

Gunsmithing IPR 2020-2021

LASSEN COMMUNITY COLLEGE

John Martin Gunsmithing Program Instructor

Buck Bauer Gunsmithing Program Instructor

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CONTENTS

SECTION 1: ACADEMIC PLANNING	1
I. PROGRAM OVERVIEW, OBJECTIVES, AND STUDENT LEARNING OUTCOMES	1
DESCRIPTION/EVALUATION:	1
PLANNING AGENDA:	3
II STUDENT OUTCOMES	4
A. TRENDS AND PATTERNS IN STUDENT OUTCOMES	4
DESCRIPTION/EVALUATION:	4
B. STUDENT LEARNING OUTCOME ASSESSMENT	7
DESCRIPTION/EVALUATION:	8
PLANNING AGENDA:	13
C. STUDENT EVALUATION SUMMARY	14
DESCRIPTION/EVALUATION:	14
PLANNING AGENDA:	14
III. CURRICULUM	15
A. DEGREES AND/OR CERTIFICATES	15
DESCRIPTION/EVALUATION:	15
PLANNING AGENDA:	19
B. COURSES	19
DESCRIPTION/EVALUATION	19
PLANNING AGENDA:	22
C. ARTICULATION/INTEGRATION OF CURRICULUM	22
DESCRIPTION/EVALUATION:	22
PLANNING AGENDA:	22
III. SCHEDULING AND ENROLLMENT PATTERNS	22
DESCRIPTION/EVALUATION:	22
PLANNING AGENDA:	25
IV. EQUIPMENT	25
DESCRIPTION/EVALUATION:	25
PLANNING AGENDA:	27
V: OUTSIDE COMPLIANCE ISSUES (IF APPROPRIATE FOR PROGRAM)	27
DESCRIPTION:	27
EVALUATION:	28
PLANNING AGENDA:	28
VI. PRIORITIZED RECOMMENDATIONS	28
A. PRIORITIZED RECOMMENDATIONS FOR IMPLEMENTATION BY PROGRAM STAFF	28
B. PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN THE PLANNING PROCESS	28
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN EDUCATION MASTER PLAN	29
PRIORITIZED RECOMMENDATION FOR INCLUSION IN STUDENT SERVICES MASTER PLAN	29
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN INSTITUTIONAL EFFECTIVENESS MASTER PLAN ..	30
SECTION TWO: HUMAN RESOURCE PLANNING	31

I. PROGRAM STAFFING.....	31
DESCRIPTION/EVALUATION:	31
PLANNING AGENDA:	32
II. PROFESSIONAL DEVELOPMENT	32
DESCRIPTION/EVALUATION:	32
PLANNING AGENDA:	33
III. STUDENT OUTCOMES	33
DESCRIPTION/EVALUATION:	33
PLANNING AGENDA:	33
IV. PRIORITIZED RECOMMENDATION	33
PRIORITIZED RECOMMENDATIONS FOR IMPLEMENTATION BY PROGRAM STAFF	33
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN THE PLANNING PROCESS	33
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN HUMAN RECOURSE MASTER PLAN	34
SECTION THREE: FACILITIES PLANNING	35
I. FACILITIES	35
DESCRIPTION/EVALUATION:	35
PLANNING AGENDA:	37
II. PRIORITIZED RECOMMENDATIONS	37
PRIORITIZED RECOMMENDATIONS FOR IMPLEMENTATION BY PROGRAM STAFF	37
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN THE PLANNING PROCESS	37
PRIORITIZED RECOMMENDATIONS FOR INCLUSION IN THE FACILITIES MASTER PLAN	38
SECTION FOUR: TECHNOLOGY PLANNING	39
I. TECHNOLOGY	39
DESCRIPTION/EVALUATION:	39
PLANNING AGENDA:	39
II. PRIORITIZED RECOMMENDATIONS	39
PRIORITIZED RECOMMENDATIONS FOR IMPLEMENTATION BY PROGRAM STAFF	39
PRIORITIZED RECOMMENDATION FOR INCLUSION IN THE PLANNING PROCESS	39
PRIORITIZED RECOMMENDATIONS INCLUSION IN INSTITUTIONAL TECHNOLOGY MASTER PLAN	40
APPENDIX A	41
List of large equipment used by the Gunsmithing dept.	
Appendex. B:.....	42
Gunsmithing Trade Advisory Committee list	
Appendix C:.....	46
Minutes from Advosory Board	
APPENDIX D:.....	50
Curriculum Review Form	
APPENDIX E:.....	51

Gunsmithing IPR 2020-2021

SECTION 1: ACADEMIC PLANNING

I. Program Overview, Objectives, and Student Learning Outcomes

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.
- Be active with our Advisory Committee to review and improve the program, curriculum and stay current with the industry.

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 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 following are approved Student Learning Outcomes for the Degrees and Certificates offered in the Gunsmithing program, corresponding institutional student learning outcome noted in parentheses:

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

The Gunsmithing program has returned to a face to face application process from an online process. The fall 2020 is the first year returning to this process.

Carol Growdon the NRA coordinator has transferred within LCC. LCC has made a one year trial NRA/Gunsmithing Director position and Buck Bauer has taken these responsibilities. Making a director position that is a faculty position is a needed position. With this position, the gunsmithing program will be able to use industry experts that cannot get through the MQ process to help teach classes.

The Gunsmithing program has updated GSS-57.02 Action Blueprinting to include the information from GSS-62.04 Correcting oversize Firing Pin Holes. This information can be covered in one week because of new techniques and modern tooling. The extra week that the change left in the schedule will be filled with GSS-51.03 Stock Shaping. There is an enormous amount of information to cover on wood stocks and the extra week will help with that. The spring of 2022 will be the first time these classes will be offered this way.

The Gunsmithing program has removed GSS-69.04 Non-Bolt action rifle feeding and replaced with GSS-72.01 metallic Cartridge reloading. This change is necessary because the current students have no prior reloading experience and need the knowledge to be able to diagnose common firearm problems associated with ammunition issues. The information that was taught in GSS-69.04 was also taught during the other D.F.R. classes so this class was redundant.

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

There has been minimal advertising and promoting for the Gunsmithing program. The advertising that has been done is to promote the face-to-face application process.

The NRA summer schedule has been published in March and is too late in the year this made it too difficult to advertise efficiently. The schedule should be produced in January if not earlier to be able to advertise and give the perspective students ample time to plan to attend our courses.

The Gunsmithing program faculty has attended the Big Reno Gun show to promote/advertise the summer NRA program. Traveling to gunshows has been funded by CTE transitions grant funds. The gunsmithing program will continue to ask for support to promote/advertise the program.

In the past the Gunsmithing program has sent fliers for the NRA summer program to Brownells to put in every order that they ship. This has not been done in a few years because it was believed that Brownells would not distribute our flyers any more but that is not the case.

The Gunsmithing program had an address list of every student that attended the summer NRA courses. There were summer fliers that were sent every year to these students. This list was deleted by former faculty.

The Gunsmithing program now has a Facebook page that we are using for advertising for both Degree and Certificate program and the NRA Summer program.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Academic Planning, Student Services Planning, and/or Institutional Effectiveness Planning tables at the end of the section for any recommendations requiring institutional action.

After the Covid Pandemic is over we would like to advertise through attending gun shows which has proved in the past to be beneficial to recruiting students. We will also be sending NRA summer flyers to Brownells for them to distribute for us. We have also a Facebook page that has been a good way so far to advertise for the Face-to-Face registration.

The Gunsmithing Program has started another address list of students to send flyers to for the summer NRA program.

The NRA summer schedule will be set and produced before registration for summer begins. This will give ample time to send out flyers and advertise for the summer classes.

A NRA/Gunsmithing program Director would be beneficial in promoting/advertising the gunsmithing program. The program director should have in the job description time to recruit students for the Gunsmithing and NRA programs. **II Student Outcomes**

A. Trends and Patterns in Student Outcomes

Description/Evaluation:

1. Provide in tabular form followed by an analysis
 - a. Number of degrees and certificates awarded during the last four years.

Available awards for the Gunsmithing (GSS) Program:

Associate in Science Degree in Firearms Repair
Associate in Science Degree in General Gunsmithing
Certificate of Achievement in Firearms Repair
Certificate of Achievement in General Gunsmithing
Certificate of Accomplishment in Gunsmith Machinist and Metal Finishing
Certificate of Accomplishment in Long Guns
Certificate of Accomplishment in Pistolsmith
Certificate of Accomplishment in Riflesmith

Awards by Academic Year

Academic Year	Award	Award Count
2014	AS General Gunsmithing	7
2014	Certificate of Achievement General Gunsmithing	9
2014	Cert. of Achievement Firearms Repair	7
2014	AS Firearms Repair	6
2015	AS General Gunsmithing	12
2015	Certificate of Achievement General Gunsmithing	18
2015	Cert. of Achievement Firearms Repair	17
2015	AS Firearms Repair	10
2016	AS General Gunsmithing	4
2016	Certificate of Achievement General Gunsmithing	12
2016	Cert. of Achievement Firearms Repair	12
2016	AS Firearms Repair	6
2017	AS General Gunsmithing	8
2017	Certificate of Achievement General Gunsmithing	8
2017	Cert. of Achievement Firearms Repair	7
2017	AS Firearms Repair	6
2018	AS General Gunsmithing	5
2018	Certificate of Achievement General Gunsmithing	14
2018	Cert. of Achievement Firearms Repair	14
2018	AS Firearms Repair	5
2019	AS General Gunsmithing	2
2019	Certificate of Achievement General Gunsmithing	2
2019	Cert. of Achievement Firearms Repair	2
2019	AS Firearms Repair	2

Awards by Type and Academic Year

Award Type ▼	Academic Year ▼					
	2014	2015	2016	2017	2018	2019
AS General Gunsmithing	7	12	4	8	5	2
Certificate of Achievement General Gunsmithing	9	18	12	8	14	2
AS Firearms Repair	6	10	6	6	5	2
Cert. of Achievement Firearms Repair	7	17	12	7	14	2

Locally Awarded Certificates of Competition and Accomplishment

Certificates Title	Academic Year						Certificate Totals, All Years
	2019-20	2018-19	2017-18	2016-17	2015-16	2014-15	
Long Gun		6	8	11	20	10	55
Pistolsmith		6	6	11	17	8	48
Riflesmith	2	6	6	9	19	11	53
Mach & Metal Finish		6	10	9	25	12	62
Annual Totals	2	24	30	40	81	41	218

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 or certificate. Generally not required for employment in this field.

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.

Since the last review the Gunsmithing program has seen an approximately 40% decline in enrollment. With a decline in enrollment this will show a decline in degrees and certificates awarded. The Gunsmithing program staff will recommend the students to apply for any degree/certificate they may be eligible for.

The decline in enrollment is caused by: lack of advertising and the Political climate in America among other things but these two are the biggest factors

b. Transfer numbers for the last four years

Our transfer numbers for the last 4 years are minimal and will remain so. As a vocational program with terminal degrees and certificates, our students' goals are to receive their degree or certificate and enter the workforce, not to Transfer.

Transfers: LCC Gunsmithing Graduates who Transferred to Another Institution and Achieved an Additional Award Since May 2012

Degree/Award Type	Degree Title	Award Year	College/University	State
Bachelor of Science	Business Management	2020	Champlain College	VT
Associate of Science	Mathematics AS	2017	San Joaquin Delta College	CA
Cert in Diag Hlth & Fit Tech	N/A	2013	Pierce College	WA

2. Analyze program effectiveness based on available quantitative data and qualitative experiences.

The Gunsmithing program by nature retains its students. The students that attend the Gunsmithing program are persistent in wanting to learn the trade. The reasons that students drop out of the program is largely because of the class schedule is long hours and 5 days a week or the program is not what they thought it was going to be.

Here is a few of the employers that hire our students. This list is only a sample of the employers that seek students from the Lassen College gunsmithing program. These employers consistently are asking for students that they can hire and they will only hire students that have completed the Lassen College Gunsmithing Program.

Goodshots Gunsmithing	Elliot White Gun Co.
J&G Gunsmithing	CZ Custom Shop
Savage	Psalm 1832 Gunworks
Northrop Grumman	Jarvis Custom Inc.
Jake's LRC	Keith Webber
Weatherby, Inc.	U.S. Ordinance
Snowey Mtn. Rifles	Tussey Custom
Space-X	Salient Arms

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Academic Planning, Student Services Planning, and/or Institutional Effectiveness Planning tables at the end of the section for any recommendations requiring institutional action.

The Gunsmithing Program has changed the registration process to try to entice more dedicated students. The previous online waitlist process showed the gunsmithing program that it did not recruit the students that were dedicated and/or motivated. With the new registration process it will take a couple years to see any change. The Gunsmithing program believes that by the next review there will be an improvement. The recommendations that are necessary at this time are to advertise and promote the programs. Also

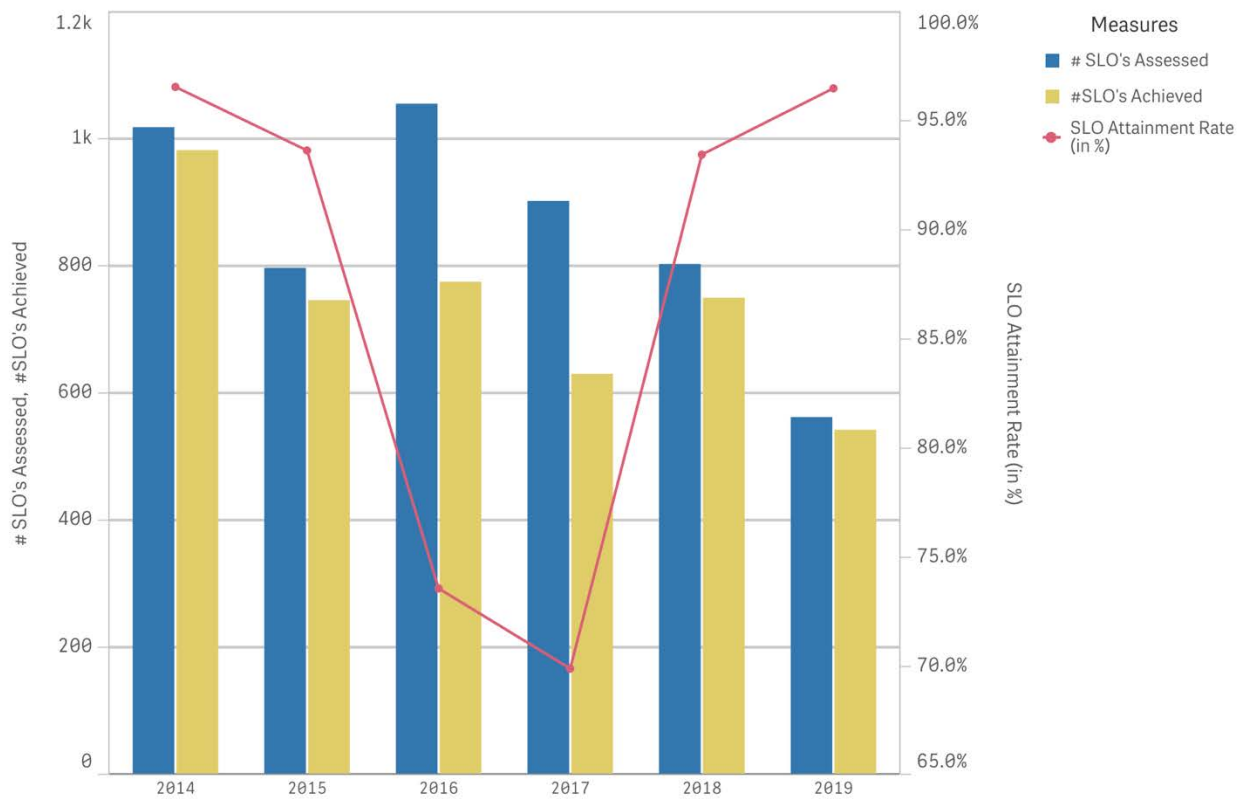
B. Student Learning Outcome Assessment

SLO assessment is important to maintain and improve an effective learning experience for LCC students. Evaluating SLO results regularly is helpful for evaluating student learning and identifying emerging program needs. By contract, faculty are required to measure at least one SLO for every class taught each semester.

Description/Evaluation:

1. Attach an SLO assessment summary as provided by Office of Institutional Effectiveness.

Number of SLO's Assessed and Achieved, with SLO Attainment Rate (%)



SLO Attainment Rate by Course, Academic Year, and Semester

		Measures		
Subject ▼	Academic Year ▼	# Assessed	Achieved	% Attained
GSS		5,131	4419	86%
2014		1,017	981	96%
2015		796	745	94%
2016		1,054	774	73%
2017		901	629	70%
2018		802	749	93%
2019		561	541	96%

Student Learning Outcomes (SLO's) by Academic Year

Course	Overall Totals & by Academic Year	# Assessed	# Achieved	% Attained
GSS-49	Course Totals	23	22	96%
	2014	1	1	100%
	2015	3	3	100%
	2016	3	3	100%
	2017	12	12	100%
GSS-49A	Course Totals	1	1	100%
	2014	1	1	100%
GSS-50.01	Course Totals	40	18	45%
	2016	18	0	0%
	2018	14	13	93%
	2019	8	5	63%
GSS-50.03	Course Totals	40	21	53%
	2016	18	0	0%
	2018	14	13	93%
GSS-51.01	Course Totals	86	83	97%
	2014	22	22	100%
	2015	14	14	100%
	2016	21	20	95%
	2017	16	14	88%
GSS-51.05	Course Totals	51	45	88%
	2014	22	21	95%
	2017	16	11	69%
	2018	13	13	100%
GSS-51.06	Course Totals	81	77	95%
	2014	22	22	100%
	2015	14	13	93%
	2016	16	15	94%
	2017	16	14	88%
GSS-52.01	Course Totals	74	73	99%
	2015	17	17	100%
	2016	18	17	94%
	2017	18	18	100%
	2018	13	13	100%
GSS-52.02	Course Totals	74	74	100%
	2015	17	17	100%
	2016	18	18	100%
	2017	18	18	100%
	2018	13	13	100%
GSS-52.03	Course Totals	75	75	100%
	2015	17	17	100%
	2016	18	18	100%
	2017	18	18	100%
	2018	14	14	100%
GSS-52.04	Course Totals	54	50	93%
	2015	16	16	100%
	2016	17	17	100%
	2018	13	13	100%
	2019	8	4	50%
GSS-52.05	Course Totals	78	78	100%
	2014	22	22	100%
	2015	17	17	100%
	2016	18	18	100%
	2018	13	13	100%
	2019	8	8	100%
GSS-52.06	Course Totals	88	84	95%
	2014	21	21	100%
	2015	17	17	100%
	2016	19	19	100%
	2017	18	14	78%
GSS-52B	Course Totals	31	31	100%
	2014	21	21	100%
	2016	10	10	100%
GSS-52BR	Course Totals	24	22	92%
	2014	4	4	100%
	2015	11	9	82%
	2016	9	9	100%
GSS-54.05	Course Totals	35	35	100%
	2015	17	17	100%
	2016	18	18	100%
	2018	0	0	-
GSS-55.04	Course Totals	53	45	85%
	2014	22	22	100%
	2017	18	10	56%
	2018	13	13	100%
	2019	0	0	-
GSS-56.01	Course Totals	86	86	100%
	2014	22	22	100%
	2015	17	17	100%
	2016	17	17	100%
	2017	17	17	100%
GSS-56.03	Course Totals	91	86	95%
	2014	23	23	100%
	2015	16	13	81%
	2016	15	15	100%
	2017	16	14	88%
GSS-56.04	Course Totals	92	88	96%
	2014	22	22	100%
	2015	17	15	88%
	2016	16	16	100%
	2017	16	14	88%
GSS-57.01	Course Totals	94	88	94%
	2014	22	22	100%
	2015	18	17	94%
	2016	16	16	100%
	2017	17	12	71%
GSS-57.02	Course Totals	93	91	98%
	2014	23	23	100%
	2015	17	16	94%
	2016	16	15	94%
	2017	16	16	100%
GSS-57.03	Course Totals	93	91	98%
	2014	22	22	100%
	2015	17	16	94%
	2016	17	16	94%
	2017	16	16	100%
GSS-57.06	Course Totals	55	51	93%
	2016	16	16	100%
	2017	18	14	78%
	2018	13	13	100%
GSS-57.08	Course Totals	56	32	57%
	2014	22	15	68%
	2017	20	10	50%
	2018	14	7	50%
GSS-57.15	Course Totals	74	69	93%
	2014	22	22	100%
	2016	17	16	94%
	2017	17	13	76%
	2018	13	13	100%
GSS-58.02	Course Totals	52	47	90%
	2014	22	22	100%
	2017	17	12	71%
	2018	13	13	100%
GSS-59.02	Course Totals	74	71	96%
	2015	17	17	100%
	2016	18	17	94%
	2017	17	15	88%
	2018	14	14	100%
GSS-59.03	Course Totals	39	22	56%
	2016	17	0	0%
	2018	14	14	100%
	2019	8	8	100%
GSS-59.04	Course Totals	81	62	77%
	2014	22	22	100%
	2016	18	0	0%
	2017	19	19	100%
GSS-59.05	Course Totals	58	56	97%
	2016	15	15	100%
	2017	15	15	100%
	2018	16	14	88%

Student Learning Outcomes (SLO's) by Academic Year

Course	Overall Totals & by Academic Year	# Assessed	# Achieved	% Attained	
GSS-59.07	Course Totals	56	53	95%	
	2016	15	15	100%	
	2017	14	14	100%	
	2018	15	13	87%	
	2019	12	11	92%	
GSS-59.09	Course Totals	71	61	86%	
	2015	17	17	100%	
	2016	17	17	100%	
	2017	24	14	58%	
	2018	13	13	100%	
GSS-60.01	Course Totals	92	88	96%	
	2014	17	16	94%	
	2015	20	20	100%	
	2016	15	15	100%	
	2017	14	14	100%	
GSS-60.02	Course Totals	79	60	76%	
	2014	17	15	88%	
	2015	21	21	100%	
	2016	15	0	0%	
	2018	14	12	86%	
GSS-60.04	Course Totals	59	37	63%	
	2014	18	13	72%	
	2016	15	0	0%	
	2018	14	12	86%	
	2019	12	12	100%	
GSS-61.01	Course Totals	62	53	85%	
	2016	18	12	67%	
	2017	14	14	100%	
	2018	18	15	83%	
	2019	12	12	100%	
GSS-61.02	Course Totals	63	57	90%	
	2014	22	17	77%	
	2016	15	15	100%	
	2017	14	13	93%	
	2018	0	0	-	
GSS-61.03	Course Totals	69	55	80%	
	2014	15	11	73%	
	2015	24	17	71%	
	2016	17	15	88%	
	2017	13	12	92%	
GSS-62.03	Course Totals	57	46	81%	
	2016	15	9	60%	
	2017	17	15	88%	
	2018	13	12	92%	
	2019	12	10	83%	
GSS-62.04	Course Totals	91	84	92%	
	2014	22	22	100%	
	2015	17	11	65%	
	2016	16	16	100%	
	2017	18	17	94%	
GSS-63.01	Course Totals	50	50	100%	
	2014	15	15	100%	
	2015	22	22	100%	
	2017	0	0	-	
	2018	13	13	100%	
GSS-63.02	Course Totals	52	52	100%	
	2014	17	17	100%	
	2015	22	22	100%	
	2017	0	0	-	
	2018	13	13	100%	
GSS-63.03	Course Totals	51	51	100%	
	2014	16	16	100%	
	2015	22	22	100%	
	2017	0	0	-	
	2018	13	13	100%	
GSS-63.05	Course Totals	42	42	100%	
	2014	17	17	100%	
	2017	0	0	-	
	2018	13	13	100%	
	2019	12	12	100%	
GSS-64.01	Course Totals	51	42	82%	
	2014	22	22	100%	
	2017	16	9	56%	
	2018	13	11	85%	
	2019	0	0	-	
GSS-66.01	Course Totals	75	70	93%	
	2015	22	22	100%	
	2016	15	12	80%	
	2017	14	13	93%	
	2018	12	11	92%	
GSS-66.02	Course Totals	99	77	78%	
	2014	17	10	59%	
	2015	26	18	69%	
	2016	14	10	71%	
	2017	15	15	100%	
GSS-66.03	Course Totals	53	47	89%	
	2016	14	11	79%	
	2017	13	13	100%	
	2018	14	13	93%	
	2019	12	10	83%	
GSS-67.01	Course Totals	73	70	96%	
	2014	18	18	100%	
	2016	15	14	93%	
	2017	14	14	100%	
	2018	14	12	86%	
GSS-68.01	Course Totals	62	51	82%	
	2014	16	13	81%	
	2016	17	11	65%	
	2017	14	14	100%	
	2018	15	13	87%	
GSS-68.02	Course Totals	54	39	72%	
	2014	17	17	100%	
	2015	22	22	100%	
	2016	15	0	0%	
	2018	0	0	-	
GSS-68.03	Course Totals	94	87	93%	
	2014	17	16	94%	
	2015	22	21	95%	
	2016	15	14	93%	
	2017	13	13	100%	
GSS-69.01	Course Totals	25	25	100%	
	2017	0	0	-	
	2018	13	13	100%	
	2019	12	12	100%	
	GSS-69.02	Course Totals	38	38	100%
2017		13	13	100%	
2018		13	13	100%	
2019		12	12	100%	
GSS-69.03		Course Totals	58	49	84%
	2016	15	10	67%	
	2017	18	15	83%	
	2018	13	13	100%	
	2019	12	11	92%	
GSS-69.04	Course Totals	76	76	100%	
	2014	17	17	100%	
	2015	22	22	100%	
	2016	12	12	100%	
	2017	13	13	100%	
GSS-70	Course Totals	18	9	50%	
	2017	9	0	0%	
	2019	9	9	100%	
	GSS-70.01	Course Totals	33	18	55%
		2014	18	18	100%
2016		15	0	0%	
2018		0	0	-	
2019		0	0	-	
GSS-70.02	Course Totals	33	18	55%	
	2014	18	18	100%	
	2016	15	0	0%	
	2018	0	0	-	
	2019	0	0	-	
GSS-71.01	Course Totals	78	72	92%	
	2015	22	20	91%	
	2016	16	14	88%	
	2017	14	14	100%	
	2018	13	11	85%	
GSS-71.02	Course Totals	77	70	91%	
	2015	22	20	91%	
	2016	16	13	81%	
	2017	13	12	92%	
	2018	13	12	92%	
GSS-71.03	Course Totals	75	65	87%	
	2015	22	20	91%	
	2016	13	10	77%	
	2017	14	13	93%	
	2018	13	10	77%	
GSS-71.03	Course Totals	75	65	87%	
	2015	22	20	91%	
	2016	13	10	77%	
	2017	14	13	93%	
	2018	13	10	77%	

Student Learning Outcomes (SLO's) by Academic Year

Course	Overall Totals & by Academic Year	# Assessed	# Achieved	% Attained	Course	Overall Totals & by Academic Year	# Assessed	# Achieved	% Attained	Course	Overall Totals & by Academic Year	# Assessed	Achieved	%Attained	
GSS-71.04	Course Totals	61	58	95%	GSS-89	Course Totals	70	52	74%	GSS-98.23	Course Totals	22	13	59%	
	2015	22	22	100%		2014	9	9	100%		2016	9	0	0%	
	2016	12	9	75%		2015	13	13	100%		GSS-98.23	2017	0	0	-
	2017	15	15	100%		2016	17	16	94%		GSS-98.23	2018	4	4	100%
	2018	12	12	100%		2017	17	0	0%		GSS-98.23	2019	9	9	100%
GSS-72.01	Course Totals	24	24	100%	GSS-93	Course Totals	26	15	58%	GSS-98.24	Course Totals	10	8	80%	
	2016	14	14	100%		2014	8	8	100%		2016	1	0	0%	
	2018	0	0	-		2015	7	7	100%		2017	0	0	-	
	2019	10	10	100%		2017	11	0	0%		2018	8	7	88%	
GSS-73.02	Course Totals	56	54	96%	GSS-95	Course Totals	77	60	78%	GSS-112	Course Totals	94	63	67%	
	2016	15	15	100%		2014	15	15	100%		2014	23	23	100%	
	2017	14	14	100%		2015	11	11	100%		2015	17	15	88%	
	2018	14	12	86%		2016	13	12	92%		2016	20	18	90%	
GSS-75.02	Course Totals	63	63	100%	GSS-98.02	Course Totals	0	0	-	GSS-114	Course Totals	53	36	68%	
	2014	16	16	100%		2016	0	0	-		2014	17	17	100%	
	2015	21	21	100%		GSS-98.03	Course Totals	0	0		-	2015	16	13	81%
	2016	14	14	100%		2018	0	0	-		2016	6	6	100%	
	2017	0	0	-		GSS-98.05	Course Totals	31	15		48%	2017	14	0	0%
2018	12	12	100%	2015	8		5	63%	GSS-117	Course Totals	33	23	70%		
2019	0	0	-	2017	13		0	0%		2014	17	17	100%		
GSS-77	Course Totals	24	18	75%	2019	10	10	100%		2017	10	0	0%		
	2014	18	18	100%	GSS-98.06	Course Totals	27	23	85%	2018	0	0	-		
	2016	6	0	0%		2014	9	9	100%	2019	6	6	100%		
	GSS-79	Course Totals	34	34		100%	2015	8	4	50%	GSS-119	Course Totals	30	21	70%
2014		10	10	100%	2016	10	10	100%	2014	13		13	100%		
2019		24	24	100%	GSS-98.08	Course Totals	13	13	100%	2017		9	0	0%	
GSS-82		Course Totals	69	39		57%	2019	13	13	100%	2018	0	0	-	
		2014	20	20	100%	GSS-98.09	Course Totals	11	11	100%	GSS-123	Course Totals	3	3	100%
	2015	13	13	100%	2014		11	11	100%	2016		3	3	100%	
	2016	18	0	0%	2018	0	0	-	GSS-127	Course Totals	8	8	100%		
	2017	12	0	0%	GSS-98.12	Course Totals	46	23		50%	2016	8	8	100%	
2018	0	0	-	2014		23	23	100%	GSS-134	Course Totals	25	19	76%		
2019	6	6	100%	2016		13	0	0%		2014	19	19	100%		
GSS-83	Course Totals	23	14	61%	2017	10	0	0%		2017	6	0	0%		
	2016	14	14	100%	GSS-98.13	Course Totals	6	6	100%	2018	0	0	-		
	2017	9	0	0%		2016	6	6	100%	GSS-135	Course Totals	23	23	100%	
GSS-87	Course Totals	57	44	77%	GSS-98.21	Course Totals	47	24	51%		2014	17	17	100%	
	2014	15	15	100%		2016	18	0	0%		2019	6	6	100%	
	2015	12	12	100%		2017	0	0	-	GSS-147	Course Totals	33	23	70%	
	2016	7	7	100%	2018	21	16	76%	2014		13	13	100%		
	2017	10	0	0%	2019	8	8	100%	2016		13	10	77%		
GSS-88	Course Totals	56	47	84%	GSS-98.22	Course Totals	31	25	81%	2017	7	0	0%		
	2014	21	21	100%		2017	0	0	-	2018	0	0	-		
	2015	12	12	100%		2018	25	24	96%	GSS-148	Course Totals	19	19	100%	
	2016	14	14	100%		2019	1	1	100%		2014	7	7	100%	
	2017	9	0	0%							2015	12	12	100%	
GSS-88	2018	0	0	-											

Student Learning Outcomes (SLO's) by Modality and Academic Year

Modality	Measure	Academic Year						Modality Average, All Years	Modality Totals, All Years
		2019	2018	2017	2016	2015	2014		
Face-to-Face	% Attained	96.4%	93.5%	69.4%	73.4%	93.6%	96.5%	87.1%	
	Assessed	561	798	889	1051	795	1017		5,111
	Achieved	541	746	617	771	744	981		4,400
Hybrid	% Attained	-	75.0%	100.0%	100.0%	100.0%	-	93.8%	
	Assessed	-	4	12	3	1	-		20
	Achieved	-	3	12	3	1	-		19

Student Learning Outcomes (SLO's), All Modalities and Academic Year

All Modalities	Measure	Academic Year						Modality Average, All Years	Modality Totals, All Years
		2019	2018	2017	2016	2015	2014		
	% Attained	96.4%	84.2%	84.7%	86.7%	96.8%	96.5%	90.9%	
	Assessed	561	802	901	1,054	796	1,017		5,131
	Achieved	541	749	629	774	745	981		4,419

- Provide an analysis of findings of the assessments completed and recommendations being made in individual assessments. Consider the impact or influence of the assessment results at the program level. Consider how SLO results may be leveraged to support equipment, facility, staffing, or other budget and planning need and include the justification in your analysis.

SLO's are assessed by projects completed by the student during the student's course work. The project assigned to the student during the week is the test of the knowledge and skill of the student. We have not made any changes based on SLO assessment. The changes we have made have been based on industry needs and with the advice of our advisory committee. The data supplied shows an increase in percentage of attained SLO's.

Planning Agenda:

List recommendations and actions necessitated by the above evaluation of SLO results. Complete Academic Planning, Student Services Planning, and/or Institutional Effectiveness Planning tables at the end of the section for any recommendations requiring institutional action. For any items needing Human Resources Planning, Institutional Technology Planning, or Facilities Planning action, please make sure to include the information within the appropriate section and table later in the program review document.

The Gunsmithing department has had a decline in enrollment which in turn will show a decline in assessed students. In review of the supplied data our attainment is up for the students that are assessed from previous years. The Gunsmithing program needs to improve enrollment, to recruit and advertise for the programs. The Gunsmithing program will continue to look for ways to improve the SLO data.

C. Student Evaluation Summary

The student survey portion of the evaluation procedure is designed to solicit comments concerning the program only, and is not an evaluation of instructors (See Attachment F, Student Survey).

An anonymous questionnaire is considered to be the most effective format. This will encourage the students to be frank in their responses. The student evaluation will be scheduled and administered by the Office of Instruction during October/November and February/March of each instructional review process. The Office of Instruction staff will consult with the members of the self-evaluation group to determine the student sampling and consider any program-specific revisions to the student survey. The sampling will consist of a minimum of three core courses and other courses as selected by the self-evaluation team. (Example: The basic skills program might wish to survey courses with high enrollment of former basic skills students.)

Description/Evaluation:

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

We do not have student evaluations to summarize as this information was not available at the time this IPR was prepared.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Academic Planning, Student Services Planning, and/or Institutional Effectiveness Planning tables at the end of the section for any recommendations requiring institutional action.

Due to not having the student evaluations, the recommendation is that the gunsmithing program work with the office of Institutional Effectiveness & planning to complete the student evaluations so the program can have a complete and/or up-to-date evaluation of how we can better serve the student needs. At this time we are working to complete these evaluations.

III. Curriculum

A. Degrees and/or Certificates

Description/Evaluation:

- List degree and/or certificates offered in the program and attach the approved course of study or two-year plan for each degree and certificate (see Attachment G, Degrees/Certificates by Program). Degree and certificate student learning outcomes, if different from program student learning outcomes, should be included in this section.

A.S. Degree in General Gunsmithing – 60 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, Hinge pins 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

Required Core Courses – 36 Units General Education Requirements – 18 Units
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

Certificate of Accomplishment – Rifle smith: 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 51.03	1	Stock Shaping
GSS 64.01	1	Composition Stock Fitting, Bedding, Finishing

- Faculty should analyze progress made on the assessment of program (degree/certificate) learning outcomes
We have changed a few of our courses to improve the student learning outcome. We are working with the advisory committee for future changes that need to be made to keep the program current with the industry.
- Evaluate the need for courses, degrees and/or certificates
Our courses and degrees are successful in giving our students the necessary skills to compete in the gunsmithing industry. We will keep working with our advisory committee to keep on the leading edge of the industry and update our classes as needed.

- 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
Due to not having an Advisory committee meeting for an extended period of time, we had a meeting on September 29, 2021. The meeting was more of information for the members and updating them on the program. Please see below for a list of committee members and the minutes from the meeting. See appendix C
- 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?**
The courses currently give the students the skills to meet and exceeds most employer's skill requirements. We will keep working with our advisory committee to keep our program at the leading edge of the industry.

Planning Agenda:

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

The recommendation at this time is to add a Director position that is a faculty position. We ran a one year director position to see the logistics and we are reviewing it at this time. The director position is greatly needed to update and add curriculum.

B. Courses

Description/Evaluation

1. Identify courses added or deleted from the instructional program since the last instructional program review.

We have combined classes, GSS 57.02 Action Blueprinting and GSS 62.04 Correcting oversize firing pin holes to accommodate for GSS 51.03 Stock Shaping. The combining of GSS 57.02 and GSS 62.04 is made possible by new techniques and modern tooling makes the process much faster. Allowing one more week for wood stock courses will give the student more time to practice and absorb the information given. Two weeks total for wood stock making was not

enough time to cover the information so three weeks for that course will give the students more time.

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:
 - Should the Disciplines of Assignment remain the same or be changed?
The Disciplines of assignment will stay the same at this time and in the near future should be reviewed to stay current to the industry.
 - Should the Catalog/Schedule description remain the same or be updated?
The Catalog/Schedule description will remain the same at this time but will be reviewed with the above disciplines.
 - 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?
The current courses are not repeatable because of new legislation and has negatively affected the Gunsmithing program. The courses need to be repeatable because these are perishable skills and some employers request continuing educations. The courses not being repeatable is a cause of our enrollment being down. When the classes were repeatable we had student come back to advance their skills now the students are unable to do this.
 - If the course meets a core requirement within specific degrees or certificates, is it accurately noted on the outline? The courses that are required for a degree or certificate are noted in the course outlines.
 - 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? The Gunsmithing courses do not satisfy any area within the general education requirements for a Gunsmithing degree.
 - Are course-level student learning outcomes included on each course outline? Are learning outcomes included for each allowable repetition? The course level SLO are included in each course outline. As stated above in this document are courses are not repeatable, so the learning outcomes are set listed for one enrollment.
 - Does the course require a prerequisite or have recommended preparation? Are content review forms on file for each recommended preparation and/or prerequisite? Most of the gunsmithing courses have a recommended preparation. A few of our courses have a perquisite and all perquisites and recommended preparations have been reviewed with the proper forms on file.
 - Do any of the learning outcomes or objectives need revision? The learning outcomes and objectives align with what the students need to compete in the industry at this time.
 - Does any content need to be updated? The content of the courses align with what the students need to compete in the industry at this time.

- Are any changes necessary in the Methods of Instruction, Assignments, Critical Thinking or Methods of Evaluation sections? The gunsmithing courses in their structure and assignments promote critical thinking. We will evaluate the methods of instruction by the next review.
 - Is the course being considered for distance education offering? If so, has it been approved for specific distance education delivery?
The Gunsmithing courses have been offered distance education in the past and hopefully they will be in the near future. Gunsmithing course were offered in conjunction with an outside agency recruiting and scheduling the courses. Lassen College supplied an instructor and collected FTES from these courses. These courses were law enforcement armorer courses to train Law enforcement officers to properly maintain their duty firearms. The distance education has been and will be face-to-face format. The Gunsmithing courses or any portion of them are not offered online. Having the lecture or class online is liability on the instructor and the institution, there is too many variables. The instructor must be face-to-face and hands on with the student. Having a Director for the gunsmithing program to explore the feasibility of having more classes of this type is needed. These courses are needed by law enforcement on an annual bases and would be generating more FTES. The amount of FTES generated would depend on how many classes and how often they are offered.
 - Is the textbook current and is the publication date included? The only text book that is used in the program is for the machining classes. We are using the most current version and the publication date is included. We supply handouts and training manuals from firearm manufactures. We are consistently updating these handouts to stay current with the industry.
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

For 3,4,and 5 Please see appendix B

Planning Agenda:

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

No recommendations at this time.

C. Articulation/Integration of Curriculum

Description/Evaluation:

1. Attach a tabular comparison of Lassen Community College courses articulating with UC and CSU, indicating courses with approved C-ID designations as applicable (Obtain copies of Articulation Agreements from the Transfer Center)
2. Provide a narrative reviewing the Lassen Community College courses and courses at four-year institutions for course alignment. (i.e. two courses at Lassen needed to articulate with one course at UC).and the units requirements for Lassen Community College courses as compared to four-year institutions.

Lassen Community College Gunsmithing program is a unique program that is the only campus based Gunsmithing School that offers Design, Function and Repair classes in America. Our classes do not transfer to the UC or CSU level because none of the four year institutions offer a gunsmithing program.

Planning Agenda:

Complete Student Services Planning table (see below) for any proposed changes to articulation or C-ID designation

N/A

III. 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.

There has been no deviation from the two-year plan in the last four years. With how intense the gunsmithing program is we need to look at making it more feasible for the student to achieve an A.S. degree in the same time as completing

the gunsmithing courses. This will include making more time for the student to take general education requirements for the degree in the two years. This will be a large change to the gunsmithing program and would be a great asset to have a director to explore the options to complete this.

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

The Full Time Gunsmithing Program accepts 22 new students per year and all 22 students follow the same schedule therefore our enrollment patterns and FTE's are not affected by scheduling. The Gunsmithing Program has set a goal of 44 full time students, 22 first year and 22 second year. This number reflects the operational capacity of the Gunsmithing Facility. This number of students would generate at least 704 enrollments equaling 52.3 FTES per semester. The last few years we have seen approximately a 40% decline in enrollment.

The NRA Summer course schedule has been consistent over the last four years and enrollment has remained fairly steady. Scheduling our Law Enforcement Armorer Courses in July when the new fiscal year begins has assisted many law enforcement agencies in being able to send their employees. Due to the lack of repeatability implemented by the Chancellor's Office and our consistency in scheduling the same courses each summer, enrollment has fallen due to our students' inability to retake courses.

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 2 gun shows in Reno, NV per year, yet they have generated some enrollments.

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).

All of the core courses for the degrees and certificates 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.

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. The NRA Program has the potential to accommodate up to 750 enrollments, and has been near that number in early to mid 2000s

Due to Covid-19 the GSS program has had to cut down the class size in the full time program accepting 17 new students which has reduced to FTES the program is able to bring in. The GSS program hopes to be able to be back to accepting 22 students in the fall 2021.

In 2020 the NRA summer program was cancelled due to Covid-19.

Please Note since 2013 a portion of the welding programs FTES is generated by Gunsmithing program students and should be listed in the Gunsmithing programs FTES. This can be some of why the data shows a decline in FTES.

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

It is difficult for students to take general education courses while completing the gunsmithing courses due to the length of time gunsmithing students are in the lab. As listed above students going into the workforce are not required to have the general education to obtain a job. There for most do not have the desire to

receive the general education courses. The gunsmithing program would like to explore ways to accommodate the student to complete the courses in the two years. The gunsmithing program is looking to comply with Education code title 5 that states a student must have the opportunity to complete the degree in two years. A program director would be a good addition to explore all options to comply and give the student more opportunities to achieve their educational goals.

Planning Agenda:

Complete Academic Planning table (see below) for any proposed changes in the schedule that might improve enrollment patterns and better meet student needs.

1. It is recommended that a recruiting and advertising program be established and funded to promote the programs.
2. Increase the number of enrollments in the NRA program. 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.
3. Establish Equivalency guidelines in order to bring industry recognized instructors to the program which will increase enrollments.
4. Look at offering more opportunities to complete the general education courses within two years.

IV. Equipment

Description/Evaluation:

1. List capital outlay equipment, age of equipment and replacement schedule

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. The remainder of the Program is located in the GS building, which is immediately adjacent to the Vo-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:
- 19 Metal turning lathes
 - a. 3 lathes less than 5 years old
 - b. 7 lathes 5 to 10 years old
 - c. 9 lathes unknown age (two are WWII vintage)

- d. 1 lathes are non-operational
- 6 Milling machines
 - a. 2 mills less than 5 years old
 - b. 1 CNC mill w/attachments, approx. 15 years old
- 2 Welders, Tungsten Inert Gas (TIG)
 - a. Both approx. 15 years old
- Dell Computer to Run CNC programs Less than 1 year old
 - a. Paton software
- 14 Browning Gun safes, 1 year old
- 1 Finish curing oven, built by students
- Savage Range systems snail trap, under 5 years old

The majority of the worn and obsolete equipment has been replaced using grant moneys. There is equipment and facilities that need to be purchased and/or upgraded to keep the GSS program America's premier gunsmith program. See Facilities section

2. Identify any existing equipment maintenance/service agreements

Due to a limited budget, the GSS program does not have any equipment maintenance/service agreements

3. Evaluate the condition of capital outlay equipment in light of the replacement schedule and available funds.

Since the last review we have replaced some of the major worn out equipment. The equipment was purchased with grant moneys. The equipment that was purchased was 3 lathes, 2 milling machines and a computer with programs for our CNC machine. The lathes and milling machines are used daily in the gunsmithing program. Having more machines available for the students make it so the students don't have to wait for a machine and /or use a machine that does not hold tolerance to industry standard. The lathes and mills are just updating worn out/unsafe equipment. This is just maintaining the program equipment the computer for the CNC machine is for learning on to get proficient, and in the future expand the program to include CNC operations.

4. Evaluate the effectiveness of and need for additional maintenance/service agreements.

The Gunsmithing program could use a maintenance/service program for the equipment. A maintenance/service program would extend the life of our equipment.

5. Justify any proposed modification or additions to equipment available for students and/or faculty/instructional assistants within the program.

The Gunsmithing Program is in desperate need of a spray booth that has enough air movement that the instructor nor the students have to wear a respirator to apply coatings in. When using the current facility the instructor and students must wear a respirator which makes communication difficult to impossible. This situation causes a safety concern.

The GSS program is in need of an oven for curing firearm finishes. The current oven being used was built by students and needs to be replaced.

Planning Agenda:

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

- Increase equipment supply budget. The current supply Budget is insufficient if a student crashes one lathe it could be thousands of dollars that would wipe put our supply budget on one machine.
- Install a spray booth
- Set up service agreements with the manufacturers or recommended service providers

V: Outside Compliance Issues (if appropriate for program)

Description:

If appropriate, describe the role of outside compliance issues on the Special Program.

The gunsmithing program is currently next to the child day care and the Student services office. The Child day care is leased to an outside agency and with the large amount of traffic in the area is a concern. At this time the Gunsmithing program is in compliance with federal, state and local laws. If the laws are to change in the future the Gunsmithing program will not be able to operate at its current location.

The Gunsmithing program has recently had to change the procedures of record keeping to comply with federal law. The gunsmithing program is keeping a log book of all student

firearms that are stored within the program. This record keeping requirement adds a large work load to the program staff. Every time a student brings a firearm into the facility to be stored it must be recorded and when the firearm leaves it must be recorded when it left the premises.

The gunsmithing program must maintain a Federal Firearms License (FFL). To have and maintain an FFL there must be a minimum of one responsible person on the license to oversee the records. This responsible person needs to be a program director to keep up with the changing requirements of the license.

Evaluation:

Assess changes in compliance or identification of compliance-related needs and the impact on the Special Program.

N/A

Planning Agenda:

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

The Gunsmithing program need to be moved to another location away from the child day care and student services.

VI. Prioritized Recommendations

A. Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section One that do not require institutional action (i.e. curriculum development) in order of program priority.

None

B. Prioritized Recommendations for Inclusion in the Planning Process

List all recommendations made in Section One that should be included in Lassen College's planning and budgeting process, specifically in the Educational Master Plan, Student Services Master Plan, or Institutional Effectiveness Master Plan. Separate recommendations into the appropriate plan(s). Items to be included in the Human Resource Master Plan, Institutional Technology Master Plan, or Facilities Master Plan should be addressed in Sections Two, Three or Four in lieu of or in addition to inclusion in the

Academic Master Plan. See Attachment C, Master Plan Overview, in the IPR handbook to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in Education Master Plan
Gunsmithing 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
4	Increased supply budget	2021	\$15000.00	Increased student success
4	Increased equipment repair budget	2021	\$3000.00	Increased student success
3	Establish service agreements	2021	Unknown	Decrease cost of machine replacement
4	Establish recruiting and advertising program	2021	\$2500.00	Program promotion

Prioritized Recommendation for Inclusion in Student Services Master Plan
Gunsmithing 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	None at this time			

**Prioritized Recommendations for Inclusion in Institutional Effectiveness
Master Plan**

Gunsmithing 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1	Office of Institutional Research needs to employ sufficient tracking mechanisms to provide	2021	No cost	Sufficient job placement data for evaluation
1	SLO data must be provided by Institutional Effectiveness & Planning.	2021	No cost	Required data for planning
1	Student Evaluation data must be provided by Institutional Effectiveness & Planning. Fall	2021	No cost	Required for planning

Section Two: Human Resource Planning

I. 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

Full Time faculty	Part time faculty	Classified staff
John Martin	Robert Chavez	Jonathan Herring
Buck Bauer	James Tucker	
	Brent Mumma	
	Daniel Musante	
	Jake Floyd	

The Number of part time faculty keeps on a steady decline. Since the last review LCC hired Carol Growdon as the NRA/Gunsmithing coordinator and recently she has transferred to another position. Buck Bauer accepted the responsibilities of the trial one year NRA/Gunsmithing director from 5/2020-5-2021. With all faculty working at max capacity it is difficult to expand the program. Lassen College must maintain a director for the gunsmithing program for the program to survive and grow.

Lassen College has a signed contract with the NRA that states Lassen College will maintain a director or coordinator to oversee the NRA Gunsmithing program.

2. This section provides an opportunity for analysis and justification of projected staffing needs to support the program. Clerical support by the Office of Academic Services and work-study needs may be included.

Due to the work load of the current GSS staff full time and part time, the program is in need of a third full time instructor. The GSS program used to have three full time employees but due to staffing changes it was reduced to two. It is hard to maintain/improve the GSS program with the full time instructors teaching at the current work load. Thus the program needs a director and 2 full time instructors.

With a director and 2 full time instructors and the spread out work load the faculty would have ample time to take care of the duties to

maintain/improve/advance the Gunsmithing program. At the time that the gunsmithing program had a waitlist to get into the program and there were 600-700 summer students there were 3 fulltime faculty. In the mid 2000s there were Steve Taylor NRA coordinator/instructor, John Martin instructor, Andrew Faircloth instructor. At that time the program had the enrollment number listed above. With a program Director, the Gunsmithing program could increase enrollment and offer more classes that would in turn bring in more FTES, update curriculum, and help keep the program in compliance.

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.

- Hire a director for the NRA/Gunsmithing programs
- Increase the fulltime faculty to 3 instead of 2. (1 program director and 2 program instructors)

II. 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].

Full time faculty are meeting Flex obligations. Records are on file in Academic Services

The IPR is our flex every other year and usually the SHOT Show or a couple gun shows in between.

The NRA Coordinator has attended several seminars and conferences within the industry. The following are examples: • SHOT Show • NRA Convention

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.)

The GSS program has been able to get some online training for our CNC machine but due having to upgrade the computer system to run it and getting the IT department to

install the proper programs on that computer we were only able to use part of the training before the subscription ran out.

The GSS full time instructors and instructional aid attended the 2019 SHOT show but have not been able to attend any shows or seminars since then due to Covid-19

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.

We will continue to look for more professional development within the industry

III. Student Outcomes

Description/Evaluation:

Description/ Evaluation:

Describe any results from assessment of learning outcomes that affect human resource planning

None

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.

None

IV. Prioritized Recommendation

Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section Two that do not require institutional action (i.e. curriculum development) in order of program priority.

None

Prioritized Recommendations for Inclusion in the Planning Process

List all recommendations made in Section Two that should be included in Lassen College’s planning and budgeting process. See Attachment C, Master Plan Overview, in the IPR handbook to determine where recommendations are best placed. [None](#)

Prioritized Recommendations for Inclusion in Human Recourse Master Plan
[Gunsmithing program 2021](#)

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
4	Training for CNC	2021	\$3000.00	Expand classes
4	Training at manufactures	2021	\$10000.00	To stay current with the industry and to offer our students current information

Section Three: Facilities Planning

I. Facilities

Description/Evaluation:

1. Describe and evaluate the Lassen Community College facilities available to the program.

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. The remainder of the Program is located in the GS building, which is immediately adjacent to the Vo-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: see appendix A

Evaluation of the facilities available to the Gunsmithing Department:

- 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 machines/equipment in the machine shop
- The Child Development Center was constructed in close proximity to the facility, raising concerns
- Student Services in the Vo-Tech building is in close proximity to the gunsmithing 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
- Approx. 2006 GSS IPR requested a 40 foot shipping container for storage of misc. gunsmithing equipment that is only used once a year and clutters the shop. The purchase of the storage container was approved and went through the budget process then and after 14 years a 20 foot container and 10 foot container was purchased. The containers that were purchased are unsightly, and needs to be fixed, both leak, are unusable and combined is 10ft short of what was approved. The containers that were purchased need to be removed and the 40ft container that was approved need to be purchased.
- Facilities director has taken away what was used for the gunsmithing armory Vt-102. Forcing LCC to purchase gun safes and store them in classroom VT108. This cut down the size of the classroom and as a result have to cut down class size.

- Due to the current Covid-19 pandemic LCC has made the campus i.e. dorms and gym overflow for the hospital if need be. In turn the main electrical panel in the gunsmithing dept. machine shop has been upgraded and made so there could be generators hooked to the panel. With this the facilities director built a room around the panel in the machine shop that makes more of our area unusable and cuts down the square footage of the shop. The Facilities director also removed equipment out of the machine shop that we currently used to make room for this structure. This was done with no consideration to the gunsmithing program staff.
- LCC gunsmithing dept. had a fenced area on the east side of the machine shop. The fence and the area was removed including part of the lawn to repair a drainage line. The drainage line is still broken after 4years and the fence has not been replaced. We stored raw materials, oxygen and acetylene bottles and other supplies that didn't need to be inside in this area. The fenced area was locked and secure. Now we must store these items in the machine shop/lab area and they clutter the shop and is a safety concern. This area is also the first place all students go on campus to get to admissions and records. This is unsightly and unprofessional looking.
- Currently the GSS program is using the welding room for painting firearms and firearms parts. The ventilation and lighting is not adequate in this room for this activity.
- The students are using an oven that students built for curing firearms coatings. The GSS program needs a new oven for curing these coatings.

Evaluation of the major equipment utilized by Gunsmithing Department shows some of the worn and outdated equipment has been replaced using grant moneys.

1. Describe and evaluate additional facilities utilized off-campus by the program (attach any relevant rental agreements)

N/A

Describe any facilities needs identified by assessments of student learning outcomes

The GSS program needs a paint booth with good ventilation and lighting.

The GSS program needs 2 new ovens for curing firearms coatings.

The storage containers that were purchased need to be replaced by (1) 40 foot container that was approved. This container need to be usable for storage of the equipment that is stored in the shop and cluttering the shop.

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

See above

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.

The gunsmithing program recommends the shipping containers on the west side of the lab be removed and replaced with (1) one 40 foot container that is waterproof and has shelving to make it a usable storage area. (1) 40 foot container was approved around 2006-2007 for the gunsmithing program.

The Gunsmithing program will continue to ask for a secure storage area for the firearms the school owns so they are not stored in the gunsmithing classroom.

II. Prioritized Recommendations

Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section Three that do not require institutional action (i.e. curriculum development) in order of program priority.

None

Prioritized Recommendations for Inclusion in the Planning Process

List all recommendations made in Section Three that should be included in Lassen College's planning and budgeting process. See Attachment C, Master Plan Overview, in the IPR handbook to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in the Facilities Master Plan
Gunsmithing 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1	1.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	2021	Unknown	Allow management to make informed decision in regards to the future/expansion and safety of the gunsmithing program.
3,4	2. It is recommended that the study into the feasibility of a new facility in conjunction with an indoor range be continued in order to expand offerings to meet advisory committee recommendations and increase enrollments.	2021	Unknown	Allow management to make informed decision in regards to the future/expansion and safety of the gunsmithing program
3	3. It is recommended that potential sources of funding for a new facility be studied	2021	Unknown	Allow management to make informed decision in regards to the future/expansion and safety of the gunsmithing program.
3	4. It is recommended that potential locations for such a facility be identified	2021	Unknown	Allow management to make informed decision in regards to the future/expansion and safety of the gunsmithing program.

4	5. Add a storage facility adjacent to the gunshop to store program equipment.	2021	Unknown	Allow management to make informed decision in regards to the future/expansion and safety of the gunsmithing program.
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Section Four: Technology Planning

I. Technology

Description/Evaluation:

1. Describe and evaluate technology and technology support provided for instruction and instructional support.

The Gunsmithing program has received a computer and program for learning how to run the CNC machine but the IT dept. took so long to get the computer set up the subscription ran out so we need to pay for another subscription to get the knowledge to run the machine.

2. Describe any technology and technology support needs identified by assessment of student learning outcomes.

The knowledge that we could pass along for the CNC machine will make the students more ready for the industry.

Planning Agenda:

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

Renew subscription for learning Mastercam and Solidworks.

II. Prioritized Recommendations

Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section Four that do not require institutional action (i.e. curriculum development) in order of program priority.

None

Prioritized Recommendation for Inclusion in the Planning Process

List all recommendations made in Section Four that should be included in Lassen College's planning and budgeting process. See Attachment C, Master Plan Overview, in the IPR handbook to determine where recommendations are best placed. None

Prioritized Recommendations Inclusion in Institutional Technology Master Plan

Gunsmithing 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	None at this time			

Appendix A

Lassen Community College Gunsmithing Department

Equipment Description	Machine #	LCC Property #	Cost	Date of Purchase	Useful	End Life	Needs	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	\$ 15,000	2014	25	2039								
Turnmaster	3	N/A	\$ 15,000	2017	25	2042								
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	\$ 15,000	1989	25	2014	Worn replace	\$15,000						
Turnmaster	12	N/A	\$ 15,000	2013	25	2038								
Turnmaster	13	N/A	\$ 15,000	2016	25	2041								
Turnmaster	14	668	\$ 15,000	2016	25	2041								
Turnmaster	15	679	\$ 15,000	2013	25	2038								
Turnmaster	16	667	\$ 12,857	2001	25	2026		\$ 15,000						
Turnmaster	17	680	\$ 15,000	2014	25	2039								
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						
Republic	22	684	\$ 12,857	2001	25	2026		\$ 18,000						
MILLING MACHINES														
Lagun	28	6348	\$ 28,000	2011	20	2031				\$28,000				
Lagun	23	N/A	\$ 28,000	2016	20	2036								
Lagun	24	N/A	\$ 28,000	2018	20	2038								
Lagun	25	232	\$ 28,000	2018	20	2038								
GOLmatic CNC	26	N/A	\$ 28,000	2006	25	2031				\$28,000				
Lagun	27	N/A	\$ 26,000	2007	20	2027				\$28,000				
Lagun	28	N/A	\$ 28,000	2015	20	2035								
Projected Equipment Replacement Costs								\$ 15,000	\$ 108,000	\$ 28,000	\$ 56,000	\$ 15,000		

Estimated Equipment Replacement Cost Schedule for Fiscal Year Ending Jun 2020

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

**LASSEN COMMUNITY COLLEGE
GUNSMITHING
TRADE ADVISORY COMMITTEE**

Mr. Mike Lake

Plant Manager Nosler Inc.

Voting

107 S.W. Columbia St.

Bend, OR 97702

(541) 382-3921

E-mail: mlake@yahoo.com

Plant Manager Nosler Incorporated (Premium Bullets and Custom Rifles)

Mr. Peter Coelho

Lead Gunsmith/ J&G Gunsmithing

Voting

P.O. Box 942898

Sacramento, CA 94298-0001

(209) 495-8006

Email: coelhopeter31@gmail.com

Specialized in general repair and sales.

Mr. Kelley Merritt

Lassen County Sheriff Department

Voting

1415 Sheriff Cady Lane

Susanville, CA 96130

(530) 251-8333

Email: kmerritt835@yahoo.com

Armor Lassen County Sheriff Department

LCC Gunsmithing Trade Advisory Committee cont.

Mr. Matthew Hawes

Matthew Hawes Precision Gunsmithing, LLC

Voting

3639 W. State Highway 21 unite B

Nacogdoches, TX 75964

(530)403-9073

Email: mhpg1897@gmail.com

Specialized in general repair

Mr. Wesley Brians

Weatherby Inc.

1218 2nd Ave E.

Sheridan, WY. 82801

Voting

(307)675.7800

Email: wbrians@weatherby.com

Gunsmith Weatherby

Mr. Jake Floyd

Lassen Community College

769 NE Robin PL

Voting

Prineville, OR 97754

(541) 663-3735

Email: jakeslrc@gmail.com

Adjunct faculty for LCC Gunsmithing program

LCC Gunsmithing Trade Advisory Committee Cont.

Mr. Daniel Musante

Lassen Community College

305 Canterbury Ave

Roseville, CA 95678

(925)323-5007

Email: dmusante@lassencollege.edu

Adjunct faculty for LCC Gunsmithing Program

Voting

Mr. Thomas Downing

Lassen Community College

P.O. box 3000

Susanville, CA 96130

530-251-8801

Email: tdowning@lassencollege.edu

Lassen Community College POST/AJ program Director/Instructor

Voting

Mrs. Barb Baston

Lassen Community College

P.O. Box 3000

Susanville, Ca 96130

(530)249-4603

Email: bbaston@lassencollege.edu

Councilor Lassen Community College

Voting

LCC Gunsmithing Trade Advisory Committee cont.

Mrs. Michell Williams

P.O. Box 3000

Susanville Ca 96130

530-251-6181

Interim Dean of Instructional Services

Non-voting

Buck Bauer

706-390 Hwy 395

Susanville, CA 96130

(530) 604-7072

Full-time Instructor Gunsmithing Program, Lassen College

Non-voting

John Martin

695-050 State Route 36

Susanville, CA 96130

(530) 310-2795

Full-time Instructor Gunsmithing Program, Lassen College

Non-voting



**CTE Advisory Committee Minutes
Gunsmithing Program Advisory Committee**

Meeting Date: September 29, 2021

Meeting Time: 1500

Meeting Location: ZOOM

Committee Members/Invitees Present:

Carie Camacho, Lassen Community College, CIO
Michell Williams, Lassen Community College, Interim Dean of Instruction CTE programs
Fran Oberg, Lassen Community College, Executive Assistant
Buck Bauer, Lassen Community College, Full-time Gunsmithing Instructor
Jake Floyd, Lassen Community College, Part-time Gunsmithing Instructor
Daniel Musante, Lassen Community College, Part-time Gunsmithing Instructor
Thomas Downing, Lassen Community College, AJ/POST Director
Barb Baston, Lassen Community College, Counselor
Peter Coelho, J&G Gunsmithing, Lead Gunsmith
Matthew Hawes, Matthew Hawes Precision Gunsmithing, Owner/Lead Gunsmith
Mike Lake, Nosler INC, Senior Manager, technical services
Wesley Brians, Weatherby INC, Gunsmith
Amy Velazquez, Alliance for Workforce Development, Business Services Representative

Guests Present:

Garrett Caldwell, Nosler INC, Rifle division production manager

Committee Members/Invitees Absent:

John Martin, Lassen Community College, Full-time Gunsmithing instructor
Kelley Merritt, Lassen Co. Sheriff Department, Armorer

1. CALL TO ORDER 3:02pm by Buck Bauer

A. Introductions

All present introduced themselves.

The basic role and responsibilities of the Advisory Committee were covered. The goal is to assure LCC remains the premier gunsmithing school in America.

B. Approval of Agenda

Floyd/Hawes: Motion made, seconded & carried unanimously

II. REPORT ITEMS

A. Program Update

a. Registration process

We had online registration starting October 1st for classes starting the following fall. Of more than 180 October applicants, less than 22 were still interested or available to register in August. Of those students, many dropped out before completing the 2nd year. We went back to in-person registration this year. The 15 applicants that showed up are dedicated students and we expect better retention rates for the 2nd year of the program.

b. COVID Instruction

Classes were canceled in the spring of 2020 because of COVID. The NRA summer program was canceled and catch-up classes for the 2-year program were held during the summer so students could graduate. We have small classes, social distancing and other protocols that are making in-person classes possible.

c. Coordinator/Director

Carol Growdon was the NRA/Gunsmithing Director through 2019 when the position was eliminated. There was a 1-year pilot program for a Coordinator/Director during the 2020-21 school year. The position is currently under review. Hopefully in the future we will have a director to spearhead the program.

Question – When are we going to decide about the director? Answer – The job description is being rewritten and will be negotiated with the Faculty Union and Administration.

d. Firearm storage

The college has 80-100 firearms on the premises in the program. We lost our armory, so firearms are now stored in gun safes in the classrooms. A goal is to find space for another location for the gun safes or armory in order to get classroom space back.

B. Curriculum

All classes are hands-on learning focusing on the repair aspect.

a. Modify GSS 57.02 Action Blueprinting to include information from GSS 62.04 Correcting Oversize Firing Pin Holes class.

This class was updated to incorporate new tooling and new technology.

1. Offer GSS 51.03 Wood stock shaping for a total of 3 weeks of wood stock courses

James Tucker teaches wood stock classes. He is a member of the American Gunmakers Guild and does all of their wood stocks. Combining GSS-57.02 and GSS-62.04 into one week has allowed us to give our students 3 weeks of wood stock classes with James Tucker instead of two.

b. Transition GSS 61.03 Colt Revolver to include Ruger DA revolvers

Colt revolvers have not been made for years and not something you normally see. This class needs to be updated.

Question – How often is curriculum reviewed for industry standards? Answer – This is the reason for the Advisory Committee. The Committee should meet at least once a year and make suggestions to update curriculum to meet industry standards and needs.

C. Graduates / Placement

The following is a list of places that employ our students. Some will only hire our students.

Goodshots Gunsmithing	Elliot White Gun Co.
J&G Gunsmithing	CZ Custom Shop
Savage	Psalm 1832 Gunworks
Northrop Grumman	Jarvis Custom Inc.
Jake’s LRC	Keith Webber gunsmithinggunsmithingGunsmithing
Weatherby, Inc.	U.S. Ordinance
Snowey Mtn. Rifles	Tussey Custom
Space-X	Salient Arms

D. Program Review Status

Program review should be done every two years. Gunsmithing is behind and we’re trying to get back on track. This Committee is part of the process.

III. DISCUSSION ITEMS

A. Industry Update

Caldwell commented that CNC training would be valuable. Most big names in the industry run that equipment. Bauer looked into it briefly but didn’t pursue it because of lack of space. He will give it a second look and do more research.

Question: The program is repair-based? Possibly explore other educational directions to go – repair, industry, custom rifle building – to give students an option for what they want to do. Answer: The summer NRA program is geared towards retirees and those that want to dabble. We’re one of the few programs based on design, function and repair. There may be room for expansion.

Bauer asked members what they are looking for in an employee. Lake commented that at Nosler the work is repetitive but needs problem solving skills and employees that seek continuous improvement. CNC skills and composite stock skills are good too. Bauer suggested we dig deeper at the next meeting.

B. Changes to curriculum

a. Custom Rifle classes

LCC starts on a Mauser. In the industry, Mausers are a thing of the past. We’ll need to change our curriculum in the near future. Bauer asked for input from committee. The committee agreed by consensus it should be based on the Remington 700. You can still get them and they are a mainstay.

b. New class ideas

The committee suggested more classes on synthetic stocks, finishing methods, changing contours, etc. Bauer stated that right now we have a one-week class for synthetic stocks. We could possibly expand that.

Camacho asked the committee about CNC. Is that where we need to go? Response: Wood is a fine art and needs to be taught but synthetic stocks are here to stay. New resins, carbon fiber and others have a large learning curve. Bauer will look into bringing more of that into our program. Camacho will contact Lake and Caldwell for more ideas. Lake asked for a copy of the curriculum and would be interested in sharing in the curriculum integration.

Floyd commented that it's important to know basic machining. It's a building block for other skills. LCC provides that.

If we're going to grow our program to encompass more training that's needed in industry, do we make the program longer or cut out some existing components to make room for the new? Lake was not in favor of taking anything out. We could add classes to electives. Cover the basics but allow students to branch out. Caldwell commented that not everyone can run a CNC machine. Make it an elective, but offer it. It's not for everybody.

To offer additional classes, we'll need computers, classroom space, etc. Bauer will research.

C. Recruitment Activities

We acknowledge we need to do a better job of recruiting and marketing if we want to grow our program.

a. Advertising

i. Gunshows

Advertising at the Big Reno Gun Show and others has been a major portion of our marketing. We weren't able to attend this year because of COVID.

ii. Social Media

Marketing should be a large part of a Gunsmithing Director's duties. Williams commented that there is grant funding available. The college is moving towards getting more marketing for the program and having a larger social media presence.

D. Equipment / Facility Needs

a. Spray Booth and Commercial Oven

Bauer stated that NIC industries did training with one class, but hasn't come back. We need to upgrade to industry standards. Floyd commented that Sheldon labs makes an inexpensive lab oven. Caldwell commented that they use a small auto paint booth that costs about \$7000. Nosler sprays in-house. He will get information to Bauer about their oven, but believed it to cost about \$4500.

b. Secure firearm storage to move firearms out of class room

Because this is a community college, all firearms must stay on the premises in the Gunsmithing building. This was tabled to a future meeting. Members will need to review a floor plan and layout of the shop before making recommendations.

IV. NEXT MEETING

Bauer thanked all for attending and giving valuable input. He plans to hold another meeting before the end of the school year and will contact members with the date.

V. ADJOURNMENT

Hawes/Brians: Motion made, seconded & carried unanimously. Meeting adjourned at 3:59pm

Lassen Community College
Status of Curriculum Reviews

Appendix D:

**Gunsmithing Instructional Program Review:
Status of Curriculum Review March 2, 2021**

Course Name	Curriculum Committee Review Completed	Curriculum Committee Review Not Completed	Course SLO managing reviewed
GSS 50- Fundamentals of Rifle Shooting	Inactivate 02/16/2021		02/16/2021
GSS 50.01 Recoil Pad and Sling Swivel Installation	02/16/2021		02/16/2021
GSS 50.03 Open and Optical Sight Installation	02/16/2021		02/16/2021
GSS 51- Fundamentals of Pistol Shooting	Inactivate 02/16/2021		02/16/2021
GSS 51.01- Stock Inletting	02/16/2021		02/16/2021
GSS 51.03 Stock Shaping	02/16/2021		02/16/2021
GSS 51.05- Glass Bedding for Strength and Accuracy	02/16/2021		02/16/2021
GSS 51.06 -Wood Stock Finishing	02/16/2021		02/16/2021
GSS 52- Fundamentals of Shotgun Shooting	Inactivate 02/16/2021		02/16/2021
GSS 52.01-Gunsmith Machining 1	02/16/2021		02/16/2021
GSS 52.02-Gunsmith Machining 2	02/16/2021		02/16/2021
GSS 52.03-Gunsmith Machining 3	02/16/2021		02/16/2021
GSS 52.04--Gunsmith Machining 4	02/16/2021		02/16/2021

Lassen Community College
Status of Curriculum Reviews

GSS 52.05-Gunsmith Machining 5	02/16/2021		02/16/2021
GSS 52.06-Gunsmith Machining 6	02/16/2021		02/16/2021
GSS 52B Firearms Training	02/16/2021		02/16/2021
GSS 52BR Firearms Training Refresher	02/16/2021		02/16/2021
GSS 54.05 - Hardening	02/16/2021		02/16/2021

& Tempering of Carbon Steels			
GSS 55.04- Stock and Refinish & Repair	02/16/2021		02/16/2021
GSS 56.01 - Headspace	02/16/2021		02/16/2021
GSS 56.03 - Bolt Action Barrel Fitting	02/16/2021		02/16/2021
GSS 56.04- Barrel Contouring	02/16/2021		02/16/2021
GSS 57.01 Bolt Action Breeching & Headspace	02/16/2021		02/16/2021
GSS 57.02 -Action Blueprinting	02/16/2021		02/16/2021
GSS 57.03 -Action & Bolt Modifications	02/16/2021		02/16/2021
GSS 57.06- Truing Exterior of Action	02/16/2021		02/16/2021
GSS 57.08-Bottom Metal Modification	02/16/2021		02/16/2021
GSS 57.15-Bolt Action Rifle Feeding	02/16/2021		02/16/2021
GSS 58.02 - Pressure Bedding & Pillar Bedding	02/16/2021		02/16/2021
GSS 59.02 - Metal Prep. For Refinishing & Caustic Bluing	02/16/2021		02/16/2021
GSS 59.03 - Parkerizing	02/16/2021		02/16/2021
GSS 59.04 - Color Case Hardening	02/16/2021		02/16/2021

Lassen Community College
Status of Curriculum Reviews

GSS 59.05 - Rust Bluing	02/16/2021		02/16/2021
GSS 59.07 - Niter Bluing & Heat Coloring	02/16/2021		02/16/2021
GSS 59.09- Alternative Metal Finishes	02/16/2021		02/16/2021
GSS 60 - Firearms Safety	Inactivate 02/16/2021		02/16/2021
GSS 60.01 - DFR Recoil Operated Auto Shotguns	02/16/2021		02/16/2021
GSS 60.02 - DFR Gas Operated Auto Shotguns	02/16/2021		02/16/2021
GSS 60.04 - DFR	02/16/2021		02/16/2021

Pump Shotguns			
GSS 61.01 DFR Single Action Revolvers	02/16/2021		02/16/2021
GSS 61.02 - DFR Smith & Wesson Revolvers	02/16/2021		02/16/2021
GSS 61.03 - DFR Colt Revolvers	02/16/2021		02/16/2021
GSS 62.03 - Misfire Correction	02/16/2021		02/16/2021
GSS 62.04 - Correcting Oversize Firing Pin Holes	02/16/2021		02/16/2021
GSS 63.01 - Single Triggers	02/16/2021		02/16/2021
GSS 63.02 - Ejectors	02/16/2021		02/16/2021
GSS 63.03 - Double Gun Locks	02/16/2021		02/16/2021
GSS 63.04- Double Gun Locking Systems	02/16/2021		02/16/2021
GSS 63.05 - Double Gun Hinge Pins & Headspace	02/16/2021		02/16/2021

Lassen Community College
Status of Curriculum Reviews

GSS 64. 01- Composition Stock Fitting, Bedding & Finishing	02/16/2021		02/16/2021
GSS 66.01 - Non-Bolt Action Rifle Barrel Fitting	02/16/2021		02/16/2021
GSS 66.02 - Revolver Barrel Fitting and Ranging	02/16/2021		02/16/2021
GSS 66.03 - 22 Barrel Fitting	02/16/2021		02/16/2021
GSS 68.01 DFR Locked Breech Single Action Auto Pistols	02/16/2021		02/16/2021
GSS 68.02 - DFR Locked Breech Double Action Auto Pistols	02/16/2021		02/16/2021
GSS 68.03 - DFR Blowback Auto Pistols	02/16/2021		02/16/2021
GSS 69.01 - DFR Auto Rifles	02/16/2021		02/16/2021
GSS 69.02 - DFR Pump Rifles	02/16/2021		02/16/2021
GSS 69.03 - DFR Lever Action Rifles	02/16/2021		02/16/2021
GSS 69.04- Non-bolt Action Feeding	02/16/2021		02/16/2021
GSS 70 - Checkering	02/16/2021		02/16/2021
GSS 70.01 - DFR Triggers I	02/16/2021		02/16/2021
GSS 70.02 - DFR Triggers 2	02/16/2021		02/16/2021
GSS 71 - Custom Rifle Seminar	02/16/2021		02/16/2021
GSS 71.01 - DFR .22 Auto	02/16/2021		02/16/2021
GSS 71.02 - DFR Bolt Action .22's	02/16/2021		02/16/2021

Lassen Community College
Status of Curriculum Reviews

GSS 71.03 - DFR Pump and Lever Actions .22'a	02/16/2021		02/16/2021
GSS 71.04-DFR Marlin Model 39	02/16/2021		02/16/2021
GSS 72 - Fiberglass Stockmaking	02/16/2021		02/16/2021
GSS 72. 01- Metallic Cartridge Reloading	02/16/2021		02/16/2021
GSS 73.02 - Spring Making	02/16/2021		02/16/2021
GSS 75.02 - Firearm Laws and Regulations	02/16/2021		02/16/2021
GSS 76-Accurizing GAS-OP Rifles for Competition	02/16/2021		02/16/2021
GSS 77 - Accurizing M1- M1 A Competition	02/16/2021		02/16/2021
GSS 78 - Design & Repair .22 Autopistals	02/16/2021		02/16/2021
GSS 79 - Basic Correctional Armorer's School	02/16/2021		02/16/2021
GSS 80 - Custom Rifle Seminar - Metalsmithing	Inactivate 02/16/2021		02/16/2021
GSS 81 - Custom Rifle Seminar - Single Shot Rifle	Inactivate 02/16/2021		02/16/2021

Lassen Community College
Status of Curriculum Reviews

GSS 82- General Gunsmithing	02/16/2021		02/16/2021
GSS 83 - General Gunsmithing - Advanced	02/16/2021		02/16/2021
GSS 84 - LEAS D & R Colt& Ruger Revolvers	02/16/2021		02/16/2021
GSS 85-LEAS D & R Smith & Wesson Revolvers	02/16/2021		02/16/2021
GSS 86 - LEAS D & R Shotguns	02/16/2021		02/16/2021
GSS 87-LEAS D & R Double Action Autopistols 1	02/16/2021		02/16/2021
GSS 88-LEAS D & R Double Action Autopistols 2	02/16/2021		02/16/2021
GSS 89 - LEAS D & R Full Automatic Firearms	02/16/2021		02/16/2021
GSS 90 - Customizing the Colt-Type Autopistol, Basic	02/16/2021		02/16/2021
GSS 91 - Customizing the Colt-Type Autopistol, Advanced	02/16/2021		02/16/2021
GSS 93-LEAS D & R Counter Sniper Rifles	02/16/2021		02/16/2021
GSS 94 - Ballistics, Handloading & Testing	02/16/2021		02/16/2021
GSS 95-Law Enforcement Armorer School - Basic	02/16/2021		02/16/2021
GSS 98.02- Cowboy Action Shooting Long Guns	02/16/2021		02/16/2021
GSS 98.03- Cowboy Action Shooting Short Guns	02/16/2021		02/16/2021

Lassen Community College
Status of Curriculum Reviews

GSS 98.04 Advanced Knife Making	02/16/2021		02/16/2021
GSS 98.05 Design, Function and Repair Smith & Wesson Revolver	02/16/2021		02/16/2021

Lassen Community College
Status of Curriculum Reviews

Status of Cnrriculum Reviews

GSS 98.06 - DFR Patrol Rifles	02/16/2021		02/16/2021
GSS 98.08 - Custom Built 1911	02/16/2021		02/16/2021
GSS 98.09 - Color Case Hardening	02/16/2021		02/16/2021
GSS 98.12 Modern and Cowboy Action Belts and Holsters	02/16/2021		02/16/2021
GSS 98.13- Metallurgy for Gunsmiths	02/16/2021		02/16/2021
GSS 98.21 - Hand Gun Special Projects	02/16/2021		02/16/2021
GSS 98.22 - Long Gun Special Projects	02/16/2021		02/16/2021
GSS 98.23 - Machine Shop Special Projects	02/16/2021		02/16/2021
GSS 98.24- Stockmaking Special Projects	02/16/2021		02/16/2021
GSS 112 - Machine Shop for Gunsmiths	02/16/2021		02/16/2021
GSS 112B- Introduction to Knifemaking	02/16/2021		02/16/2021
GSS 114 - Basic Rifle Barreling	02/16/2021		02/16/2021
GSS 116- Stockmaking -Phase I	02/16/2021		02/16/2021
GSS 117-Gas Tungsten Arc Welding for Gunsmiths	02/16/2021		02/16/2021
GSS 119 - Advanced Rifle Barreling	02/16/2021		02/16/2021
GSS 120- Stockmaking - Phase 2	02/16/2021		02/16/2021
GSS 120B - Stock Refinish and Repair/Recoil Pad Installation	02/16/2021		02/16/2021

Lassen Community College
Status of Curriculum Reviews

GSS 123 - Basic Hard Metal Engraving	02/16/2021		02/16/2021
GSS 124 - Welding Fabrication for Gunsmiths	02/16/2021		02/16/2021
GSS 127 -Advanced	02/16/2021		02/16/2021



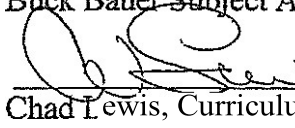
Lassen Community
College Status of
Curriculum Reviews

Engraving			
GSS 129A - Design Function and Repair-Spring Piston Airguns	Inactivate 02/16/2021		02/16/2021
GSS 129B Design, Function and Repair-Pneumatic Air Guns	Inactivate 02/16/2021		02/16/2021
GSS 129C Design, Function and Repair-CO2 Air Guns	Inactivate 02/16/2021		02/16/2021
GSS 130 - Professional Engraving	02/16/2021		02/16/2021
GSS 133 - Scrimshaw	02/16/2021		02/16/2021
GSS 134 - Caustic Bluing	02/16/2021		02/16/2021
GSS 135 - Parkerizing	02/16/2021		02/16/2021
GSS 136- Cold Rust and Niter Bluing	02/16/2021		02/16/2021
GSS 143 - Custom Gunmaking-Muzzleloaders	02/16/2021		02/16/2021
GSS 147-LEAS Assembly and Tuning of Gas Operated Repeating Rifles	02/16/2021		02/16/2021
GSS 148- Advanced Correctional Armorer School	02/16/2021		02/16/2021
Degrees and Certificates			Program PSLO maooing reviewed

Lassen Community College
Status of Curriculum Reviews

AS-General Gunsmithing	03/02/2021		03/02/2021
AS - Firearm Repair	03/02/2021		03/02/2021
CA-General Gunsmithing	03/02/2021		03/02/2021
CA-Firearms Repair	03/02/2021		03/02/2021
COA-Gunsmith Machinist and Metal Finishing	03/02/2021		03/02/2021
COA-Long Gun	03/02/2021		03/02/2021
COA-Pistolsmith Certificate of Accomplishment	03/02/2021		03/02/2021
COA-Riflesmith Certificate of Accomplishment	03/02/2021		03/02/2021

Lassen Community College
Status of Curriculum Reviews

 Buck Bauer Subject Area Faculty Signature	5/21/21 Date
 Chad Lewis, Curriculum and Academic Standards Committee Chair Signature	5/20/21 Date
 Roxanna Haynes <small>Haynes Date: 2D21.05.2117:34:29 -07'0D'</small>	

Roxanna Haynes, Interim Dean of Instructional Services

Date