN	547-41-8422	17.0900	S		2
ZIMMERMAN JULIA MAE	556-51-9255	17.0900	N		4
	000-06-5376	17.1300	N		5
	505-88-7099	17.1300	N		5
	545-92-9389	17.1300	N		4
	551-35-8730	17.1300	N		3
	558-53-8502	17.1300	N		2
ABRAHAM STEVE ALLEN	563-21-8370	17.1300	S		2
ACEVEDO RADAMES	545-13-0705	17.1300	S		4
ACEVES EDDIE JOSEPH	557-17-2440	17.1300	S		4
ADAMS ADRIAN	560-41-5409	17.1300	A		3
AGGPIAN EDWINE	562-49-8623	17.1300	S		2
AHHAIHY GLEN	563-08-6167	17.1300	A		2
ALBO DAVID CHARLES	532-50-4159	17.1300	N		4
ALLEN ANNA MAE	406-48-3064	17.1300	S		4
ALTHOUSE DANNIE CHRIS	557-17-8265	17.1300	S		2
ALTOBARE RANDALL JON	572-88-2508	17.1300	N		4
ALVAREZ SERGIO CANEDO	555-19-4669	17.1300	N		3
AMBEGADNKAR PRAKASH S	155-72-1125	17.1300	A		5
AMPARAMO GREG J	563-37-3148	17.1300	S		3
ANCHONDO DANIEL	573-41-7727	17.1300	A		4
ANDERSON DARRYL KEVIN	568-90-6454	17.1300	A		4
ANGULO JAIME SAUZON	336-58-0058	17.1300	A		2
ANDTHAIWONGS ANDREW NICK	560-57-0736	17.1300	S		2
ANTOVIN PETER SIONGCO	558-71-1520	17.1300	S		2
ARODACA RICHARD	545-60-1352	17.1300	A		2
ARAUJO DIETER JOHNS	557-65-9207	17.1300	A		2
ARENAS EVA SANTOS	549-06-9128	17.1300	S		2
ARMENDARIZ PETE LOUIS	550-23-1586	17.1300	A		4
ARVIZU DAVID PAUL	555-57-0642	17.1300	S		4
ASSIL MUHAMED SAMIR	559-43-7205	17.1300	S		2
AUSTIN BRADLEY ERIC	551-33-1931	17.1300	S		2
AVILA EDWARD ALEX	577-17-1301	17.1300	S		2
BAGBY II ROOSEVELT	567-74-7490	17.1300	S		2
BATLEY GERALD ROBERT	572-88-2144	17.1300	S		2
BARBOSA YVETTE SLOAN	556-19-2642	17.1300	N		2
BARKER BILL MICHAEL	564-65-2382	17.1300	S		4
BARRIOS MAURICIO	550-57-1414	17.1300	S		2
BARTA PATRICIA ANN	554-35-7330	17.1300	A		2
BARTEL PHYLLIS ANNE	559-42-6529	17.1300	A		2
BARTMAN CHRISTOPHER LEWIS	553-29-4718	17.1300	S		2
BASICH FRANK ABRAHAM	573-67-8226	17.1300	S		2
BATISTA ANTHONY	571-23-9932	17.1300	N		2
BEARD LOUIS EDWARD	550-25-5272	17.1300	N		2

Funding

(11) (20) (6)

Sent 1/14/85

ADAMS ADRIAN /
3138 VALLEY VIEW
COVINA CA 91792

AMBEGANKAR PRAKASH S 2
8118 PERIDOT COURT
ALTA LOMA CA 91701

AHHAIHY GLEN 3
1119 ANGELCREST
HACIENDA HTS CA 91745

ANCHONDO DANIEL 4
3316 HILLTONIA
WEST COVINA CA 91792

ANDERSON DARRYL KEVIN 5
777 WEST COVINA #33
COVINA CA 91722

ANGULO JAIME BAUZON 6
520 SALLY LEE AVE
AZUSA CA 91702

APUDACA RICHARD 7
1427 FARLINGTON
WEST COVINA CA 91790

ARAUJO DIETER JOHNS 8
111 S BARRANCA #314
WEST COVINA CA 91791

ARMENDARIZ PETE LOUIS 9
5161 N VERNELL AVE
COVINA CA 91722

BARBOSA YVETTE SLOAN 10
459 LA SEDA RD
LA PUENTE CA 91744

TCP PROGRAM

STUDENT NAME	STUDENT ID	SAM	HOMEMAKER	COMPLETION	SA MAJ

YOUNG JODI LYNNE	549-53-3090	953.00		A	
YUE BONNIE CHING-HWA	572-29-1781	953.00		N	
ZARAGCZA MANUEL SEVERO	560-35-0195	953.00		N	
ZIMMER KERMIT LOUIS	557-78-0822	953.00		A	
	550-23-3017	953.10		N	
ABRAMS MICHAEL ANTHONY	548-19-6670	953.10		S	
ACEVEDO JUAN CARLOS	562-63-4565	953.10		S	
ALLAYEE TAHEREH	566-59-1734	953.10		A	
AMADOR TERRY LYNN	548-39-3210	953.10		S	
AMPARANO GREG J	563-37-3148	953.10		A	
ANOTHAIWONGS ANDREW NICK	560-57-0736	953.10		A	
ANTOVIN PETER SIONGCC	558-71-1520	953.10		A	
ARENAS EVA SANTOS	549-06-9128	953.10		S	
AUSTIN BRADLEY ERIC	551-33-1931	953.10		N	
AVILA EDWARD ALEX	577-17-1301	953.10		P	
BACURIN PETER STEPHEN	561-76-8462	953.10		S	
BAILEY GERALD ROBERT	572-88-2144	953.10		A	
BARAHONA DENNIS RODOLFO	565-69-8480	953.10		S	
BARTMAN CHRISTOPHER LEWIS	553-29-4718	953.10		A	
BASSETT SANDY LEE	561-19-2611	953.10		S	
BENCIT RANDALL LEE	559-47-0905	953.10		A	
BENTLEY DARRYL CHRISTOPHER	555-04-2176	953.10		A	
BERNAL MITCHELL GUINTU	572-61-6546	953.10		S	
BESSELMAN CHARLES WILLIAM	555-04-9425	953.10		S	
BIBAYAN FARUGH	555-65-9622	953.10		P	
BIRD LARRY DEAN	546-88-2075	953.10		A	
BOGASKI JOSEPH PATRICK	368-78-4864	953.10		A	
BLOOR PAMELA STUART	573-39-0845	953.10		G	
BOTERO ARMANDO	545-67-4545	953.10		S	
BRICENC SERGIO MANUEL	568-53-0891	953.10		N	
BROWN CHRISTOPHER JAMES	560-94-2017	953.10		A	
BRUMMITT FRANK JAY	560-57-5023	953.10		S	
BRYANT GARY MICHAEL	547-57-2541	953.10		A	
BUIKEMA RUSSELL LLOYD	333-50-9805	953.10		A	
BUTLER NANCY LYNN	350-50-0382	953.10		N	
BUYS ERIC ROY	571-78-9977	953.10		N	
CABRAL JESUS TERCERO	562-42-0693	953.10		G	
CABRERA MARTIN ANTONIO	556-57-2985	953.10		S	
CAMPBELL WAYNE HOWARD	549-31-2470	953.10		S	
CAPORUSCIO DARLENE DELGRES	438-42-1873	953.10		A	
CASTILLO LEE ANN	029-42-1687	953.10		A	
CATTILINI RICHIE DEAN	562-75-5168	953.10		N	
CHEN HONG KWEI-YANG	558-65-6487	953.10		S	
COLOMBERO STEVE ANTHONY	557-23-3486	953.10		A	
COOK JAMES ALEXANDER	549-54-8214	953.10		A	
COOPER JACKIE ELAINE	540-64-8566	953.10		N	
CRAVIN DERRICK ANTHONY	555-61-5804	953.10		S	
CROCKER JOSH SCOTT	560-37-1660	953.10		A	
CRUZ DAVID BORJA	551-31-3748	953.10		A	
CRUZ PETE ANTHONY	550-31-3929	953.10		S	
DE O CAMPO RUDIMAR TORNO	565-47-8524	953.10		G	
DELGADO JR HUGO RAYMOND	573-55-4112	953.10		S	
DEMPSEY DAN ALVA	557-78-1851	953.10		S	

Brown, David P

Selection: All records

Record 5 of 35

```

=====
Name: Lamb, Sarah L                      Employer: E,G&G Almond Instr
Address: 2049 Las Vegas #1                Addresss: 1330 E Cypress St
City: Pomona                             City: Covina
State: Ca                                 State: Ca
Zip: 91767                               Zip: -
Phone: -                                  Position: Sr Drafter
Soc. Sec.#: 563-98-7418                  Supervisor: Jim Gaines, Supv
Major: Mech Des                           Phone: 818-967-9521
Courses: -
Dept. units: 15
Cert.: -
Degree: -
Un/Co: -
Un/Co Major: -
Work: Related
=====

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Type entry or use @ commands

@-? for Help

Selection: All records

Record 25 of 35

```

=====
Name: Pallulat, Jeffrey S.                Employer: Anaheim Hills Architects
Address: 2626 E Cameron                    Addresss: 408 S Anaheim Hills Rd
City: W Covina                             City: Anaheim
State: Ca                                 State: Ca
Zip: 91791                               Zip: -
Phone: -                                  Position: Jr Drftman
Soc. Sec.#: 549-39-4711                   Supervisor: Larry           ,Principal
Major: Arch Dr                             Phone: 974-3111
Courses: 205455Ab56Ab709183A718270A6376
Dept. units: 38
Cert.: -
Degree: AS Arch
Un/Co: Cal Poly Pom
Un/Co Major: Aech
Work: Related
=====

```

Type entry or use @ commands

@-? for Help

AGUILERA DEANNA MARIE
4024 N WILLIAMS
AREMONT CA 91711 278

ALI EILEEN PALOMINO 279
10340 PRADERA AVE 10
MONTCLAIR CA 91763

ARNWINE DAISY 280
2206 BELINDA AVE
POMONA CA 91768

AUDELG MARK ANTHONY 281
1399 WEBER ST
POMONA CA 91768

AUSTIN LURA FAYE 282
4626 NORCC ST
BALDWIN PRK CA 91706

BABIC BRIAN PETE 283
18240 BELLORITA
ROWLAND HTS CA 91748

BACA ROBERTA LEE 284
235 W. GROVE ST #F11
POMONA CA 91767

BANUELOS ROBERT G 285
3119 VALLEY VIEW
WEST COVINA CA 91792

BARAJAS LUCY E 286
18009 JEANNIE DR
LA PUENTE CA 91744

BARDING JEFFREY LYNN 287
1432 BALDYVIEW
POMONA CA 91767

Appendix B

Cover Letter and Survey Card

1. What was your major at MSAC? _____
2. How many units were completed in the Drafting Department? _____
3. What Certificate and/or Degree was completed at MSAC? _____
4. Are you presently attending a college or university? Yes No.

If yes, please supply the following information:

Name: _____ Location: _____

Major: _____ Units: _____

5. Employment status: full time; part time; unemployed

IA 91789

6. If employed: Company: _____

Address: _____

Your Title: _____ Duties: _____

Supervisor's Name: _____ Title: _____

Telephone No.: _____

7. Would you and/or your employer consider a short visit from me to discuss our Drafting Department programs, including suggested updating and changes?

Yes; No.

8. Address Correction: _____

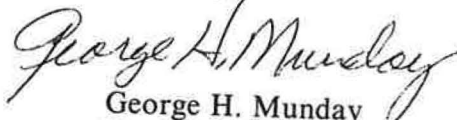
on of our programs so
community.

ed a program in our

Please take a few minutes to fill out the enclosed card and return it to this office as soon as possible.

Thank you for your help.

Sincerely,



George H. Munday
Drafting Alumni Coordinator

Appendix C

List of Respondents, 1982-83 and 1983-84
Individual Student Computer Zoom-in
(Sample Pages)

Name	Address	City	State	Zip	Soc. Sec.#
Boches, David L	171 Greyer Court	Ontario	Ca.	91762	
Booth, Clark F	733 Winwood Drive	Walnut	CA.	91789	
Bowser, Jhon K	1854 Wayne St.	Pomona	CA.	91767	
Boyle, Henry R	239 Brooks Ave.	Claremont	CA.	91711	
Cuellar, Marcella	509 Broadmoor Ave.	La Puente	CA.	91744	551-62-4852
Duclett, Jennifer	3026 Adelita Dr.	Hac. Hts.	CA.	91745	560-51-3713
Fields, Wallace	1234 Phoenix Pl.	Ontario	CA.	91761	559-68-8754
Fuentes, Estela	2562 Castle Rock Rd	Diamond Bar	CA.	91765	564-80-2375
Galin, Diane A	18407 Santar	Rowland Hts	CA.	91748	563-98-5949
Garman, Dennis J	Box 342	La Verne	CA.	91750	561-37-5789
Kraus, Russell S	1 Tanglewood Dr.	Pomona	CA.	91766	547-86-9238
Luc, Thana C	104 W. Edna Place	Covina	CA.	91786	547-61-2540
Maisch, Darlene T	1432 Fillside	Pomona	CA.	91768	566-52-9429
Martinez, Julianne	11131 Pipeline St.	Pomona	Ca.	91766	550-72-0549
Morales, Francisca	1200 Adul	West Covina	Ca	91729	098-26-9546
Natoli, Gina	2935 Leopold Ave	Hac Hts	Ca	91745	557-25-7583
Nicol, David	203 N Bircher	Anaheim	Ca	92801	273-42-6044
Petty, Jr Kenneth	1678 Lincoln Ave	Pomona	Ca	91767	559-55-9974
Salcido, Manuel R	3943 Stichman	Baldwin Par	Ca	91706	573-19-1164
Siegl, Bernard C.	422 Payson St	San Dimas	Ca	91773	548-47-5849
Snyder, Jonathan S	2042 Daniels Ave	W. Covina	Ca	91790	562-17-7294
Sylvester, Michael	1456 E Philadelphia	Ontario	Ca	91761	562-39-3572
Trail, James N.	P O Box 466	Duarte	Ca	91010	310-12-6315
Valencia, John C	445 Precidio Ave	Walnut	Ca	91789	558-56-1683
Van Ness, BettyJ	533 E. F St.	Ontario	Ca	91765	559-92-6699
White, Thomas F.	1993 Eadbury	Rowland Hts	Ca	91748	555-39-0063
Williams, Sara J	3323 N Towne Ave	Claremont	Ca	91711	563-53-8421
Yanez, Nancy M.	1950 Camwood	Rowland Hts	Ca	91748	546-82-8147

Selection: All records

Record 3 of 28

```
=====
Name: Bowser, Jhon K                Employer: Gen. Dyn.
Address: 1854 Wayne St.            Address: -
City: Pomona                       City: Pomona
State: CA.                         State: CA.
Zip: 91767                         Zip: -
Phone: -                           Position: Eng. Drftman
Soc. Sec.#: -                     Supervisor: Bob Sorenson
Major: Ind. Dr.                   Phone: 620-7511 EX 4095
Courses: -
Dept. units: 35
Cert.: -
Degree: AS
Un/Co: Cal Poly
Un/Co Major: Mech. Eng.
Work: Related
=====
```

Type entry or use @ commands

@-? for Help

Selection: All records

Record 9 of 28

```
=====
Name: Galin, Diane A              Employer: Sav-on Drugs
Address: 18407 Santar             Address: 1550 E. Anaheim
City: Rowland Hts.              City: Anaheim
State: CA.                      State: CA.
Zip: 91748                       Zip: -
Phone: -                         Position: Graphic Artist
Soc. Sec.#: 563-98-5949         Supervisor: Mepple Johnson
Major: Fine Arts                Phone: -
Courses: -
Dept. units: 12
Cert.: -
Degree: AA
Un/Co: UCI
Un/Co Major: Envromental Design
Work: Related
=====
```

Type entry or use @ commands

@-? for Help

Name	Address	City	State	Zip	Soc. Sec.#
Anothaiwongs, Andr	1121 Sandy Hook St	West Covina	Ca	91790	560-57-0736
Brown David P	19050 Colima Rd #2	Rowland Hts	Ca	91748	
Calvero, Rodolfo C	19705 E Calle Esti	Walnut	Ca	91789	329-46-3144
Colombero, Steve A	2201 Pear Tree Wy	Hacienda Hts	Ca	91745	557-23-3486
Eaton, Marianne	19384 Dairen St	Rowland Hts	Ca	91747	549-52-1431
Esqueda, Teresa	17502 Calcutta	La Puente	Ca	91744	557-25-5599
Fife, Kathleen V	1121 W Greendale	W. Covina	Ca	91790	570-43-9922
Gomez, Alberto R.	2105 S Paso Real	Rowland Hts	Ca	91748	551-64-2574
Granger, Beverley	23800 Gold Nugget	Diamond Bar	Ca	91765	454-43-0196
Granger, Rebecca E	507 La Cuta Crcl	W. Covina	CA	91791	567-43-3902
Guerrero, Chris F.	421 N WWrangler Wy	Walnut	Ca	91789	568-84-3341
Lamb, Sarah L	2049 Las Vegas #1	Pomona	Ca	91767	563-98-7418
Mahood, Michael T	20740 Mesarica	Covina	Ca	91724	561-23-2612
Martin, Robert L	1638 S Meeker	W Covina	Ca	91790	552-45-4832
McCaffrey, Joseph	3801 Chelsea Dr	La Verne	Ca	91750	538-38-3888
McManus, Leo J	766 N Glendora	Covina	Ca	91724	553-46-6960
Mendoza, Eleazar H	2231 Kathryn Ave	Pomona	Ca	91766	563-21-4443
Mickle Sr, Kenneth	2563 Kimball Ave	Pomona	Ca	91767	571-19-1533
Miller, Glenn C.	1482 Cordova #3	Pomona	Ca	91767	549-92-1809
Mustafa, Abdul Q.	655 N Dudley #43	Pomona	Ca	91768	565-61-3201
Newman, John L	21322 Hipass	Diamond Bar	Ca	91765	566-33-8595
Odom, Carol A.	1919 Pritchard Wy	Hacienda Hts	Ca	91745	563-56-2294
Ordon, Edison A.	14911 New Vista Pl	Hacienda Hts	Ca	91745	546-63-7371
Ortega, Edmund	1564 W Phillips Dr	Pomona	Ca	91766	525-05-8866
Pallulat, Jeffrey	2626 E Cameron	W Covina	Ca	91791	549-39-4711
Plourde Jr., Arthur	1452 W Laurel Ave	Pomona	Ca	91768	545-31-9894
Rivo, Rod S.	1912 Denison St	Pomona	Ca	91766	562-78-4306
Santiago, James F.	1018 Via Esperanza	San Dimas	Ca	91773	565-43-6430
Schaack, David A.	2341 Oak Park	Glendora	Ca	91740	566-55-0636
Stevens, Christoph	930 S Montazuma Wy	W Covina	Ca	91791	568-49-9318
Tan, Elizabeth L	438 Vista Del Nort	Walnut	Ca	91789	570-49-1137
Tham, Luan Dun	2263 W Valley #2-1	Pomona	Ca	91768	566-63-7750
Venegas, Larry G.	729 E Phillips	Pomona	Ca	91766	550-84-3758
Wade, Latonya	2421 S Nadine #2	W Covina	Ca	91792	551-92-8162
Wilkins, Kent A.	20905 Deloraine	Walnut	Ca	91789	570-71-0882

Appendix D

Cover Letters and Questionnaires

MT. SAN ANTONIO
COLLEGE
1983 DEC -1 PM 4:16
PERSONNEL OFFICE

A Sabbatical Leave Proposal

for

GEORGE H. MUNDAY

Instructor, Drafting and Design
Industrial Studies Division

September 1984-January 1985/February 1986-June 1986

MT. SAN ANTONIO COLLEGE
Salary and Leaves Committee

MT. SAN ANTONIO COLLEGE
1993 DEC -1 PM 4:16
PERSONNEL OFFICE

APPLICATION FOR SABBATICAL LEAVE

Name of Applicant George H. Munday

Address 681 East Kingsley Avenue Pomona, CA 91767

Employed at Mt. San Antonio College beginning September 1965

Dates of last sabbatical leave:

From February 1975 To June 1975

Department Drafting and Design Division Industrial Studies

Length of sabbatical leave requested:

Purpose of sabbatical leave:

One semester _____
Fall _____ Spring _____

Study _____ Independent Study
and Research x

Two semesters x

Travel _____ Combination
(specify) _____

Administrative _____

NOTE: Sabbatical periods are limited to contractual dates of the academic year.

Effective dates for proposed sabbatical leave:

From September 1984 To January 1985

and (if taken over a two school year period)

From February 1986 To June 1986

Attach a comprehensive, written statement of the proposed sabbatical activity(ies) including a description of the nature of the activity(ies), a timeline of the activity(ies), an itinerary, if applicable, the proposed research design and method(s) of investigation, if applicable.

Attach a statement of the anticipated value and benefit of the proposed sabbatical activity(ies) to the applicant, his/her department or service area, and the College.

Any change or modification of the proposed sabbatical activity(ies) as evaluated and approved by the Salary and Leaves Committee must be submitted to the Committee for reconsideration.

George H. Munday
Signature of Applicant

11/29/83
Date

APPLICATION FOR SABBATICAL LEAVE

Page 2

Applicant's Name George H. Munday

The acknowledgment signatures reflect awareness of the sabbatical plan for the purpose of personnel replacement. Comments requested allow for recommendations pertaining to the value of the sabbatical leave plan to the College. Applicants must obtain the signatures of acknowledgment prior to submitting application to the Salary and Leaves Committee.

ACKNOWLEDGMENT BY THE DEPARTMENT/DIVISION

Signature of Department Chairperson [Signature] Date 11/30/83

Comments: I believe that these activities will be extremely beneficial to our dept and division. This is something that has been needed for a long time.

Signature of Division Chairperson [Signature] Date 11/30/83

Comments: I believe this will be a very valuable experience for Mr. Munday and the benefits to the college will point out some very important facts, i.e. a degree is not necessarily the only measure of success, that success to those who obtain necessary skills with which to work is just as valid.

ACKNOWLEDGEMENT BY THE OFFICE OF INSTRUCTION

Signature of Asst. Superintendent/Vice President, Instructional & Student Services [Signature] Date 12-1-83

Comments:

FINAL ACTION BY THE SALARY AND LEAVES COMMITTEE:

- Recommend approval to the Board of Trustees
- Not recommend approval to the Board of Trustees

Signature - Chairperson, Salary and Leaves Committee Date

Signature - Authorized Agent for the Board Date

In the Industrial Studies Division, we are constantly challenged to account for our student majors, who do or do not go to work in their field of training.

Many of our students do not attend MSAC and graduate having taken all the academic requirements, but rather find employment short of completion of an A.S. degree.

Studies have been made in past years to register the successes of MSAC graduates, including, of course, some from Industrial Studies, but we in Industrial Studies feel that our community responsibilities have been served well by the fact that nearly all of our majors have seen success through their occupational placement which does not seem to show on any existing records. If these drop-outs(?) have not been successful, that we would also like to know, and why not. "How could we have better served them?" is a question that I feel is unanswered and most needed.

ACTIVITIES

I propose to:

1. develop a list of students who have completed any drafting class in the past five(5) years, including name, last known address, phone number, class(es) completed.

A survey of Fall 1982-83 indicates a total of 741 finishers(that is, students who complete a drafting course). This figure is an estimate, assuming 50% of the class starters finish and receive a grade. The Spring semester finishers are an additional 508 students; hence, a total 1249 subjects would be surveyed and updated each school year. Of course, some of the students will be duplicated in this count, but still this information will be entered and sorted on the computer.

2. obtain a computer program(usable on our departmental Apple II) that will accommodate random access to pertinent information and be expandable to include our required information.

3. develop and mail a questionnaire form which would answer some of the questions mentioned above including current address(es).
4. enter the received data on the computer.
5. develop a list of those people who are employed in drafting, a related field, or attending a school of higher learning.
6. contact this group and set up appointments to discuss with them and their employers(if possible) their successes and/or shortcomings.
Had we helped them in their field of employment? If so, how; if not, what other classes or experiences should we have offered them.
7. enter into our computer bank a brief statement or notation reflecting these successes or failures.
8. analyze this data and report to our Drafting and Design department:
 - a) the number of working students
 - b) types of occupational areas
 - c) occupational location
 - d) salary ranges
 - e) recommended curriculum modifications.
9. record this student^{data} on floppy disk records for future use and updating by the department instructors.
10. where possible(as allowed by the employer), take pictures of the students at work stations for future use in motivating students.

TIMELINE

A general timeline would include, but not be limited to:

Fall semester'84-85 -- develop the list of students to be surveyed and mail questionnaire. I am hoping most of the questionnaires will be returned for processing during this semester.

During the Spring'85 and Fall'85-86 semesters, I will be receiving completed questionnaires and developing the list of students and industries to visit in Spring'86. Since I will be teaching full-time these two semesters, I realize this is not a part of the sabbatical period, but I am willing to contribute this time toward the completion of the proposed project.

Spring semester'86 -- visit the students and industries compiled from the questionnaires.

The results of the questionnaire will dictate the specific itinerary for visits during this Spring semester. My past experience with student placements in major California corporations would certainly include such companies as General Dynamics(Pomona, San Diego), Aero-Jet(Azusa), Fluor Corporation(Irvine), Bechtel Corporation(Norwalk), Ameron Corporation(Los Angeles), Hughes Electronics(Lomita), Parsons(Pasadena), C.F. Braun(Pasadena). Some of my visits will no doubt take me out-of-state which I anticipate and I am willing to pursue.

During both sabbatical semesters I would be attending professional seminars and workshops such as California Industrial Education Association, Southern Section and State Conference, Computer Graphics Exposition, and pertinent curriculum development sessions. Times and dates are not yet available but will be furnished at a later date.

BENEFITS

A. To the College and the department:

1. establishes a positive list of employed students.
2. develops a system of follow-up that can be expanded and updated.
3. assists in future development of all drafting curriculum that better fits student and industrial needs.
4. expands community public relations through visits and discussion of their needs.
5. gives positive references for the need of a drafting curriculum and its content.
6. will show the varied occupations our department program serves.
7. provides a model for other Industrial Studies Division departments.

B. To the applicant:

1. enlightens and updates my understanding of present industry needs.
2. establishes industrial contacts for future reference and use, which includes field trips.
3. will greatly assist me in updating the courses I teach.
4. validates my opinions of our students and their capabilities to perform on the job.

Sabbatical Addendum

In addition to the listed seminars on page 3, I will also attend:

WESTEC Show Southern California 3 days
National Computer Graphics Association Conference and Exposition 5 days
California State Department Workshops to be scheduled
California Consortium of Computer Graphics Workshops to be scheduled
National Design Engineering Show & ASME Conference 4 days
American Institute for Design and Drafting(AIDD) 4 days
Western Design Engineering Show and Conference 3 days
American Vocational Association Conference 4 days

Conferences, workshops and seminars are scheduled at various times and locations in California and/or in the United States. The organizations in charge of these meetings have not yet published the locations or times. As per the statement on page 3, the exact information shall be furnished to the Salary and Leaves Committee when available.

It is my intent to attend as many meetings as possible, given the geographical locations and dates. However, the major thrust of my sabbatical proposal is the student visitations and related computer project.

I have contacted Admissions and Records regarding the question of availability of computer records(discussion with Ed Canton and Shirley Dent on January 4, 1984). They have agreed to provide me with copies of drafting instructors' rolls for a minimum of two past years and will allow me access to all previous years rolls on microfilm. I will then use this information to obtain student addresses/phone numbers, etc. on our division computer terminal and will compile the student lists per activity #1 on page 1.

MT. SAN ANTONIO COLLEGE
Sabbatical Leave of Absence

This is an agreement between the Mt. San Antonio Community College District (hereinafter referred to as District) and George Munday (hereinafter referred to as Employee).

The District and Employee agree as follows:

1. Employee occupies a position requiring certification qualifications.
2. Employee has rendered not less than seven (7) consecutive years of service to the District immediately preceding the granting of the sabbatical leave of absence.
3. Employee has made application for a independent study & research (study, independent study and research, travel, a combination thereof) sabbatical leave of absence.
4. Such leave to take place from February, 19 86 to June, 19 86.
5. The provisions of Education Code Sections 87767 through 87775 govern the sabbatical leave of absence.
6. The District shall pay Employee \$15,795.50 for the period of the leave of absence to be paid in five (5) equal monthly payments in the same manner as regular instructors are paid.
7. Employee shall render at least two (2) semesters of service therein, equal to twice the length of the sabbatical leave, following Employee's return from leave.
8. The District waives all requirements of furnishing a bond.
9. Employee shall perform service of a professional nature as delineated in the document which is attached and incorporated by reference as though fully set forth.
10. Employee upon return from the leave shall submit, through the Salary and Leaves Committee, evidence in the form of a written report satisfactory to the Board that such service was performed as agreed.
11. Employee shall make no change in the approved sabbatical plan without advance approval of the Salary and Leaves Committee.
12. Employee agrees failure to return to duty or failure to submit a written report satisfactory to the Board shall require the employee to reimburse the Mt. San Antonio Community College District any and all monies paid while on sabbatical leave.

Mt. San Antonio Community College District

George H. Munday
Employee's Signature

Date

6/25/85

by: John D. Ruloff

Date

6/27/85