

# 1. Assessment Plan - Four Column



## PIE - Business - CS&DT: Interior Design Unit

### Narrative Reporting Year

**2018-19**

**Contact Person:** Elisabeth Eatman

**Email/Extension:** x6336

**Program Planning Dialog:** Mt SAC ID goals are to continue growing and offering our students high quality classes that allow them to meet industry standards and transfer to their chosen Universities. We will accomplish this by increasing our marketing efforts, keeping our technology up to date and carry on our good relationships with colleges and universities with interior design programs.

**External Conditions, Trends, or Impacts:** THE AMERICAN SOCIETY OF INTERIOR DESIGNERS' 2019 OUTLOOK AND STATE OF INTERIOR DESIGN

#### 1. Economic Outlook

The U.S. economy saw improved growth in 2018 and the general outlook is for moderate economic growth in 2019 and 2020, but at a slower rate. Trade is a substantial risk to the economy with the imposition of tariffs increasing the prices of building materials. The stimulus from the 2017 tax cuts helped push the national unemployment rate, but increased federal debt and could result in higher interest rates. Despite the uncertainties and disruptions in economic activity, the overall outlook for 2019 is positive.

#### 2. Trends and the State of Interior Design

Changes in the U.S. population's demographics will reshape the built environment and require solutions that address diversity and inclusion.

Technology continues to evolve and be embedded in our lives and the spaces we inhabit. Designers need to keep up with the changes and anticipate how new technologies may alter the design paradigm in the future.

#### 3. Future Insights from Thought Leaders

The impact of interior design on the human experience is receiving increasing attention. As clients become more educated and aware of the research and science that empowers design solutions, increased requirements for data and performative outcomes are pushing interior designers to explore new innovations and expand their scope of practice. Interior design needs to evolve along with the changes happening around us in order to stay relevant.

#### INTERIOR DESIGN'S ANNUAL SURVEY OF THE TOP 100 GIANTS FIRMS

Business is good and looks to stay that way. Fees are up (and 2019 projections look even rosier). Corporate work remains hot—but residential is even hotter. And the Giants logged a total of 1.1 billion square feet in 2018, topping a billion for the second straight year.

#### BUREAU OF LABOR STATISTICS OCCUPATIONAL OUTLOOK HANDBOOK

2018 Median Pay: \$53,370 per year or \$25.66 per hour

Typical Entry-Level Education: Bachelor's degree

Number of Jobs, 2016: 66,500

Job Outlook, 2016-26: 4% (Slower than average)

Employment Change, 2016-26: 2,900

**Internal Conditions, Trends, or Impacts :** 1. Budget/ Resources EQUIPMENT: Additional monies are needed to keep in line with updated versions of software and computers

for the Interior Design lab.

2. CURRICULUM: As the ID Program grows and develops we are continuously making improvements to further enhance the Program based on Advisory Board input.
3. Budget / Resources MARKETING: Additional monies and resources for marketing to both local and international students and developing a website would support our efforts of growing the program and helping to get the Mt. SAC ID program on the map. Due to budget and manpower constraints marketing efforts have been limited. There are currently limited resource and avenues to market individual programs like interior design to the community

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

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

**Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement:** 1. NKBA (National Kitchen and Bath) School of Excellence Award

2. Strong Workforce Stars: BRONZE STAR, Interior Design and Merchandising: 100% of students are employed in a job similar to their field of study

**Notable Achievements for Theme B: To Support Student Access and Success:** 1. 1st place IIDA SoCal 2018 - Student Charrette Tania Gonzalez

2. Maintaining certificates, degrees, and number of transfer students.

3. Curriculum completed to reduce hours spent on hand drafting and increase hours in REVIT

**Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources:** Human Resources: Adjunct-hiring pool, yearly student worker request

Financial Resources: Yearly participation in Perkins Grant

Technological Resources: Table saw, Bench saw and 3D printer in regular use

**Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration:** Developing an Open Lab policy, any ID students are welcome in the lab during class time. Specific desks are open to them to use at any time. This has increases the level of comradely and student success.

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

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p><b>Professional Development</b> - Keep abreast of trends in the industry for professional and personal development</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2017-18, 2018-19, 2019-20, 2020-21</p> <p><b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>In Progress</b> - Laser Cutter training- \$500 (Pending equipment approval)</p> <p><b>Describe Plans &amp; Activities Supported (Justification of Need):</b> Laser Cutter training- \$500 (Pending equipment approval)</p> <p><b>Lead:</b> Niki Tran</p> <p><b>Support:</b> Elisabeth Eatman</p> <p><b>What would success look like and how would you measure it?:</b> Success: Full time faculty's ability to help students with most current technology used in the ID industry Measure: Meeting SLO objectives</p> <p><b>Type of Request:</b> INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction,</p>	<p><b>Reporting Year:</b> 2018-19</p> <p><b>% Completed:</b> 0</p> <p>Laser Cutter training- \$500 (Funding was denied)</p> <p>Moved to individual goal, 3D printer training (Funding was denied)</p> <p>Moved to individual goal, West trade show- \$1800 (Funding was denied)</p> <p>Moved to individual goal, trade show and Educator Forum- \$1800 Funding was not approved. (04/15/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18</p> <p><b>% Completed:</b> 25</p> <p>3D printer training- \$500 (Funding was denied. But training was provided free of charge through I.T.)</p> <p>Laser Cutter training- \$500 (Funding was denied)</p> <p>NeoCon West trade show- \$1800 (Funding was denied)</p> <p>KBIS trade show and Educator Forum- \$1800 (Funding was approved. Attended KBIS and Educator Forum) (06/15/2017)</p>

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

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

**Planning Unit Priority:** Medium  
**One-Time Funding Requested (if applicable):** 500

**In Progress -** NeoCon West trade show- \$1800

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

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

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

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

**Planning Unit Priority:** Medium  
**Documentation Attached?:** Yes  
**One-Time Funding Requested (if applicable):** 1800

**Related Documents:**  
[Neo Con.PNG](#)

**Reporting Year:** 2018-19  
**% Completed:** 0  
 Funding denied (04/15/2019)

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

**Describe Plans & Activities Supported (Justification of Need):**  
 Conferences/Workshops/Seminars;  
 KBIS trade show and Educator Forum- \$1,800

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

**Reporting Year:** 2018-19  
**% Completed:** 0  
 Funding Denied (04/15/2019)

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

**Student Success** - Increase the number of students that achieve certificates, transfer to Universities and complete the program  
**Status:** Active  
**Goal Year(s):** 2017-18, 2018-19, 2019-20, 2020-21  
**Date Goal Entered (Optional):** 09/01/2016

**Request - Full Funding Requested - Describe Plans & Activities Supported (Justification of Need):**  
 Open Lab Student Tutor  
 Open Lab Student Tutor  
 Name/Classification Student Assistant I: Open Lab (Fall Term) 210 hrs. X \$12.00 = \$2520 (Spring Term) 210 Hrs. X \$13.00=\$2730  
 (Days/hours total) x (Daily/hourly rate total) = \$5250  
**Lead:** Niki Tran  
 Support: Elisabeth Eatman  
**What would success look like and how would you measure it?:** Success: Students having questions answered/help provided in a timely manner enabling success  
 Measure: Meeting SLO objectives  
**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.  
**Planning Unit Priority:** High  
**One-Time Funding Requested (if applicable):** 5250

**Reporting Year:** 2018-19  
**% Completed:** 100  
 We were able to hire student tutors to assist in lab. Continued support is required (04/15/2019)  


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**Reporting Year:** 2017-18  
**% Completed:** 0  
 We were able to hire student tutors. Moved to separate goal, No funding was provided for the lab technician position. (04/27/2018)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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**On-Going Funding Requested (if applicable):** 5250

**In Progress -** New Computers in Interior Design Lab

**Describe Plans & Activities**

**Supported (Justification of Need):**

New computers are needed every three years to support software upgrades and keep current with technology. - \$60,000

**Lead:** Niki Tran

Support: Elisabeth Eatman

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

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

Measure: Meeting SLO objectives

**Type of Request:** INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT):

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

**Planning Unit Priority:** High

**Documentation Attached?:** Yes

**One-Time Funding Requested (if applicable):** 60000

**Related Documents:**

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

**In Progress -** Drafting tables maintenance and cover replacement

**Describe Plans & Activities**

**Supported (Justification of Need):**

Drafting tables require on-going maintenance and cover

**Reporting Year:** 2018-19

**% Completed:** 0

Funding was denied (04/15/2019)

**Reporting Year:** 2017-18

**% Completed:** 75

(items listed below moved to individual goals)

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

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

(05/02/2018)

**Reporting Year:** 2018-19

**% Completed:** 100

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

*Unit Goals*

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

**Lead:** Niki Tran

Support: Elisabeth Eatman

**What would success look like and**

**how would you measure it?:** Success: Students ability to have access to well maintained equipment

Measure: Meeting SLO objectives

**Type of Request:** INSTRUCTIONAL

SUPPORT PROGRAM FUNDING

(INSTRUCTIONAL EQUIPMENT):

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

**Planning Unit Priority:** High

**Documentation Attached?:** Yes

**On-Going Funding Requested (if applicable):** 2970

**Related Documents:**

[MTSAC\\_QUOTE\\_08112017\\_1 Vyco board cover Niki Tran.pdf](#)

[IOS Pricing Summary\\_MT](#)

[SAC\\_Annual Service Drafting Tables.pdf](#)

[MTSAC\\_QUOTE\\_08112017\\_2](#)

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

**Request - Full Funding Requested -**  
Part-time Lab Technician

**Describe Plans & Activities**

**Supported (Justification of Need):**

**Reporting Year:** 2018-19

**% Completed:** 0

Funding Denied (04/15/2019)

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Part-time Lab Technician - \$30,000

**Lead:** Niki Tran

Support: Elisabeth Eatman

**What would success look like and**

**how would you measure it?:** Success:

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

Measure: Meeting SLO objectives

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

**Planning Unit Priority:** Medium

**One-Time Funding Requested (if applicable):** 30000

**On-Going Funding Requested (if applicable):** 30000

**Request - Full Funding Requested -**

Materials for 3D printer- \$800

**Describe Plans & Activities**

**Supported (Justification of Need):**

Materials for 3D printer- \$800

**Lead:** Niki Tran

Support: Elisabeth Eatman

**What would success look like and**

**how would you measure it?:** Success:

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

Measure: Meeting SLO objectives

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

**Planning Unit Priority:** Low

**Documentation Attached?:** No

**One-Time Funding Requested (if**

**Reporting Year:** 2018-19

**% Completed:** 0

Funds Denied (04/15/2019)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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**applicable):** 800  
**On-Going Funding Requested (if applicable):** 800  
**Request - Full Funding Requested -** Laser Cutter- \$2500  
**Describe Plans & Activities Supported (Justification of Need):** Materials for Laser Cutter- \$2500  
**Lead:** Niki Tran  
 Support: Elisabeth Eatman  
**What would success look like and how would you measure it?:** Success: Students ability to have access to the most current technology used in the ID industry  
 Measure: Meeting SLO objectives  
**Type of Request:** INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.  
**Planning Unit Priority:** Medium  
**Documentation Attached?:** No  
**One-Time Funding Requested (if applicable):** 2500

**Reporting Year:** 2018-19  
**% Completed:** 0  
 Funds Denied (04/15/2019)

**Request - Full Funding Requested -** CAD Student Tutor  
**Describe Plans & Activities Supported (Justification of Need):** Hire a STUDENT TUTOR to assist in classroom during CAD lab.  
 Name/Classification Student Assistant I: CAD Lab  
 (Fall Term) 150 hrs. X \$12.00 = \$1800  
 (Spring Term) 150 hrs. x \$13.00=\$1950

**Reporting Year:** 2018-19  
**% Completed:** 100  
 We were able to hire a tutor for the CAD lab, continuing support in needed (04/30/2019)



<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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(Days/hours total) x (Daily/hourly rate total) = \$3750

**Lead:** Niki Tran

Support: Elisabeth Eatman

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

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

Measure: Meeting SLO objectives

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

**Planning Unit Priority:** High

**One-Time Funding Requested (if applicable):** 3750

**On-Going Funding Requested (if applicable):** 3750

**Request - Full Funding Requested -**

Industry Professionals to conduct workshops- \$1,800

**Describe Plans & Activities**

**Supported (Justification of Need):**

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

**Lead:** Elisabeth Eatman

Support: Niki Tran

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

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

Measure: Meeting SLO objectives

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

**Planning Unit Priority:** Medium

**One-Time Funding Requested (if applicable):** 1800

**Request - Full Funding Requested -**

**Reporting Year:** 2018-19

**% Completed:** 0

Funding was denied (04/30/2019)

**Reporting Year:** 2018-19

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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Laser Cutter-\$17,000  
**Describe Plans & Activities Supported (Justification of Need):**  
 Laser Cutter-\$17,000 Improve instructional techniques, complexity and efficiency  
**Lead:** Niki Tran  
 Support: Elisabeth Eatman  
**What would success look like and how would you measure it?:** Success: Improved instructional techniques, complexity and efficiency of ID student projects  
 Measure: Meeting SLO objectives

**Type of Request:** INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.  
**Planning Unit Priority:** Low  
**Documentation Attached?:** Yes  
**One-Time Funding Requested (if applicable):** 17000  
**Related Documents:**  
[MTSAC\\_QUOTE\\_08142017\\_1 Laser Niki Tran.pdf](#)

**% Completed:** 0  
 Funding was denied (04/30/2019)

<p><b>Program Marketing</b> - Grow program enrollment and increase recruitment effort  <b>Status:</b> Active  <b>Goal Year(s):</b> 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 06/30/2017</p>	<p><b>In Progress</b> - Student Ambassador - \$2,000  <b>Describe Plans &amp; Activities Supported (Justification of Need):</b>          The goal of this plan is to expand our on and off campus marketing efforts as well as our high-school recruitment efforts to increase</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 0          Funding was denied (05/02/2018)</p>
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*Unit Goals*

*Resources Needed*

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enrollment.

**Lead:** Niki Tran

Support: Elisabeth Eatman

**What would success look like and**

**how would you measure it?:** Success:

Increased awareness and enrollment in program

Measure: Yearly comparison

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

**Planning Unit Priority:** High

**One-Time Funding Requested (if applicable):** 2000

**On-Going Funding Requested (if applicable):** 2000

**In Progress -** Cable Display System - \$6,000

**Describe Plans & Activities**

**Supported (Justification of Need):**

Providing more campus visibility to the Interior Design department through the placement of promotional media and displaying students' work.

**Lead:** Niki Tran

Support: Elisabeth Eatman

**What would success look like and**

**how would you measure it?:** Success:

Increased awareness and enrollment in program

Measure: Yearly comparison

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

**Planning Unit Priority:** High

**Documentation Attached?:** No

**One-Time Funding Requested (if**

**Reporting Year:** 2018-19

**% Completed:** 0

Funds Denied (04/10/2019)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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**applicable):** 6000  
**In Progress** - Search Engine Sponsorship - \$8,500  
**Describe Plans & Activities Supported (Justification of Need):**  
 The goal of this plan is to expand our off campus marketing efforts. Search engine marketing will help increase Mt. SAC interior Design Program visibility in search engine results pages which will help increase our enrollment.  
**Lead:** Niki Tran  
 Support: Elisabeth Eatman  
**What would success look like and how would you measure it?:** Success: Increased awareness and enrollment in program  
 Measure: Yearly comparison  
**Type of Request:** MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.  
**Planning Unit Priority:** High  
**Documentation Attached?:** No  
**One-Time Funding Requested (if applicable):** 8500

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

**Request - Full Funding Requested -**  
 Attend and participate in local industry trade shows -\$7,500  
**Describe Plans & Activities Supported (Justification of Need):**  
 ATTEND and PARTICIPATE in 3 of the 5 major local industry trade shows in order to increase internships and awareness about program and product knowledge in the design industry. Booth information is not available for most show yet.

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

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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Requested funding is based on West Edge booth pricing and other out of state pricing is around \$46.00-\$50.00 per sq foot

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

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

Measure: Yearly comparison

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

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

**Request - Full Funding Requested - Describe Plans & Activities**

Magnet/ Pin up board in classroom  
**Supported (Justification of Need):** Additional pin up space in class room to display student work

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

**What would success look like and how would you measure it?:** Success: Students having student project examples displayed enabling success  
Measure: Meeting SLO objectives

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

**Planning Unit Priority:** Medium  
**One-Time Funding Requested (if**

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

*Unit Goals*

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**applicable):** 2000