

LASSEN COMMUNITY COLLEGE
INSTRUCTIONAL PROGRAM REVIEW

GUNSMITHING

Initially Submitted November 2013
Revisions Submitted March 2014

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Adopted by the Academic Senate April 1, 2014

Gunsmithing Instructional Program Review

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SECTION ONE: ACADEMIC PLANNING

I. PROGRAM OVERVIEW, OBJECTIVES, AND STUDENT LEARNING OUTCOMES

Description/Evaluation:

- a. Describe and evaluate the program objectives against the LCC strategic plan, specifically the mission statement and strategic goals [available online or in the current catalog].

The mission of the Lassen Community College Gunsmithing Program is as follows:

- Provide a comprehensive series of courses to enable the student to develop necessary industry skills and earn an A.S. Degree.
- Provide specific vocational training in specific Gunsmithing subjects to facilitate entry-level employment and develop job skills to advance in current career.

The objective of the Gunsmithing program is as follows:

- Identify industry standards and needs and provide individuals with opportunities to advance within the industry through vocational training with an A.S. Degree or Certificate from Lassen Community College.

The goals of the Gunsmithing Program are as follows:

- Treat each student with respect to encourage each student to establish and reach his/her goals and objectives within the field of Gunsmithing.
- Expand the use of industry technology in both degree and certificate courses.
- With the participation of an active Advisory Committee, review and improve the Program curriculum every two years.

The gunsmithing program is currently struggling to achieve these. Budgets are smaller, student numbers are higher, and travel to industry events is not funded. It is becoming increasingly difficult to maintain the shop, supply the students and remain current with the industry.

- b. Identify and evaluate the Program Student Learning Outcomes including the relationship between course, program and institutional student learning outcomes.. Faculty may use the Six-Column Model, which links course, program and institutional student learning outcomes [Attachment D, Six-Column Completed Sample] or may choose to utilize an alternate documentation template.

The following are approved Student Learning Outcomes for the Degrees and Certificates offered in the Gunsmithing program:

Associate in Science Degree Firearms Repair

1. Diagnose a specific firearm malfunction, execute the appropriate corrective step and verify the problem has been resolved.
2. Perform firearms repair and maintenance procedures on the large variety of firearms common to retail Gunsmithing operation.

Associate in Science Degree General Gunsmithing

1. Perform appropriate custom alterations and modifications as related to a specific custom field in Gunsmithing.
2. Diagnose a specific firearm malfunction, execute the appropriate corrective step and verify the problem has been resolved.

Certificate of Accomplishment Gunsmith Machinist and Metal Finishing

1. Design and machine firearm parts and fixtures using the appropriate tools and techniques.
2. Apply the appropriate polishing technique and finish to metal firearms parts.

Certificate of Accomplishment Long Gun

1. Diagnose specific long gun malfunction, execute the appropriate corrective step and verify the problem has been resolved.

Certificate of Accomplishment Riflesmith

1. Perform appropriate custom rifle alterations and modifications.
2. Diagnose specific rifle malfunction, execute the appropriate corrective step and verify the problem has been resolved.

Certificate of Accomplishment Pistolsmith

1. Diagnose specific handgun malfunction, execute the appropriate corrective step and verify the problem has been resolved.

Evaluation

In fall 2013 instructional learning outcomes were aligned with GSS SLO's and PSLO's. Of the PSLO's and SLO's assessed in 12-13, 100% met the achievement target.

- c. Evaluate any changes in the program since last review. Include summary of Annual Updates completed since last review.

The program remains impacted with many times more students applying than we have room for. The facility and equipment remain the same, still in need of replacement. We did lose a full time instructor, who has been replaced with a temporary full time instructor.

The program mission statement, goals and objectives listed in the above description continue to carry validity at this time.

- d. Analyze program-related promotional materials/advertising as appropriate

The only promotional materials I am aware of are the summer brochures that we produce.

More advertising would increase summer enrollment.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Academic Planning Form at the end of the section for any recommendations requiring institutional action.

Re-evaluate the Gunsmithing Program mission statement, goals and objectives with the input of the Advisory Committee.

II STUDENT OUTCOMES

A. Trends and Patterns in Student Outcomes

Description/ Evaluation:

The following data for the award of degrees and certificates was provided by Academic Services.

Academic Year	09/10	10/11	11/12	12/13
AS Degree – General Gunsmithing	3	1	5	4
AS Degree – Firearms Repair	3	1	5	4
Certificate of Achievement – General Gunsmithing	5	5	15	8
Certificate of Achievement – Firearms Repair	5	5	11	7
Certificate of Achievement – Long Gun	5	5	12	9
Certificate of Achievement – Pistolsmith	5	5	18	7
Certificate of Achievement – Riflesmith	5	6	18	9
Certificate of Achievement – Gunsmith Machinist and Metal Finishing	6	11	16	10

Transfer numbers for the last four years

Our transfer numbers for the last four years are zero, and will remain so. As a vocational program with terminal degrees and certificates our students goals are to receive there degree or certificate and enter the workforce.

Completion, retention and success data for the last four years

Course	Success		Retention	
	2011-2012	2012-2013	2011-2012	2012-2013
GSS-112	95.5%	100.0%	95.5%	100.0%
GSS-112B	100.0%	100.0%	100.0%	100.0%
GSS-114	100.0%	90.7%	100.0%	97.7%
GSS-117	100.0%	40.0%	100.0%	100.0%
GSS-119		100.0%		100.0%
GSS-123	100.0%		100.0%	
GSS-127		100.0%		100.0%
GSS-129A		100.0%		100.0%
GSS-133	100.0%		100.0%	
GSS-134	100.0%	89.3%	100.0%	100.0%
GSS-135	100.0%		100.0%	
GSS-143	100.0%		100.0%	
GSS-147	100.0%	46.2%	100.0%	100.0%
GSS-49	100.0%	100.0%	100.0%	100.0%
GSS-50.01	71.4%	88.2%	100.0%	100.0%
GSS-50.03	73.3%	100.0%	100.0%	100.0%
GSS-51.01	94.4%		100.0%	
GSS-51.05	92.9%		100.0%	

GSS-51.06	85.7%		100.0%	
GSS-52.01	85.7%	100.0%	100.0%	100.0%
GSS-52.02	85.7%	94.4%	100.0%	100.0%
GSS-52.03	60.0%	100.0%	100.0%	100.0%
GSS-52.04	73.7%	100.0%	100.0%	100.0%
GSS-52.05	77.8%	94.1%	100.0%	100.0%
GSS-52.06	77.8%	88.2%	100.0%	100.0%
GSS-52B	100.0%	94.4%	100.0%	100.0%
GSS-52BR	100.0%	100.0%	100.0%	100.0%
GSS-54.01	77.8%	100.0%	100.0%	100.0%
GSS-54.02	72.2%	100.0%	94.4%	100.0%
GSS-54.03	76.5%	94.1%	100.0%	100.0%
GSS-54.05	72.2%	82.4%	100.0%	100.0%
GSS-55.04	91.7%		100.0%	
GSS-56.01	92.9%		100.0%	
GSS-56.03	88.2%		100.0%	
GSS-56.04	75.0%		93.8%	
GSS-57.01	83.3%		100.0%	
GSS-57.02	92.3%		100.0%	
GSS-57.03	71.4%		100.0%	
GSS-57.06	100.0%		100.0%	
GSS-57.08	60.0%		100.0%	
GSS-57.15	92.3%		100.0%	
GSS-58.02	78.6%		92.9%	
GSS-59.02	85.7%	100.0%	100.0%	100.0%
GSS-59.03	100.0%	100.0%	100.0%	100.0%
GSS-59.04	92.9%	100.0%	92.9%	100.0%
GSS-59.05	100.0%	100.0%	100.0%	100.0%
GSS-59.07	93.8%	100.0%	100.0%	100.0%
GSS-59.09	93.8%	100.0%	100.0%	100.0%
GSS-60.01	100.0%	100.0%	100.0%	100.0%
GSS-60.02	100.0%	87.5%	100.0%	100.0%
GSS-60.04	100.0%	100.0%	100.0%	100.0%
GSS-61.01	85.0%	88.9%	100.0%	100.0%
GSS-61.02	93.3%	100.0%	100.0%	100.0%
GSS-61.03	92.3%	100.0%	100.0%	100.0%
GSS-62.03	92.9%		100.0%	
GSS-62.04	85.7%		100.0%	
GSS-63.01	91.7%		91.7%	
GSS-63.02	100.0%		100.0%	
GSS-63.03	100.0%		100.0%	
GSS-63.05	100.0%		100.0%	
GSS-64.01	100.0%		100.0%	
GSS-66.01	66.7%		100.0%	

GSS-66.02	94.4%	100.0%	100.0%	100.0%
GSS-66.03	100.0%		100.0%	
GSS-67.01	100.0%	100.0%	100.0%	100.0%
GSS-68.01	100.0%	100.0%	100.0%	100.0%
GSS-68.02	92.9%	100.0%	92.9%	100.0%
GSS-68.03	90.5%	100.0%	100.0%	100.0%
GSS-69.01	100.0%		100.0%	
GSS-69.02	75.0%		100.0%	
GSS-69.03	100.0%		100.0%	
GSS-69.04	80.0%		80.0%	
GSS-70		100.0%		100.0%
GSS-70.01	100.0%	100.0%	100.0%	100.0%
GSS-70.02	100.0%	100.0%	100.0%	100.0%
GSS-71.01	100.0%		100.0%	
GSS-71.02	100.0%		100.0%	
GSS-71.03	92.3%		100.0%	
GSS-71.04	100.0%		100.0%	
GSS-73.02	100.0%	100.0%	100.0%	100.0%
GSS-75.02	100.0%		100.0%	
GSS-77	100.0%	100.0%	100.0%	100.0%
GSS-82	100.0%	100.0%	100.0%	100.0%
GSS-87	100.0%	100.0%	100.0%	100.0%
GSS-88	100.0%	100.0%	100.0%	100.0%
GSS-89	100.0%	100.0%	100.0%	100.0%
GSS-93	100.0%	65.6%	100.0%	100.0%
GSS-95	100.0%	100.0%	100.0%	100.0%
GSS-98.02	100.0%	100.0%	100.0%	100.0%
GSS-98.03	100.0%	42.4%	100.0%	100.0%
GSS-98.04	100.0%		100.0%	
GSS-98.05	100.0%	100.0%	100.0%	100.0%
GSS-98.06	100.0%	100.0%	100.0%	100.0%
GSS-98.08	100.0%		100.0%	
GSS-98.09	100.0%	82.8%	100.0%	96.6%
GSS-98.12	100.0%	56.5%	100.0%	100.0%
GSS-98.21	100.0%		100.0%	
GSS-98.22	95.2%	100.0%	100.0%	100.0%
GSS-98.23	89.5%	100.0%	100.0%	100.0%

The following data for student job placement within the industry was compiled from data furnished by individual students. The data reflects only a portion of the students that are employed in the field from 2008-12.

Richard Nola	J&G Gunsmithing	Ian Hendricks	J&G Gunsmithing
Peter Coelho	J&G Gunsmithing	David Meehan	Meehanovich Gunsmithing
Dave Sheppard	R&G Gunsmiths	Melissa Sheppard	R&G Gunsmiths
Garrett Schmidt	Cooper Firearms	Brian Scott	
Wes Brians	Nosler Custom	Jeff Patterson	Savage
Jeff Brewton	Lock & Load Gunsmithing	Berge Kerkorian	2 nd Amendment Sports
Nick Calcagni	U.S. Ordinance	Tyler Norona	U.S. Ordinance
Dustin Debella	Weatherby, Inc.	Greg Weeks	U.S. Ordinance
Dean Miller	Tussey Custom	John Indell	Tussey Custom
Sam Schutz	California Highway Patrol	Kyle Yoshimura	J&G Gunsmithing

Evaluation

The number of AS Degrees awarded over the last four years remains low. Potential causes for this may be attributed to a few factors, including but not limited to:

- Lack of desire/motivation to achieve an AS Degree. Generally not required for employment in this field.
- Accessibility to general education classes within the 2 year degree schedule (Reference Section 2c).
- Satisfaction with the ability to obtain employment in the otherwise slow economy.

The awarding of Certificates in the Gunsmithing Program has remained fairly low, however it has been observed that many students that complete the program (without satisfying the general education requirements for a degree) fail to petition the Counseling Department for the appropriate certificates they are qualified for. This issue was addressed in the 11/12 year by the Gunsmithing faculty by encouraging students to petition and as a result we have seen an increase in certificates awarded.

The NRA courses offer a Certificate of Completion upon completing the course. Along with these Certificates, a POST Certification is awarded when appropriate and is used by the student (typically a law enforcement officer) to satisfy the continuing education requirements of their employment.

Job placement data is only available when students receive assistance in acquiring a job from a faculty member, or when the student informs a faculty member of their employment status after leaving the Program. Therefore this data potentially represents only a portion of the overall statistics, and for that reason no further evaluation is offered

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Academic Planning Form for any recommendations requiring institutional action.

The Gunsmithing Program recommends that the Office of Institutional Research employ sufficient tracking mechanisms to provide sufficient data for evaluation. If necessary, the Gunsmithing Department will work with the Research Department to provide information regarding students when available, provided a standardized means to report is established.

B. Student Learning Outcome Assessment

Student Learning Outcomes have been approved for all GSS courses, however SLO Assessment Plans are not in place for each course. Significant progress has been made; we should be near 100% by the end of spring 2014.

We have made no changes based on SLO assessment. The changes we have made have been based on industry needs and with the advice of our advisory committee.

Evaluation

The use of SLOs as a method evaluating this program is redundant, we have empirical data. When our students receive their degree or certificate and enter the workforce the program has been successful.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Academic Planning, Student Services Planning, Facilities Planning, Technology Planning, Human Resources Planning Forms as appropriate for any recommendations requiring institutional action.

Complete SLO assessment plans for all GSS courses and SLOs.

C. Student Evaluation Summary

Description/ Evaluation:

Attach Student Evaluation Summary provided by Office of Academic Services and provide an analysis of the results of the student evaluations

The overall response to the Student Evaluation shows a positive attitude towards the program. The suggestions offered by the students generally referred to needing more workspace, storage space, equipment and welders. Some comments were made regarding the aging equipment in the machine shop, a potential problem that the program staff is aware of.

The Student Evaluation summary shows that the students in the Gunsmithing Program are generally satisfied with the scheduling of courses. The data does reflect the perceived need for more space and equipment in the facility as outlined in section 2d and section 5 of this review.

Planning Agenda

No additional recommendations are offered for this review.

III. CURRICULUM

A. Degrees and/or Certificates

Description/ Evaluation:

DEGREES AND CERTIFICATES

Description

The following degrees and certificates have changed since the last Program Review:

A.S. Degree in General Gunsmithing – 60 Units

Required Core Courses: 36 Units

General Education Requirements: 18 Units

Course #	Units	Course Title
GSS 50.01	1	Recoil Pad & Sling Swivel Installation
GSS 50.03	1	Open and Optical Sight Installation
GSS 51.05	1	Glass Bedding for Strength and Accuracy
GSS 52.01	2	Gunsmith Machining 1
GSS 52.02	2	Gunsmith Machining 2
GSS 52.03	2	Gunsmith Machining 3
GSS 52.04	1	Gunsmith Machining 4
GSS 52.05	1	Gunsmith Machining 5
GSS 52.06	1	Gunsmith Machining 6
GSS 54.05	1	Hardening & Tempering of Carbon Steels
GSS 55.04	1	Stock Refinish and Repair
GSS 56.01	1	Headspace
GSS 56.03	1	Bolt Action Barrel Fitting
GSS 57.03	1	Action and Bolt Modifications
GSS 58.02	1	Pressure and Pillar Bedding
GSS 59.02	1	Metal Preparation for Caustic Bluing
GSS 60.04	1	DFR Pump Shotguns
GSS 61.01	1	DFR Single Action Revolvers
GSS 62.03	1	Misfire Correction
GSS 62.04	1	Correcting Oversize Firing Pin Holes
GSS 63.05	1	Double Guns, Hingepins and Headspace
GSS 64.01	1	Composition Stock Fitting, Bedding, Finishing
GSS 67.01	1	Blowback Principle
GSS 69.03	1	DFR Lever Action Rifles
GSS 70.01	1	DFA Triggers 1
GSS 71.01	1	DFR .22 Autos
GSS 73.02	1	Spring Making
WT 31	3	GTAW for Gunsmiths
WT 32	3	Advanced GTAW for Gunsmiths

Electives: 12 Units (The student may select any courses numbered 1 – 99 to satisfy this requirement.)

A.S. Degree in Firearms Repair – 60 Units Required Core Courses: 42 Units

General Education Requirements: 18 Units

Course #	Units	Course Title
GSS 50.01	1	Recoil Pad & Sling Swivel Installation
GSS 50.03	1	Open and Optical Sight Installation
GSS 51.01	1	Stock Inletting
GSS 51.05	1	Glass Bedding for Strength and Accuracy
GSS 51.06	1	Wood Stock Finishing
GSS 52.06	1	Gunsmith Machining 6
GSS 54.05	1	Hardening and Tempering of Carbon Steels
GSS 56.03	1	Bolt Action Barrel Fitting
GSS 57.01	1	Bolt Action Breeching and Headspace
GSS 57.03	1	Action and Bolt Modifications
GSS 59.02	1	Metal Preparation for Caustic Bluing
GSS 60.01	1	DFR Recoil Operated Shotguns
GSS 60.02	1	DFR Gas Operated Shotguns
GSS 60.04	1	DFR Pump Shotguns
GSS 61.01	1	DFR Single Action Revolvers
GSS 61.02	1	DFR Smith & Wesson Revolvers
GSS 61.03	1	DFR Colt Revolvers
GSS 62.03	1	Misfire Correction
GSS 62.04	1	Correcting Oversize Firing Pin Holes
GSS 63.02	1	Ejectors
GSS 63.03	1	Double Gun Locks
GSS 64.01	1	Composition Stock Fitting, Bedding, Finish
GSS 66.02	1	Revolver Barrel Fitting and Ranging
GSS 67.01	1	Blowback Principle
GSS 68.01	1	DFR Locked Breech Single Action Autopistol
GSS 68.02	1	DFR Locked Breech Double Action Autopistol
GSS 68.03	1	DFR Blowback Autopistols
GSS 69.01	1	DFR Auto Rifles
GSS 69.02	1	DFR Pump Rifles
GSS 69.03	1	DFR Lever Action Rifles
GSS 70.01	1	DFA Triggers 1
GSS 71.01	1	DFR .22 Autos
GSS 71.02	1	DFR Bolt Action .22's
GSS 71.03	1	DFR Pump and Lever Action .22's
GSS 71.04	1	DFR Marlin Model 39
GSS 75.02	1	Firearm Laws and Regulations
WT 31	3	GTAW for Gunsmiths
WT 32	3	Advanced GTAW for Gunsmiths

- Certificate of Accomplishment – Gunsmith Machinist and Metal Finishing : 16 Units

Course #	Units	Course Title
GSS 50.01	1	Recoil Pad & Sling Swivel Installation
GSS 50.03	1	Open and Optical Sight Installation
GSS 52.01	2	Gunsmith Machining 1
GSS 52.02	2	Gunsmith Machining 2
GSS 52.03	2	Gunsmith Machining 3
GSS 52.04	1	Gunsmith Machining 4
GSS 52.05	1	Gunsmith Machining 5
GSS 52.06	1	Gunsmith Machining 6
GSS 54.05	1	Hardening and Tempering of Carbon Steels
GSS 59.02	1	Metal Preparation for Caustic Bluing
GSS 59.03	1	Parkerizing
GSS 59.04	1	Color Case Hardening
GSS 59.09	1	Alternative Metal Finishing

- Certificate of Accomplishment – Long Gun : 16 Units

Course #	Units	Course Title
GSS 51.06	1	Wood Stock Finishing
GSS 52.06	1	Gunsmith Machining 6
GSS 54.05	1	Hardening and Tempering of Carbon Steels
GSS 60.01	1	DFR Recoil Operated Auto Shotguns
GSS 60.02	1	DFR Gas Operated Auto Shotguns
GSS 60.04	1	DFR Pump Shotguns
GSS 66.01	1	Non-Bolt Action Rifle Barrel Fitting
GSS 69.01	1	DFR Auto Rifles
GSS 69.02	1	DFR Pump Rifles
GSS 69.03	1	DFR Lever Action Rifles
WT 31	3	GTAW for Gunsmiths
WT 32	3	Advanced GTAW for Gunsmiths

Certificate of Accomplishment – Pistolsmith : 16 Units

Course #	Units	Course Title
GSS 52.06	1	Gunsmith Machining 6
GSS 54.05	1	Hardening and Tempering of Carbon Steels
GSS 61.01	1	DFR Single Action Revolvers
GSS 61.02	1	DFR Smith & Wesson Revolvers
GSS 61.03	1	DFR Colt Revolvers
GSS 66.02	1	Revolver Barrel Fitting and Ranging
GSS 67.01	1	Blowback Principle
GSS 68.01	1	DFR Locked Breech Single Action Autopistol
GSS 68.02	1	DFR Locked Breech Double Action Autopistol
GSS 68.03	1	DFR Blowback Autopistol
WT 31	3	GTAW for Gunsmiths
WT 32	3	Advanced GTAW for Gunsmiths

• Certificate of Accomplishment – Riflesmith : 16 Units

Course #	Units	Course Title
GSS 51.01	1	Stock Inletting
GSS 51.05	1	Glass Bedding for Strength and Accuracy
GSS 51.06	1	Wood Stock Finishing
GSS 55.04	1	Stock Refinish and Repair
GSS 56.01	1	Headspace
GSS 56.03	1	Bolt Action Barrel Fitting
GSS 56.04	1	Barrel Contouring
GSS 57.01	1	Bolt Action Breeching and Headspace
GSS 57.15	1	Bolt Action Rifle Feeding
GSS 57.02	1	Action Blueprinting
GSS 57.03	1	Action and Bolt Modifications
GSS 57.06	1	Truing exterior of Action
GSS 57.08	1	Bottom Metal Modifications
GSS 58.02	1	Pressure and Pillar Bedding
GSS 62.04	1	Correcting Oversize Firing Pin Holes
GSS 64.01	1	Composition Stock Fitting, Bedding, Finishing

2. Faculty should analyze progress made on the assessment of program (degree/certificate) learning outcomes
3. Evaluate the need for courses, degrees and/or certificates

Evaluation

As a result of course review,

- Degree applicable courses meet the core requirements for the A.S. Degrees, certificates of achievement, and elective requirements for the A.S. Degrees.
- Certain stand-alone courses meet the requirements for vocational training.

- Faculty will review half of the gunsmithing curriculum during each IPR cycle due to the volume of the courses.

Currently we are reviewing all classes with our advisory committee and making the appropriate changes. This started spring 2013 with the above changes; more changes will be coming with the results of committee voting.

6. Career/Technical programs: Attach dates of Advisory Committee meetings (a minimum of two meeting per year). Reference Committee Member Rosters and Minutes located in the Office of Academic Services. Summarize the advisory committee recommendations for program curriculum enhancement or improved student competencies

Our advisory committee meet twice annually by email or postal mail. Typically our meeting discuss curriculum, budget, facilities, the industry and ask for any other input.

7. Career/Technical programs: Use advisory committee recommendations, labor market or other standards to answer the following question: Do the core courses in the certificates and degrees meet current employer skill requirements for the field?

Evaluation of the core courses in the degrees and certificates has resulted in the affirmation that the courses currently offered satisfy the current employer and industry skill requirements for the Gunsmithing field.

Planning Agenda::

List recommendations and necessary actions necessitated by the above evaluation. Complete Academic Planning Form for any recommendations requiring institutional action.

Recommendations/Plan

1. Continue to work with our advisory committee to update our classes and remain current with the industry. Please see our advisory committee questionnaire (Attachment B)
2. Develop SLO Assessment Plans for the remaining GSS courses, and assist Part-Time instructors with the process.

B Courses

Description/Evaluation:

1. Identify courses added or deleted from the instructional program since the last instructional program review.
2. Each course offered within the instructional program must be reviewed for accuracy and currency (see Attachment I, Course List by Program). Review of each course outline should include asking the following questions:
 - a. Should the Disciplines of Assignment remain the same or be changed?
 - b. Should the Catalog/Schedule description remain the same or be updated?
 - c. Is the course repeatable? Is the repeatability reflected in the SLOs, Objectives, and Course Content sections? What is the basis for repeatability: legal requirement or increased skill level?
 - d. If the course meets a core requirement within specific degrees or certificates, is it accurately noted on the outline?
 - e. If the course satisfies a specific area within the general education requirement for an associate degree or transfer, is it accurately noted on the outline?
 - f. Are course-level student learning outcomes included on each course outline? Are learning outcomes included for each allowable repetition?
 - g. Does the course require a prerequisite or have recommended preparation? Are content review forms on file for each recommended preparation and/or prerequisite?
 - h. Do any of the learning outcomes or objectives need revision?
 - i. Does any content need to be updated?
 - j. Are any changes necessary in the Methods of Instruction, Assignments, Critical Thinking or Methods of Evaluation sections?
 - k. Is the course being considered for distance education offering? If so, has it been approved for specific distance education delivery?
 - l. Is the textbook current and is the publication date included?
3. Whether changes to a course outline are necessary or not, a Revision to Existing Course Form for each course must be completed and submitted to the Curriculum/Academic Standards Committee for action. When changes are necessary, indicate the revisions on the form. Where no changes are necessary, simply indicate on the Revision Form that “the course has been reviewed as part of the program review and no changes are necessary.” Revision forms will be retained in the Instructional Office with the Curriculum agenda packets.
4. Following the Curriculum/Academic Standards Committee action on all submitted Revision to Existing Course Forms, a summary Instructional Program Curriculum Review Form will be completed by the Curriculum/Academic Standards Subcommittee Chair and given to the program faculty for inclusion in the program review.
5. The signed Instructional Program Curriculum Review Form is to be included with your completed program review documents

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Academic Planning Form for any recommendations requiring institutional action.

C. Scheduling and Enrollment Patterns

Description/ Evaluation:

1, Describe and explain any deviation from the two-year plan in course scheduling during the last four years.

c. SCHEDULING AND ENROLLMENT PATTERNS

Description

- SCHEDULING
- The Gunsmithing Program offers an average of 100 sections per year including the regular Gunsmithing courses, NRA Summer courses, and LEAS courses combined.

GUNSMITHING PROGRAM

All of the core courses for the degrees and certificates referenced in section b (1) are offered each year during the fall and spring semesters. There are typically two courses that are offered concurrently each week on campus, resulting in a two year schedule of classes for the degree driven student. Most of the certificates can be completed in a single year, depending upon potential scheduling conflicts between first and second year classes being offered during the same week.

NRA SUMMER PROGRAM

The NRA program is offered during the summer semester, and is typically composed of two to four course offerings in a given week. The schedule is designed around a basic set of core classes offered each year, as well as courses that are offered on a rotating two or three year basis. California Peace Officers Standards and Training (POST) and Certified Law Enforcement Armorers Schools (LEAS) classes comprise a portion of the summer course offerings. Upon the completion of each course, the student is awarded a Certificate of Completion by the NRA.

2. Evaluate the relationship between schedule, enrollment patterns and FTE generated statistics

- ENROLLMENT PATTERNS

Student Enrollment Patterns, 2007-Spring 2013

	SU 07	FA/SP 07/08	SU 08	FA/SP 08/09	SU 09	FA/SP 08/09	SU 10	FA/SP 10/11	SU 11	FA/SP 11/12	SU 12	FA/SP 12/13
Gunsmithing	0	1003	0	922	0	1150	0	1037	0	1025	0	977
NRA	314	0	291	0	319	0	288	0	313	0	389	0

3. Using FTE data provided, evaluate how the scheduling of courses within the program has served the needs of a variety of students (e.g. day, evening, single parents, employed full-time). Include the following considerations:
- a. Number of sections (too many/too few to serve student needs)
 - b. Variety of times (three times a week, twice a week, one day a week and morning/afternoon/evening)
 - c. Length of courses (traditional semester/short term)
 - d. Method of delivery (traditional/technology-mediated/correspondence delivered instruction).

- FTES GENERATION

Gunsmithing Program

Revenue Generation 2009/10-2012/13

	Credit FTES 2009/10 SUM 09	Credit FTES 2010/11 SUM 10	Credit FTES 2011/12 SUM 11	Credit FTES 2012/13 SUM 12
Gunsmithing Program	115.06	103.01	104	101.16
State Apportionment per FTE	\$4685.70	\$4663.29	\$4564.83	\$4564.83
Total Program Revenue	\$539136.64	\$480365.50	\$474742.32	\$461778.20

4. Evaluate student access to general education courses within the context of the scheduling of the instructional program courses.

Evaluation

Enrollment patterns within the offered data have shown the following over the past four years:

1. The Gunsmithing Program has shown a slight increasing trend.
2. The NRA Program has remained fairly stable.

As of the last Gunsmithing IPR, the Gunsmithing Program has shown slight growth. The 2009/10 year data shows higher enrollments than any other year, however this was due to the now defunct ITR contract in which the program was presenting POST certified courses in various locations around California. This contract was ended in 2010 and at that point the data shows the recovery of enrollments from the 2008/09 data.

Access to General education classes by students enrolled full-time in the Gunsmithing Program has shown to be an issue. With Degree courses each week of the semester at 39 hours in length, the only general education options are evening courses, correspondence, and alternate time petitions if there is a minimal overlap in schedules.

Planning Agenda:

Complete Academic Planning Form for any proposed changes in the schedule that might improve enrollment patterns and better meet student needs.

Recommendations/Plan

- Advertising and recruiting the programs across the board needs to be a key goal in order to increase enrollment. Access to program information on the college website is difficult, and it is recommended that this is addressed. Furthermore, recruiting efforts have been limited to 3 gun shows in Reno, NV per year, yet they have generated some enrollments. It is recommended that a recruiting and advertising program be established and funded to promote the programs.
- The Gunsmithing Program has set a goal of 50 full time students, 25 first year and 25 second year. This number reflects the operational capacity of the Gunsmithing Facility. This number of students would generate 800 enrollments equaling 59.43 FTES per semester.

- The NRA Program has the potential to accommodate up to 750 enrollments, and has been near that number in the past. Therefore, a goal is established to increase the number of enrollments in this area. This can be accomplished by modeling the upcoming NRA schedules after those that generated large numbers, offering courses with instruction from well known industry figures, and increased timely advertising. It is further suggested that Equivalency guidelines be established in order to bring industry recognized instructors to the program which will increase enrollments.
- The ITR contract that expired in 2010 showed that there is a large amount of potential for such a program. It is recommended that the program further explores this idea and develops a program to utilize this enrollment resource.
- It is recommended that an inquiry should be made regarding student access to general education courses within the two year degree schedule of the Gunsmithing Program.

E. Equipment

Description/ Evaluation:

1. List capital outlay equipment, age of equipment and replacement schedule
2. Identify any existing equipment maintenance/service agreements
3. Evaluate the condition of capital outlay equipment in light of the replacement schedule and available funds.
4. Evaluate the effectiveness of and need for additional maintenance/service agreements.
5. Justify any proposed modification or additions to equipment available for students and/or faculty/instructional assistants within the program.

BUDGET

a. BUDGET FROM THE GENERAL FUND

Description

The current budget (Fiscal year 2013/14) includes the following allocations specifically for supplies, equipment, travel and advertising:

- 54300 Supplies \$9591.00
- 55633 Equipment Repairs \$850.00
- 55200 Travel \$4400.00
- 55930 Advertising \$1400.00

The Supply budget provides both the Gunsmithing and NRA Programs with tooling and consumable materials such as saw blades, sanding belts, welding rod, etc. Furthermore due to the lack of an actual Equipment budget it tends to be used for small machines and equipment when necessary, sometimes leaving the account short of funds for actual supplies.

The travel budget covers the costs involved with bringing in Part Time Faculty to teach a specific class from time to time such as our NRA course offerings. It is further utilized for travel related to recruitment efforts.

The advertising budget is used primarily for printing our summer schedule, purchasing tables at gun shows and some associated costs involved with these recruitment efforts.

Supplies, Travel and Equipment Repair Expenditures

	2009/10	2010/11	2011/12	2012/13
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	SUM 09	SUM 10	SUM 11	SUM 12
54300 Supplies	\$3271.15	\$9751.24	\$7395.89	\$8099.78
55200 Travel	\$3003.72	\$0.00	\$4565.10	\$4689.88
55633 Equipment Repairs	\$602.78	\$837.28	\$1592.42	\$719.76

*Data collected from SURE Reports provided by Academic Services

Analysis of the data gathered from SURE Reports regarding the last four years has generated some questions. There is some missing data from the fiscal year 2010 and 2011. In regard to the 54300 Supplies account, the fiscal year 2010 shows a low expenditure of \$3271.15, however program faculty remember purchasing supplies for a greater amount. In the 55200 Travel account, fiscal year 2011 shows no travel expenditure at all, even after program staff attended several gun shows and after completion of NRA program classes with instructors from out of the area. Due to these apparent inaccuracies it is difficult to determine a pattern of need for adjustment of the allotted funds to individual accounts.

There are a few emerging budgetary needs. As referenced in Section 5, Attachment 'A' shows that we have a shop full of aging equipment. There is currently no 'Equipment' budget category, rather an Equipment Repair category that is grossly inadequate. It is apparent that eventually we will need to explore options for providing funding perhaps partially through budgeting from the General Fund.

Revenue Generation vs. Cost of Operation

	2009/10 SUM 09	2010/11 SUM 10	2011/12 SUM 11	2012/13 SUM 12
FTES Generation	115	103.01	104	101.16
State Apportionment per FTE	\$4685.70	\$4663.29	\$4564.83	\$4564.83
Other Revenue	\$5947.00	\$4085.00	\$5054.00	
Total Program Revenue	\$545061.25	\$484433.19	\$479784.24	
Total Program Cost	\$372590.02	\$374773.95	\$387479.07	406984.89
Gross Contribution to Overhead	\$158526.50	\$109659.24	\$92305.17	68855.14

*Data collected from SURE Reports provided by Academic Services

Analysis of revenue generation vs. cost of operation has yielded some questions as well. FTES Generation seems to remain fairly stable over the last few years, with an increase of 11-12 FTES in the 2010 fiscal year. It is unclear if the categorization of FTES generated by the program (GSS) is currently correct. In the previous IPR it was discovered that the series of welding courses offered under the GSS heading were being categorized under the welding program, and the shooting courses had been categorized under the athletic program.

SURE report numbers seem to change. What was reported to us last year for 2009/10 and 2011/12 have changed completely this year. I have no explanation for this nor can I find anyone that does.

Evaluation

Evaluation of the specific individual categories contained in the budget information provided for the purpose of this Program Review has yielded insufficient data to determine the need for changes within the existing categories. However, with the looming need to update some of the programs older and aging equipment, it has become apparent that an evaluation of the possibility of establishing a category within the budget from the General Fund for the purposes of purchasing equipment be explored.

The categorization of FTES generated under the GSS program continues to remain unclear.

Recommendation/Plan

1. Utilizing help from Administrative Services, determine the categorization of FTES generation from the GSS Program.
2. Utilizing help from Administrative Services, investigate the possible inaccuracies and missing data contained in the SURE report and Account Availability Reports provided for this review.
3. Investigate the feasibility of including an account for equipment purchase within the budget.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Academic Planning, Student Services Planning, Facilities Planning, Technology Planning Forms as appropriate for any recommendations requiring institutional action.

Prioritized Recommendations for Implementation by Program Staff

7. PRIORITIZED RECOMMENDATIONS AND SUMMARY

Recommendations for consideration by College Planning Committees:

Group 1 - Prioritized recommendations from Sections 1-3:

1. Section 2c – A recruiting and advertising plan should be established and funded to promote the Gunsmithing and NRA programs.
2. Section 2d – Facility relocation/expansion: It is recommended that the study into the feasibility of a new facility in conjunction with an indoor range be continued.
3. Section 3a – The Gunsmithing Program recommends that the Office of Institutional Research employ sufficient tracking mechanisms to provide sufficient data for evaluation. If necessary, the Gunsmithing Department will work with the Research Department to provide information regarding students when available, provided a standardized means to report is established.
4. Section 2c – It is recommended that expansion into contract education be further pursued.
5. Section 2d – It is recommended that discussions continue regarding development of a Business Degree with an emphasis on the Shooting Industry.

Group 2 - Prioritized recommendations from Sections 4-6:

1. Section 5 – It is recommended that the test firing facility and equipment be updated to safer and more modern industry standard equipment.
2. Section 5 -Add a storage facility adjacent to the gunshop to store program equipment and eliminate safety concerns regarding the storage of this equipment.
3. Section 6 – It is recommended that issues regarding discrepancies within the budget and FTES categorization of the Gunsmithing Program be resolved, and an accurate, detailed analysis be performed and evaluated so that further recommendations can be made at that time.
4. Section 5 - Develop a plan to replace broken and aging major equipment in the machine shop.
5. Section 4 – It is recommended that the Program faculty identify and attend additional sources of professional development. It is further recommended that a source of training regarding the CNC equipment in the shop be identified and utilized so that the machine can be used to its full potential in an instructional capacity.

Due date: Program (i.e. 2012 Administration of Justice Instructional Program Review)

Prioritized Recommendations Requiring Institutional Action for Inclusion in Educational Master Plan

Due date: Program (i.e. 2013 Basic Skills Program Review)
 Prioritized Recommendations Requiring Institutional Action for Inclusion in Education Master Plan

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome
	A recruiting and advertising plan should be established and funded to promote the Gunsmithing and NRA programs.			
	Facility relocation/expansion: It is recommended that the study into the feasibility of a new facility in conjunction with an indoor range be continued.			
	The Gunsmithing Program recommends that the Office of Institutional Research employ sufficient tracking mechanisms to provide sufficient data for evaluation. If necessary, the Gunsmithing Department will work with the Research Department to provide information regarding students when available, provided a standardized means to report is established.			
	It is recommended that expansion into contract education be further pursued.			
	It is recommended that discussions continue regarding development of a Business Degree with an emphasis on the Shooting Industry.			
	It is recommended that the test firing facility and equipment be updated to safer and more modern industry standard equipment.			
	Add a storage facility adjacent to the gunshop to store program equipment and eliminate safety concerns regarding the storage of this equipment.			
	It is recommended that issues regarding discrepancies within the budget and FTES categorization of the Gunsmithing Program be resolved, and an accurate, detailed analysis be performed and evaluated so that further			

	recommendations can be made at that time.			
	Develop a plan to replace broken and aging major equipment in the machine shop.			
	It is recommended that the Program faculty identify and attend additional sources of professional development. It is further recommended that a source of training regarding the CNC equipment in the shop be identified and utilized so that the machine can be used to its full potential in an instructional capacity.			

SECTION TWO: HUMAN RESOURCE PLANNING

A. Program Staffing

Description/ Evaluation:

1. List the current staffing for the program include: full-time and part-time faculty positions, instructional assistants and classified staff

Description

The level of staffing for the 2012-2013 academic year is as follows:

Full Time Faculty	Part Time Faculty	Classified Employees
John Martin	Robert Chavez	Kelton Freitas
	James Tucker	Justin Deal
	Kelton Freitas	
	Robert Hamilton	
	Brent Mumma	
	Buck Bauer	

Evaluation

The number of Part Time faculty has dropped in the last few years, with Jay Strite, Bob Dunlap, and Martin Scott no longer wishing to teach part time. This has resulted in utilizing the remaining 5, with three of them carrying a full part time load. James Tucker is brought in for specific areas of expertise, and cannot be utilized in other courses of instruction. Local and semi-local availability of Part Time Instructors has allowed for the Program to continue, however it is unclear how long this can sustain without developing new Part Time faculty.

In the event that the Contract Education courses become developed and incorporated into the existing Gunsmithing program, the need for additional part time instructors will arise. Using the ITR contract courses as a model, it could become necessary to appoint a faculty member to oversee the course offerings.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Academic Planning and Human Resources Planning Forms as appropriate for any recommendations requiring institutional action.

Recommendations/Plan

- The Gunsmithing Program offers no recommendations regarding faculty positions for on-campus courses at this time. However, if enrollment increases substantially it is recommended that the staffing plan be re-evaluated.

B. Professional Development

Description/ Evaluation:

1. If available, reference Flex Contracts for full-time faculty teaching in the program for each of the last two years. [Copies may be available in the Office of Instruction].
2. Describe the professional development and professional activities of the program faculty/instructional assistants in addition to flex obligation relevant to program improvement that has occurred during the period under review. (workshops, conferences, staff development, sabbatical leaves, work experience, etc.)

Description

The Gunsmithing Department Faculty has attended several seminars and conferences within the industry. The following are examples:

- SHOT Show
- NRA Convention
- Safari Club International Show

The ability of the faculty to attend some of the functions has been hindered due to current financial constraints.

Evaluation

Gunsmithing Program faculty members are committed to professional development activities available within the industry. However the staff has only been allowed to attend the NRA convention in recent years as required by agreement with the NRA.

Planning Agenda:

Recommendations/Plan

It is recommended that the Program faculty identify and attend additional sources of professional development. It is further recommended that a source of training regarding the CNC equipment in the shop be identified and utilized so that the machine can be used to its full potential in an instructional capacity.

C. Student Outcomes

Description/ Evaluation:

No SLO assessment results had any impact on or recommendations on staffing.

Planning Agenda:

None

D. Prioritized Recommendations for Implementation by Program Staff

Due date: Program (i.e. 2012 Administration of Justice Instructional Program Review)

Prioritized Recommendations Requiring Institutional Action for Inclusion in Human Resource Master Plan

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome
	The Gunsmithing Program offers no recommendations regarding faculty positions for on-campus courses at this time. However, if enrollment increases substantially it is recommended that the staffing plan be re-evaluated.			

SECTION THREE: FACILITIES PLANNING

Description/ Evaluation:

The classroom for the Gunsmithing Program is located in the Vocational- Technical building, room VT-104, along with a program office located in VT-110 and a storage room (referred to as the armory) in VT-102. The remainder of the program is located in the GS building, which is immediately adjacent to the Voc-Tech building. The GS building includes work benches, grinders, welders, saws, lathes, milling machines, caustic bluing equipment, sandblasting equipment, and a wide range of small tooling. The major equipment is outlined below:

- 20 Metal turning lathes
 - 3 lathes less than 5 years old
 - 7 lathes 5 to 10 years old
 - 9 lathes unknown age (two are WWII vintage)
 - 1 lathes are non-operational

- 6 Milling machines
 - 2 mills less than 5 years old
 - 2 mills approx. 30 years old
 - 1 mill over 50 years old
 - 1 CNC mill w/ attachments, less than 10 years old

- 2 Welders, Tungsten Inert Gas (TIG)
 - Both under 10 years old

Evaluation

Evaluation of the facilities available to the Gunsmithing Department has yielded several truths:

- The current facility is limited in space for machinery and equipment
- The current facility is limited in space for student activity and storage of student and program materials resulting in some safety concerns.
- The current facility has a realistic operational capacity of approximately 50 students, limited by the availability of lathes in the machine shop
- The Child Development Center was constructed in close proximity to the facility, raising concerns
- Student Services has moved into the Vic-Tech building in close proximity to the facility
- VT-105, formerly a classroom available to the Gunsmithing Department, has become Counseling offices, forcing a make-shift classroom to be arranged in the Gunsmithing Shop
- Availability of classroom space during the NRA Summer Program still remains limited
- The test-fire equipment is hand-made and outdoors, as well as highly visible. Through years of use, it is starting to wear out and could become potentially dangerous. Some small fragments and lead dust are escaping the trap.

Evaluation of the major equipment utilized by Gunsmithing Department has shown that some of the aging equipment is becoming obsolete. Furthermore, some of the equipment has been utilized by the program for more than 20 years, resulting in the wear of critical parts responsible for accuracy of the machine which is needed to perform tasks to industry standards (See attachment A).

1. Describe and evaluate additional facilities utilized off-campus by the program (attach any relevant rental agreements)
3. Describe any facilities needs identified by assessments of student learning outcomes

4. Justify any proposed modifications or additions to existing facilities that would better serve the program planned for the next five years.

d. PROGRAM EXPANSION

Description

The Gunsmithing and NRA programs have the potential for expansion to accommodate and serve the student and industry needs. This includes but is not limited to facilities, course offerings, new programs, staffing, student enrollments, and ultimately FTES generation.

1. Gunsmithing Program

- Facilities:

The current facility offers an operational capacity of approximately 50 Full Time enrolled students. The machine shop located in GS 101 is the major limiting factor, restricting the first year enrollment to 25 students in the GSS 52.01-52.06 machine shop series of courses due to availability of machinery (there are 20 lathes in the shop). These courses are essential for the development of basic skills in the program.

The current location of the gunshop has also raised concerns. The Child Development Center is located directly across the parking lot, Student Services has moved in to the Vocational- Technical Building, and this is all located near the center of campus. These factors raise a few problems, such as test firing firearms outside of the shop and the visibility of firearms on campus to the non-gunsmithing student and community. It has been discussed that these issues have made it extremely difficult for the college to establish an Active Shooter Emergency Plan, as the typical models for such a plan are all triggered by the visibility of firearms and the sounds of gunshots; both of which are currently commonplace at LCC.

It is with these limitations and concerns regarding the current facility that the Gunsmithing Faculty has begun to assess the situation and search for alternatives.

- Indoor Shooting Range:

Continuing with the recommendations from the previous Gunsmithing IPR, the Gunsmithing Faculty have been investigating the feasibility of constructing an indoor shooting range on the LCC campus. One faculty member has attended an NRA Range Development Conference, and consequently been working to determine the needs of the community, law enforcement, and students for such a facility. Funding for such a project is also being investigated, with potential sources including Grants and Corporate Sponsorships within the industry.

It is possible for a proposed range project to include a Gunsmithing Program Facility, with attached classrooms and Machine Shop/ bench space, resolving the issues with the current facility.

An indoor range facility would also potentially offer the ability for LCC to establish an Inter-Collegiate Shooting Sports team. Such programs are currently offered at four year schools, such as University of Nevada, Reno. A model could be derived from these existing programs.

2. Contract Education POST Certified Courses

The potential for generating a program to service the Law Enforcement community is real. Developing such a program would not be a monumental task; however it would require that someone in the gunsmithing department be designated to organize, work out logistics, and develop a base of instructors that could teach the courses. Part time instructors could be based in areas readily serviced by faculty living in Susanville, thus lowering the costs involved with these course offerings. There is currently a course scheduled for late January 2013 with NSA, a law enforcement and military training center located in Georgia, and it is expected to generate 20-25 enrollments and be used as a test-bed for future course offerings. These courses are already approved by California POST, Nevada POST, and Oregon's equivalent authority as authorized Law Enforcement training.

3. Business Degree with an emphasis on Shooting Industry

Discussions of offering a Business Degree with an emphasis on Shooting Industry have taken place with Faculty from the Business Program at LCC. This discussion has continued since the last Gunsmithing IPR, but has failed to launch due to impacted schedules.

Such a program could potentially serve the needs of various companies in the industry such as manufacturers, wholesalers, and retail stores.

4. NRA Program

- Currently the enrollment numbers have stabilized in the NRA Summer Program. The NRA Coordinator is actively pursuing the return of enrollments to the numbers seen in previous years. This is being accomplished through modeling the summer schedule after the successful schedules, bringing industry-recognized individuals to the program to teach courses, and advertising accordingly.

Evaluation

Program expansion in the current existing areas can provide increased enrollments and FTES generation. Expansion in the Gunsmithing Program to meet current maximum capacity is possible through increased efforts in advertising and recruiting. The NRA Program shows similar needs, although modifications in the course offerings may also help.

The additional longer-term expansion of the program facilities could provide a means to increase enrollment simply by having a larger student capacity, as well as offering the ability to introduce new programs. The extent of the marketability of the program is unknown, although every effort of recruiting to date has yielded interest.

Development of a Business Degree Program associated with the Shooting Sports Industry is a new idea. Such a program could potentially expand enrollments in the Gunsmithing Department as well as other areas on campus.

Recommendations/Plan

1. Advertising/ Recruiting

- Recommend that an Advertising/Recruiting plan be developed and funded through the input of the Advisory Committee.

2. NRA Program Restoration

- It is recommended that the NRA Program develops a plan to increase enrollment, course offerings, and qualified instructors.

3. Contract Education POST Courses

- It is recommended that Contract Education be pursued and developed to provide the Law Enforcement community with much needed training and that sources of initial funding are identified.

4. Facility Relocation/ Expansion

- It is recommended that the study into the feasibility of a new facility in conjunction with an indoor range be continued. With input from the advisory committee, surveys should be created to accurately evaluate the community, student, and law enforcement needs for such a facility.
- It is further recommended that potential sources of funding be studied.

5. New Programs

- It is recommended that discussions continue regarding development of a Business Degree with an emphasis on the Shooting Industry. Evaluation of the need for such a program should be the initial focus, with recommendations from the Advisory Committee as well as representatives within the Industry taken into consideration.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Academic Planning, Facilities Planning, and Technology Planning Forms as appropriate for any recommendations requiring institutional action.

Recommendation/Plan

The concerns regarding the proximity of the Gunsmithing Program in relationship to Counseling, Student Services, and the Child Development Center dictate that any recommendations or plans be separated into two groups, short-term and long-term:

Short-Term Recommendations

- Add a storage facility immediately adjacent to the gunshop to eliminate safety concerns regarding the storage of equipment.
- Re-evaluate the options for test-firing equipment and locations for such activity. It is suggested that a commercially available wet trap be purchased and installed in a lockable shed in its current location outside GS 101. This will protect the equipment, provide some sound abatement, and provide a safer environment for test firing. All collected lead is flushed out of the trap after each shot and this system virtually eliminates airborne lead contamination.
- Affect a plan to replace broken and aging major equipment in the machine shop. The high cost of this equipment will require a plan that allows for a gradual replacement of machinery based on need (i.e. broken equipment first, worn out secondary, etc.) and budgetary concerns. Scheduling the purchase of equipment over several years will also spread the cost later to replace the equipment at the end of its useful life (Reference attachment A).

Long- Term Recommendations

- It is recommended that the study into the feasibility of a new facility in conjunction with an indoor range be continued
- It is recommended that surveys be created to accurately evaluate the student, community, and law enforcement needs for a new facility with the input of the Advisory Committee
- It is recommended that potential sources of funding for a new facility be studied
- It is recommended that potential locations for such a facility be identified

Prioritized Recommendations for Implementation by Program Staff

Due date: Program (i.e. 2012 Administration of Justice Instructional Program Review)

Prioritized Recommendations Requiring Institutional Action for Inclusion in Facilities Master Plan

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome
	Add a storage facility immediately adjacent to the gunshop.	Short-term		Eliminate safety concerns regarding the storage of equipment.
	Re-evaluate the options for test-firing equipment and locations for such activity. It is suggested that a commercially available wet trap be purchased and installed in a lockable shed in its current location outside GS 101.	Short-term		Protect the equipment, provide some sound abatement, and provide a safer environment for test firing. All collected lead is flushed out of the trap after each shot and this system virtually eliminates airborne lead contamination.
	Affect a plan to replace broken and aging major equipment in the machine shop.	Short-term		Scheduling the purchase of equipment over several years will also spread the cost later to replace the equipment at the end of its useful life (Reference attachment A)
	It is recommended that the study into the feasibility of a new facility in conjunction with an indoor range be continued	Long term		
	It is recommended that potential locations for such a facility be identified	Long term		

SECTION FOUR: TECHNOLOGY PLANNING

Description/ Evaluation:

1. Describe and evaluate technology and technology support provided for instruction and instructional support.
2. Describe any technology and technology support needs identified by assessment of student learning outcomes.

The program currently has access to the technology it needs.

Planning Agenda:

None

Prioritized Recommendations for Implementation by Program Staff

None

Due date: Program (i.e. 2012 Administration of Justice Instructional Program Review)

Prioritized Recommendations Requiring Institutional Action for Inclusion in Technology Master Plan

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome
	None			

ATTACHMENT A

Lassen Community College Gunsmithing Department
 Estimated Equipment Replacement Cost Schedule
 For Fiscal Year Ending Jun 2013

Equipment Description	Machine #	LCC Property #	Cost	Date of Purchase	Useful Life	End Life	Needs replacement	Replacement Costs (at current price levels)					
								schedule asap	2026	2027	2031	2032	
LATHES													
Turnmaster	1	671	\$ 12,857	2001	25	2026		\$ 15,000					
Turnmaster	2	670	Unknown	1985	25	2010		\$ 15,000					
Clausing	3	N/A	Unknown	Unknown	25	unknown	yes, inaccurate	\$ 15,000					
Turnmaster	4	N/A	\$ 14,000	2006	25	2031				\$ 15,000			
Turnmaster	5	N/A	\$ 14,500	2007	25	2032						\$ 15,000	
South Bend	7	672	Unknown	Unknown	25	unknown	operational (keep)						
Turnmaster	8	665	\$ 12,857	2001	25	2026		\$ 15,000					
Turnmaster	9	662	\$ 12,857	2001	25	2026		\$ 15,000					
Turnmaster	11	677	Unknown	1985	25	2010		\$ 15,000					
Turnmaster	12	678	\$ 15,000	2013	25	2038							
Turnmaster	13	669	Unknown	1985	25	2010		\$ 15,000					
Turnmaster	14	668	Unknown	1985	25	2010		\$ 15,000					
Republic	15	679	Unknown	1983	25	past due	yes, broken	\$ 15,000					
Turnmaster	16	667	\$ 12,857	2001	25	2026		\$ 15,000					
Republic	17	680	Unknown	1983	25	past due	yes, inaccurate	\$ 15,000					
Turnmaster	18	666	\$ 12,857	2001	25	2026		\$ 15,000					
Turnmaster	19	6434	\$ 15,000	2011	25	2036							
Turnmaster	20	664	\$ 12,857	2001	25	2026		\$ 15,000					
Clausing	21	234	Unknown	1973	25	past due	yes, worn out	\$ 15,000					
Republic	22	684	\$ 12,857	2001	25	2026		\$ 18,000					
MILLING MACHINES													
Lagun	28	6348	\$ 28,000	2011	20	2031					\$ 28,000		
Bridgeport J-head	23	682	Unknown	Unknown	20	unknown	yes, inaccurate	\$ 26,000					
Lagun	24	681	Unknown	1981	20	past due	eventually	\$ 26,000					
Lagun	25	232	Unknown	1983	20	past due	eventually	\$ 26,000					
GOLmatic CNC	26	N/A	\$ 28,000	2006	25	2031					\$ 28,000		
Lagun	27	N/A	\$ 26,000	2007	20	2027				\$ 26,000			
Projected Equipment Replacement Costs								\$ 198,000	\$ 108,000	\$ 26,000	\$ 71,000	\$ 15,000	

Useful Life Data estimated at approximately 5-7 years as industry standard for daily use.

Gunsmithing – NRA

Advisory Committee Meeting

Fall 2013

First let me personally thank each and every one of you for taking the time out of your busy schedule and agreeing to be a member of this committee. It is your input that helps us shape our program, to remain current and to continue to be the premier gunsmithing program in the nation.

Last year's progress:

1. We moved the welding classes to the welding department, Monday & Wednesday evenings, semester in length. The hope is the students will gain better mastery & retention of this necessary skill.
2. We rewrote the machine shop classes (added three weeks), we also split the machine shop classes, six at the beginning of the semester and three at the end. Here again by expanding these classes not only are we adding new skills but we also expect better retention of these skills.
3. Changes in the degrees and certificates to reflect the changes in 1 & 2 above.
4. With the help of the CTE grant we did purchase a new lathe (Lagun 13X40) that matches our newer lathes.

Questions for the upcoming year:

1. Curriculum:
 - a. Rewrite GSS 61.03 Colt Revolvers to Ruger Revolvers. With Colts becoming scarcer it has become very hard and very expensive for the students to obtain these guns, it's also becoming less useful when they graduate.

Support Oppose

- b. Elimination of GSS 69.04 Non-Bolt Action Feeding, I believe there is ample time in the appropriate classes (Auto Rifles, Lever Rifles etc.) to add these projects. A replacement class hasn't been suggested yet. Please do.

Support Oppose

- c. Rewrite GSS 66.03 .22 Barrel Fitting to include barrel lining. A skill which I have used many times myself and believe would be of great benefit to our graduates.

Support Oppose

2. Facilities:

- a. As noted in our IPR, the program currently has five lathes and three mills that are in desperate need of replacement. Ideas for funding would be helpful.

Support Oppose

- b. As noted in our IPR, the program is in need of updating our testfire system from a dry, exposed system to a new, safer wet system that could be enclosed to help with noise abatement.

Support Oppose

- c. As noted in our IPR, the program is in desperate need of a storage area adjacent to the gunsmithing building. Moving the equipment across campus is not only time consuming but very detrimental to some of this equipment. This project was sent to the facilities planning committee several years ago where apparently died so we will try again.

Support Oppose

- d. As noted in our IPR, **the program has out grown its current facility and is in need of a larger facility.** Last year alone we turned away 41 potential full time students that went through the process to get on the waiting list. We have no idea how many just applied to another school. While our summer program is down in enrollment due to lack of effective recruitment. The program is also down to one classroom with the relocation of student services to the vocational building several years ago.

Support Oppose

3. Budget:

- a. **Any increase to the supply budget.** The programs supply budget has basically remained stagnate for at least the last ten years and in the face of increased student load and the increases in the costs of supplies our ability to supply the basic needs of our students is in question. Despite the repeated requested for increases to our supply budget, in our IPRs and budget enhancement forms, our ability to provide the basic needs for our student's remains in question. This year's supply budget is actually four hundred dollars smaller than it was in 2001.

Support Oppose

- b. Equipment repair budget is totally inadequate and needs to be increased. Yearly allocations for this budget typically run \$800.00. Just replacement parts can run as high as \$2500.00 in an average school year. The difference between the two comes out of our supply budget further reducing our ability to provide for our students.

Support Oppose

- c. Travel Budget needs to be increased if we are going to have effective recruiting for the summer program. Our travel budget has also remained stagnate over the years. The decrease in recruiting is obvious if you look at the summer enrollment, it has declined from its peak over 650 students to around 400 for summer 2013.

Support Oppose

That concludes the questions I have for you.

My plan is to update you in the spring of 2014 and there may be additional questions I will need your help with.

I do have some program news that you should be aware of concerning faculty. Andrew Faircloth has taken a one year leave of absence. I hope to see Andy back for the fall of 2014. In the mean time we have hired a temporary replacement, Buck Bauer. Buck has worked at Nosler, Honey Lake Firearms and J&G Gunsmithing as well as in his own shop. I believe Buck will be a great asset to the program over the next year and possibly into future.

Please respond no later than October 5, so your opinion can be included in the 2013 Program Review. Any additional questions/comments/concerns would be more than welcome and encouraged. This can be filled out and returned by email or printed filled out and mailed back to me at the address below.

If you have any questions or need to contact me I can be reached at 530-251-8809 or by email.

Again I would like to thank you for your time and consideration.

John Martin

Gunsmithing Instructor

Lassen College

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LASSEN COMMUNITY COLLEGE
STATUS OF CURRICULUM REVIEWS

**GUNSMITHING INSTRUCTIONAL PROGRAM REVIEW:
STATUS OF CURRICULUM REVIEW March 10, 2014**

Course	Curriculum Committee Review Completed	Curriculum Committee Review Not Completed
GSS 50 – Fundamentals of Rifle Shooting	3/25/14 no revisions	
GSS 50.01 Recoil Pad and Sling Swivel Installation	3/25/14	
GSS 50.03 Open and Optical Sight Installation	3/25/14	
GSS 51 – Fundamentals of Pistol Shooting	3/25/14 no revisions	
GSS 51.01- Stock Inletting	3/25/14	
GSS 51.05- Glass Bedding for Strength and Accuracy	3/25/14	
GSS 51.06 -Wood Stock Finishing	3/25/14	
GSS 52 – Fundamentals of Shotgun Shooting	3/25/14 no revisions	
GSS 52B – Firearms Training	3/25/14 no revisions	
GSS 52BR – Firearms Training Refresher	3/25/14 no revisions	
GSS 52.01–Gunsmith Machining 1	3/19/13	
GSS 52.02–Gunsmith Machining 2	3/19/13	
GSS 52.03–Gunsmith Machining 3	3/19/13	
GSS 52.04–Gunsmith Machining 4	3/25/14 no revisions	
GSS 52.05-Gunsmith Machining 5	3/25/14 no revisions	
GSS 52.06–Gunsmith Machining 6	3/25/14 no revisions	
GSS 55.04 – Stock and Refinish & Repair	3/25/14	
GSS 56.01 - Headspace	3/25/14	
GSS 56.03 – Bolt Action Barrel Fitting	3/25/14	
GSS 56.04 – Barrel Contouring	3/25/14	
GSS 57.01 – Bolt Action Breeching & Headspace	3/25/14	
GSS 57.02 – Action Blueprinting	3/25/14	
GSS 57.03 – Action & Bolt Modifications	3/25/14	
GSS 57.06 – Truing Exterior of Action	3/25/14	
GSS 57.08 – Bottom Metal Modification	3/25/14	
GSS 57.15 – Bolt Action Rifle Feeding	3/25/14	
GSS 58.02 – Pressure Bedding & Pillar Bedding	3/25/14	
GSS 59.02 – Metal Prep. For Refinishing & Caustic Bluing	3/25/14	
GSS 59.03 – Parkerizing	3/25/14	
GSS 59.04 – Color Case Hardening	3/25/14	
GSS 59.05 – Rust Bluing	3/25/14	
GSS 59.07 – Niter Bluing & Heat Coloring	3/25/14	
GSS 59.09 – Alternative Metal Finishes	3/25/14 no revisions	
GSS 60 – Firearms Safety	3/25/14 no revisions	
GSS 60.01 – DFR Recoil Operated Auto Shotguns	3/25/14	
GSS 60.02 – DFR Gas Operated Auto Shotguns	3/25/14	
GSS 60.04 – DFR Pump Shotguns	3/25/14	
GSS 61.01 – DFR Single Action Revolvers	3/25/14	
GSS 61.02 – DFR Smith & Wesson Revolvers	3/25/14	
GSS 61.03 – DFR Colt Revolvers	3/25/14	
GSS 62.03 – Misfire Correction	3/25/14	
GSS 62.04 – Correcting Oversize Firing Pin Holes	3/25/14	
GSS 63.01 – Single Triggers	3/25/14	
GSS 63.02 – Ejectors	3/25/14	
GSS 63.03 – Double Gun Locks	3/25/14	
GSS 63.04 – Double Gun Locking Systems	3/25/14	
GSS 63.05 – Double Gun Hinge Pins & Headspace	3/25/14 no revisions	
Course	Curriculum Committee Review Completed	Curriculum Committee Review Not Completed
GSS 64. 01- Composition Stock Fitting, Bedding & Finishing	3/25/14 no revisions	
GSS 66.01 – Non-Bolt Action Rifle Barrel Fitting	3/25/14 no revisions	

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GSS 66.02 – Revolver Barrel Fitting and Ranging	3/25/14 no revisions	
GSS 66.03 – 22 Barrel Fitting	3/25/14 no revisions	
GSS 66.05 – Auto Pistol Barrel Fitting		
GSS 67.01 – Blowback Principle	3/25/14 no revisions	
GSS 68.01 – DFR Locked Breech Single Action Auto Pistols	3/25/14 no revisions	
GSS 68.02 – DFR Locked Breech Double Action Auto Pistols	3/25/14 no revisions	
GSS 68.03 – DFR Blowback Auto Pistols	3/25/14 no revisions	
GSS 69.01 – DFR Auto Rifles	3/25/14 no revisions	
GSS 69.02 – DFR Pump Rifles	3/25/14 no revisions	
GSS 69.03 – DFR Lever Action Rifles	3/25/14 no revisions	
GSS 69.04 – Non-bolt Action Feeding	3/25/14 no revisions	
GSS 70 - Checkering	3/25/14 no revisions	
GSS 70.01 – DFR Triggers 1	3/25/14 no revisions	
GSS 70.02 – DFR Triggers 2	3/25/14 no revisions	
GSS 71 – Custom Rifle Seminar	3/25/14 no revisions	
GSS 71.01 – DFR .22 Auto	3/25/14 no revisions	
GSS 71.02 – DFR Bolt Action .22's	3/25/14 no revisions	
GSS 71.03 – DFR Pump and Lever Actions .22'a	3/25/14 no revisions	
GSS 71.04 – DFR Marlin Model 39	3/25/14 no revisions	
GSS 72 – Fiberglass Stockmaking	3/25/14 no revisions	
GSS 72. 01- Metallic Cartridge Reloading	3/25/14 no revisions	
GSS 73.02 – Spring Making	3/25/14 no revisions	
GSS 75.02 – Firearm Laws and Regulations	3/25/14 no revisions	
GSS 76 – Accurizing GAS-OP Rifles for Competition	3/25/14 no revisions	
GSS 77 - Accurizing M1-M1A Competition	3/25/14 no revisions	
GSS 78 – Design & Repair .22 Autopistols	3/25/14 no revisions	
GSS 79 – Basic Correctional Armorer's School	3/25/14 no revisions	
GSS 80 – Custom Rifle Seminar - Metalsmithing	3/25/14 no revisions	
GSS 81 – Custom Rifle Seminar – Single Shot Rifle	3/25/14 no revisions	
GSS 82 – General Gunsmithing	3/25/14 no revisions	
GSS 83 – General Gunsmithing - Advanced	08/20/2013 (Material Fees)	
GSS 84 – LEAS D & R Colt & Ruger Revolvers	3/25/14 no revisions	
GSS 85 – LEAS D & R Smith & Wesson Revolvers	3/25/14 no revisions	
GSS 86 – LEAS D & R Shotguns	3/25/14 no revisions	
GSS 87 – LEAS D & R Double Action Autopistols 1	3/25/14 no revisions	
GSS 88 – LEAS D & R Double Action Autopistols 2	3/25/14 no revisions	
GSS 89 – LEAS D & R Full Automatic Firearms	3/25/14 no revisions	
GSS 90 – Customizing the Colt-Type Autopistol, Basic	3/25/14 no revisions	
GSS 91 – Customizing the Colt-Type Autopistol, Advanced	3/25/14 no revisions	
GSS 93 – LEAS D & R Counter Sniper Rifles	3/25/14 no revisions	
GSS 94 – Ballistics, Handloading & Testing	3/25/14 no revisions	
GSS 95 – Law Enforcement Armorer School - Basic	3/25/14 no revisions	
GSS 98.02- Cowboy Action Shooting Long Guns	3/25/14 no revisions	
GSS 98.03- Cowboy Action Shooting Short Guns	3/25/14 no revisions	
GSS 98.04 Advanced Knife Making	3/25/14 no revisions	
GSS 98.05 Design, Function and Repair Smith & Wesson Revolver	3/25/14 no revisions	
GSS 98.06 – DFR Patrol Rifles	3/25/14 no revisions	

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Degree/Certificate	Curriculum Committee Review Completed	Curriculum Committee Review Not Completed
GSS 98.08 – Custom Built 1911	3/25/14 no revisions	
GSS 98.09 – Color Case Hardening	3/25/14 no revisions	
GSS 98.12 Modern and Cowboy Action Belts and Holsters	3/25/14 no revisions	
GSS 98.13 – Metallurgy for Gunsmiths	08/20/2013 (Material Fees)	
GSS 98.21 – Hand Gun Special Projects	3/25/14 no revisions	
GSS 98.22 – Long Gun Special Projects	3/25/14 no revisions	
GSS 98.23 – Machine Shop Special Projects	3/25/14 no revisions	
GSS 98.24 – Stockmaking Special Projects	3/25/14 no revisions	
GSS 112 – Machine Shop for Gunsmiths	3/25/14 no revisions	
GSS 112B – Introduction to Knifemaking	3/25/14 no revisions	
GSS 114 – Basic Rifle Barreling	3/25/14 no revisions	
GSS 116 – Stockmaking –Phase I	3/25/14 no revisions	
GSS 117 – Gas Tungsten Arc Welding for Gunsmiths	3/25/14 no revisions	
GSS 119 – Advanced Rifle Barreling	08/20/2013 (Material Fees)	
GSS 120 – Stockmaking – Phase 2	3/25/14 no revisions	
GSS 120B – Stock Refinish and Repair/Recoil Pad Installation	3/25/14 no revisions	
GSS 123 – Basic Hard Metal Engraving	3/25/14 no revisions	
GSS 124 – Welding Fabrication for Gunsmiths	3/25/14 no revisions	
GSS 127 – Advanced Engraving	3/25/14 no revisions	
GSS 129 – Design and Repair of Airguns	Inactive 04/29/2012	
GSS 129A – DFR – Spring Piston Air Gun	3/25/14 no revisions	
GSS 129B – DFR – Pneumatic Air Guns	3/25/14 no revisions	
GSS 129C – DFR – CO2 Air Gun	3/25/14 no revisions	
GSS 130 – Professional Engraving	3/25/14 no revisions	
GSS 133 - Scrimshaw	3/25/14 no revisions	
GSS 134 – Caustic Bluing	3/25/14 no revisions	
GSS 135 – Parkerizing	08/20/2013 (Material Fees)	
GSS 136 – Cold Rust and Niter Bluing	08/20/2013 (Material Fees)	
GSS 143 – Custom Gunmaking - Muzzleloaders	3/25/14 no revisions	
GSS 145 – Advanced Correctional Armorer School	3/25/14 no revisions	
GSS 147 – LEAS Assembly and Tuning of Gas Operated Repeating Rifles	3/25/14 no revisions	
GSS 148. Advanced Correctional Armorer School	3/25/14 no revisions	
GSS 160 – Introduction to Firearms Safety	Inactive 01/22/2009	
AS – General Gunsmithing	04/09/2013	
CA - General Gunsmithing	04/09/2013	
AS – Firearm Repair	04/09/2013	
CA - Firearm Repair	04/09/2013	
Gunsmith Machinist and Metal Finishing Certificate of Accomplishment	04/09/2013	
Long Gun Certificate of Accomplishment	04/09/2013	
Pistolsmith Certificate of Accomplishment	04/09/2013	
Riflesmith Certificate of Accomplishment	04/09/2013	

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Mr. John Martin, Subject Area Faculty Signature Date

Mr. Buck Bauer Date

Ms. Cheryl Aschenbach, Curriculum/Academic Standards Committee Chair Signature Date

Executive Vice President of Academic Services Signature Date