



COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

(For changes to State Approved Associate of Applied Science degree, AAS option and Certificate of Completion programs)

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
<http://www.ode.state.or.us/search/results/?id=231>

College: Clackamas Community College	Date: 03.13.17
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CAREER LEARNING AREA	
<input type="checkbox"/> Ag, Food & Natural Resource Systems	<input type="checkbox"/> Health Services
<input type="checkbox"/> Arts, Information & Communications	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Business & Management	<input checked="" type="checkbox"/> Industrial & Engineering Systems

PROGRAM INFORMATION					
<u>APPROVED</u> Program Title <small>(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)</small>	<u>APPROVED</u> CIP Code (Include 7 th & 8 th digits used for OCCURS reporting.)			<u>APPROVED</u> Recognition Award	<u>Current</u> Credits
	6-digit CIP	7 th digit	8 th digit		
AAS Title: Automotive Technology	47.0604			<input checked="" type="checkbox"/> Associate of Applied Science (AAS) Degree	93-95
Option Title**				<input type="checkbox"/> <i>OPTION</i> to AAS Degree	
Certificate Title: <i>Within</i> AAS Degree? <input type="checkbox"/> Yes** <input checked="" type="checkbox"/> No Basic Engine Technician	47.0606			<input checked="" type="checkbox"/> Certificate of Completion	12

**Enter name of base degree in 'AAS Title' box

TYPE OF PROGRAM AMENDMENT (Check ALL That Apply)		
<input checked="" type="checkbox"/> New Program++	<input type="checkbox"/> Curriculum Revision	<input type="checkbox"/> Revision in Program Credits
<input type="checkbox"/> Title Change for Program		<i>Proposed Total Credits:</i> 12
Proposed AAS Title:		
Proposed OPTION Title:		
Proposed Certificate Title:	Basic Engine Technician	
<input type="checkbox"/> SUSPENSION of Program	<i>Reason for Suspension:</i>	
Suspension Effective Date:		

++If new program is an additional award for an existing degree or certificate, complete 'Program Information' section for existing program.



**Labor Market Supply and Demand Factors for
Community College Program Evaluation
(LMI Worksheet)**

Department forms change periodically and it is the college’s responsibility to use the most current forms available. Forms, handouts and useful resources are located at <http://www.odccwd.state.or.us/prgapproval/>

This document is a guide and worksheet for the college to investigate and evaluate the labor market supply and demand factors related to a proposed professional technical program. It also provides required documentation relevant to the State Board of Education approval standard for “Need.” This form is for planning purposes as college prepare to submit a Notice of Intent for a proposed Associate of Applied Science degree or certificate of completion program through the Oregon Community College Program Submission System (Webforms). It may be necessary to update or correct some information and you may be asked for additional information. If so, a revised LMI Worksheet will be required when submitting the New Program Application (NPA) in Webforms.

College	Clackamas Community College		
Contact Person	Jay Leuck		
E-Mail	jayl@clackamas.edu	Phone	503-594-3052

Name of proposed program		Basic Engine Technician	
Credential(s) or form(s) of recognition proposed		Certificate	
CIP code	47.0606	CIP title	Small Engine Mechanics and Repair Technology/Technician



Information is available to complete much of this form at the Employment Department’s Web site <http://www.QualityInfo.org> in the *Occupational Information Center* and the *Educational Information Center*. If necessary, the college may contact the Employment Department’s Occupational Economist at (503) 947-1233 with questions about this information. Not all information needed to establish and document need is necessarily found through Oregon Employment Department resources. Please refer to the section, “Labor Market Supply and Demand Factors Explanation” later in this document for additional information concerning each

question. It is the college's responsibility to utilize any sources of information available to adequately provide evidence of need.



1. What are the common job titles for the occupations that use the skills your program will teach?

Small Engine Mechanic, Small Engine Repair & Tool Technician, Small Agricultural and Turf Technician

Source of this information: General knowledge, job announcements, employers

2. What occupational title(s) used by the Employment Department's Occupational Information Center on the <http://www.QualityInfo.org> Web site most closely describes the above occupations? What is the occupational description in the Occupational Information Center? (This is the occupation and description for which the data below will describe)

Occupational Title	Description
Outdoor Power Equipment and Other Small Engine Mechanics	Diagnose, adjust, repair, or overhaul small engines used to power lawn mowers, chain saws, recreational sporting equipment and related equipment.

Source of this information: Occupational Information Center on <http://www.QualityInfo.org>

3. What is the current number of jobs in the occupation(s)?

Region # Portland Tri-County (1-15, See the Regions section of <http://www.QualityInfo.org> for region descriptions)

Occupational Title	Most Recent Employment		
	Region	Oregon	Nation
Outdoor Power Equipment and Other Small Engine Mechanics	268	729	71,700

6. What is the 10-year growth rate for this occupation?

Occupational Title	Most Recently Published 10-Year Growth Rate		
	Region	Oregon	Nation
Outdoor Power Equipment and Other Small Engine Mechanics	14.6%	11.8%	4%

Source of this information: Regional and Oregon data on the Occupational Information Center is on <http://www.QualityInfo.org>; National data is at <http://www.bls.gov/emp/emptab21.htm>

7. What is the average annual (replacement and growth) job openings expected over the next 10 years in this occupation?

Occupational Title	Average Annual Openings		
	Region	Oregon	Nation
Outdoor Power Equipment and Other Small Engine Mechanics	39	86	3,200

Source of this information: Regional and Oregon data on the Occupational Information Center is on <http://www.QualityInfo.org>; National data is at <http://www.bls.gov/emp/emptab21.htm>;

8. Is a license required by the state of Oregon to perform this occupation?

Yes _____ If yes, how many licenses were held in the most recent year? _____
 No X _____

Source of this information: <http://www.QualityInfo.org> Look up the occupation at <http://www.qualityinfo.org/olmisj/OIC> and then at License Information

9. What are the education, work experience, and on the job training typically needed for the related occupation(s)?

(On-the-job Training, Work Experience, Post-secondary, Apprenticeship, Certificate of Completion, Associate, Bachelor's)

Occupational Title	Education, work experience and on-the-job training typically needed
Outdoor Power Equipment and Other Small Engine Mechanics	The typical entry level education for this occupation is a high school diploma or equivalent. Those with a postsecondary non-degree award have a competitive advantage in the labor market.

Source of this information: Occupational Information Center on <http://www.QualityInfo.org>

10. What are the competitive educational requirements for the related occupation(s)? (Post-secondary training, , Associate, or Bachelor's)

Occupational Title	Competitive Educational Requirement
Outdoor Power Equipment and Other Small Engine Mechanics	Postsecondary non-degree award, certificate, or industry recognized credential.

Source of this information: Occupational Information Center on <http://www.QualityInfo.org>

11. Potential wages for this occupation

Occupational Title	Entry (use 10 th percentile if available)	Avg. (use median if available)	High (use 90 th percentile if available)
Outdoor Power Equipment and Other Small Engine Mechanics			
Region	\$11.97	\$16.78	\$25.60

Oregon	\$11.55	\$18.05	\$27.66

(Note: If the 10th and 90th percentile and median are not available, provide whatever wage data is available and note source of data.) Source of this information: Oregon and Regional Wage Information publications under the Publications section on <http://www.QualityInfo.org>

12. How many individuals completed the indicated CIP program in Oregon? (List each training facility and degree/certificate/award combination)

Program Year	School/Training facility	Type of degree/cert./diploma/award received	# of completers
	Blue Mountain Community College	Electrician Apprenticeship	
	Mt. Hood Community College	Apprenticeship: Electrician	
	Rogue Community College	Diesel Technology	

Source of this information: Educational Information Center on <http://www.QualityInfo.org>

13. Answer the following questions concerning career ladders/career pathways:

a. What are the potential career ladder, or “lattice,” steps or the career pathway for programs completers?

The potential career ladder, or “lattice,” steps or the career pathway for program completers is to continue on in the Automotive Technology training program at Clackamas Community College (CCC) or enter the workforce. CCC offers several short-term career pathway certificates that student could build upon following completion of the Basic Engine Technician Certificate. If students so desire, they may go on to complete the AAS in Automotive Technology and even transfer to Oregon Institute of Technology for a four-year degree.

b. What is the typical education needed for these jobs?

There are no stated educational requirements for an Outdoor Power Equipment and Other Small Engine Mechanic; however, to be competitive in the field a post-secondary award is preferred.

c. Is training available for related career ladder/pathway occupation(s) and at what types of institutions?

Similar training is available through several community colleges in Oregon, much of the training at other institutions in through an Electrical Apprenticeship program.

Source of this information: Occupational Information Center “related occupations” on <http://www.QualityInfo.org>, Occupational Projections Handbook at <http://www.bls.gov/oco/home.htm>, general knowledge

14. Please describe any other labor market information that may be relevant to this program (i.e., it is a heavily self-employed occupation, it is a high turn-over occupation, there is currently a severe shortage of workers in the occupation, the college is collaborating with employers who have indicated there is a shortage, etc).

The college is collaborating with employers for this training program as an entry-level program for students who may be transitioning onto the Automotive Technology Program and/or looking for direct employment in the region.

Certificates of Completion between 12-44 credits have a defined job entry point and are completed in less than one year.

This form provides additional information required by the NWCCU for accreditation. Signed copies must be submitted two weeks prior to [Curriculum Committee meetings](#).

Program Presenter	Wryann Van Riper/Jay Leuck
Program Department/Division	Automotive Technology
Program Type	Certificate of Completion (LTOY)
Complete Program Title	Basic Engine Technician
Credit Total (12-44)	12 credits

Catalog description of new program

Must match description from CCWD Program Amendment Form

The Basic Engine Technician program combines Automotive Fundamentals, Small Engine Repair, and General Automotive Repair I and II to provide the student with an opportunity to develop essential skills needed to gain entry level employment. This course sequence trains students in the skills necessary to earn industry certifications from the Equipment & Engine Training Council (EETC) in Two Stroke and Four Stroke engine operation as well as small engine electrical systems. Practical aspects of vehicle ownership are also covered so that students can develop good ownership habits such as scheduling periodic maintenance work.

Similar to an existing program?

This is a new certificate program under Automotive Technology.

Program-Level Student Learning Outcomes

Upon successful completion of this program, students should be able to:

1. Develop foundational skills needed for entry level employment
2. Earn up to three industry certificates from EETC
3. Develop good automobile ownership habits

Program-Level Assessment Plan

Use the results from the EETC certificates to improve teaching and learning practices in the program.

Courses in the Program

[Use CCC Course Catalog format](#)

AM-100, Automotive Fundamentals

AM-118, Small Engine Repair

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

AM-121, General Automotive Repair I
AM-122, General Automotive Repair II

Related Instruction Courses in the Program

[Approved Course List](#)

None.

Will there be revenues associated with the new program?

(i.e. bonds, grants, reallocation)

- Yes No

Revenue Source	Amount (\$)	Year/Term
High School Plus Contracts	150,000	1 year prior to program
High School Plus Contracts	170,000	1 st year of program
High School Plus Contracts	170,000	2 nd year of program
High School Plus Contracts	170,000	3 rd year of program

New Courses needed?

- Yes No

New Sections needed?

- Yes No

Course Title	# New Sections	Term
AM-122, General Automotive Repair II	2	Fall and Spring

Additional faculty needed?

- Yes No

Please explain how current faculty will be sufficient to staff new program

The new certificate is a repackaging of existing courses and will not require additional faculty.

New physical facilities and equipment needed?

- Yes No

Please explain how the current physical facilities and equipment will be allocated to meet the needs of the new program

The new certificate is a repackaging of existing courses and will not require additional physical facilities, equipment, or existing space at the college. The World of Speed will also be able accommodate the new program needs in their facilities.

New Student Services needed?

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

[Link to student services listed in the current catalog](#)

Yes

No

Please explain how the current Student Services will accommodate the needs of the new program

The new certificate is a repackaging of existing courses and will not require additional Student Services because existing services will accommodate the new program needs.

Other expenses?

Yes

No

Cynthia Rison 3/23/17 Division Dean Signature/Date

Jay Leuck 3/23/17 Department Chair Signature/Date

Faculty/Program Lead Signature/Date
(optional)