

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

ELECTRONICS FOR TRANSPORTATION TECHNOLOGY
OLIVE-HARVEY COLLEGE

REPORTS

THE CHANCELLOR

that there is a need to purchase the services of the Center for Occupational Research and Development (CORD), to develop and create the implementation plan for a new Transformations/Career Bridge program at Olive-Harvey College in collaboration with City Colleges. CORD will design an 18-week program that would provide displaced workers necessary employment skills in demand by transportation electronics technology facilities in Chicago; and

that CORD will conduct a needs assessment, develop course descriptions, outlines, and competencies for the curriculum, design curriculum adaptation & course modification, create laboratory & equipment design & specifications, specify teacher requirements and assist in locating/contracting with teachers, establish an implementation plan and conduct a orientation training program for faculty and administrators on program operation; and

that this project will commence approximately, September, 2002 and end before June 30, 2003; and

that CORD has proven expertise in the area of curriculum development and contextual training and has proposed to complete the program for a total cost of \$26,000; and

that the services are exempt from the District's competitive bid requirements.

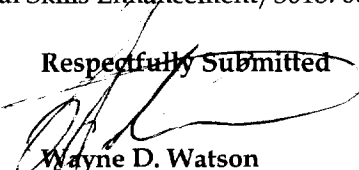
RECOMMENDS

that the Board of Trustees approve the negotiation and execution of an agreement with CORD for the Electronics for the Transportation Technology Program, and that the Chairman be authorized to execute said agreement on behalf of the Board.

Financial:

\$22,200/ Education-to-Careers/3014100
\$ 3,800/ Staff Technical Skills Enhancement/3018700

Respectfully Submitted


Wayne D. Watson
Chancellor


September 11, 2002



Development and Implementation Proposal
July 16, 2002

**City of Chicago Welfare-to-Work Bridge Program
Electronics for Transportation Technology**

CORD proposes to develop and create the implementation plan for a new Transformations/Career Bridge program at Olive-Harvey College on behalf of the City Colleges of Chicago. CORD development staff will work collaboratively with City College Administrators at the Central Office and Olive-Harvey College to design and develop an 18-week program that will provide displaced workers (adult learners) with the necessary employment skills that are in demand by the transportation technology facilities in Chicago.

The program is based upon the existing *Transformations* curriculum. The curriculum has two phases of instruction/training – Technical Literacy, and Tech Specialty. Technical Literacy forms the core of all programs and consists of 430 hours of class and lab time. It includes refresher courses in math and communication, introduces students to computer software, internet, and LAN use, gives them basic understanding of drawings commonly used by technicians, provides fundamental knowledge and skills used in working with mechanical devices, and gives students the type of background in physical principles and applications of technology commonly required of technicians. This segment also gives students the opportunity to develop fundamental skills in areas of *Electricity/Electronics*, *Fluid Power*, and *Quality Control/Statistical Process Control*. The knowledge and skills developed in the Technical Literacy portion are commonly used in a variety of technical occupations. This instruction gives students a broad base of knowledge and skills needed to enter and successfully complete and intensive technical specialization program of study.

Tech Specialty, the second phase, provides concentrated studies in an area of technology for which significant employment opportunities exist. The goal of this instruction is to give students marketable knowledge and skills. Through the Tech Specialty courses, students participating at the Olive-Harvey College program will focus their studies and gain competence in the area of electrical/electronics control systems.

Students also learn job-search and retention skills during the Tech Specialty training. These classes help program participants understand the requirements of employers in a competitive marketplace in which employee participation, attentiveness to details, and concern for their role in assisting the organization to be successful become integrated in developing job-search skills. They will become familiar with developing resumes, letters of application, interviewing skills, and employment search techniques.

The participants of the program will attend class 6 hours per day, 5 days a week, for 18 weeks, receiving 540 hours of technology-oriented instruction with additional time for self-study and individual assistance. The program will be designed to handle 1-2 cohorts of 15-20 participants each. Course descriptions, outlines, and competencies for the

curriculum will be developed under this proposed project that will commence on September, 2002, and be complete by March 2003. The following tasks will be completed by CORD prior to the end of this period:

1. *Needs Assessment and Initial Meeting*

- A. CORD staff, CCC Central Office Staff and Olive-Harvey Administrators will meet with the local employer representatives to establish the needs and final skills required for workers upon completion of the program (this will determine much of what the final 4 weeks of the curriculum will contain)
- B. CORD and CCC staff will identify the current abilities and availability of participants for the program, as well as possible selection criteria (TABE testing and scores)
- C. Assessment of Olive-Harvey College Capabilities (Facilities, equipment, and staff)

\$3,800

2. *Curriculum Adaptation (Design) & Course Modification*

- A. Core – 14weeks
All materials to be used during the first 14 weeks of the program will be identified. The scope and sequence of the materials in mathematics; communications; principles of technology; computer/IT architecture, operating systems, and applications; electricity/electronics; mechanical devices; and locating information, schematics, and ground plans will be altered to specifically address the foundational skills required for understanding the tech specialty. One sample set of materials will be provided along with notes that indicate the appropriate pacing of the materials for the time provided.
- B. Specialty – 4 weeks
CORD will adapt materials from existing materials to create the tech specialty course in electronics for transportation technology. It is anticipated that many of the materials will be adapted from the AYES curriculum developed by CORD, and that AYES will endorse the entire bridge program based upon the use of the materials.

\$10,000

3. *Laboratory & Equipment Design & Specifications*

- A. Establish Effective Room/Laboratory Usage
- B. Assess Equipment Requirements
- C. Develop a Purchasing List for additional required equipment and provide alternatives for purchasing/leasing necessary equipment

\$5,000

4. *Teacher Requirements & Assistance in Locating/Contracting with Teachers*

In instances where the college cannot provide adequate instructors, CORD will identify, locate, and in some instances may contact instructors that possess the appropriate background to deliver different content based upon the specifications of the program.

\$1,400

5. *Establish an Implementation Plan*

CORD will work with the CCC/Olive-Harvey administration to develop an implementation plan for rolling out the program. CORD will also provide a final scope/sequence plan for the program.

\$2,000

6. *Orientation Training for Teachers and Administrators at Olive-Harvey College*

CORD will conduct a 1-day orientation training program for the faculty and administrators on the operation of the program to ensure smooth articulation of the various courses that will be taught, and to establish a common set of goals for the program.

\$3,800

Total

\$26,000

In addition, CORD will secure best available pricing from CCI Publishing on behalf of CCC for the purchase of materials for the program. This project will be directed by Darrell Hull 254-772-8756, ext. 227.