Program Review Committee (PRC) **AGENDA**

March 25, 2022

COMMITTEE CHARGE:

The Program Review Committee operates under the rules of the Brown Act. This committee is charged with fulfilling the institution's commitment to college-wide dialog on program review and other data for the purposes of recommending improvements to the College Council on student services, instructional programs and administrative support services as well as the processes for governance and identifying institutional improvement needs. It will disseminate information on its findings to the college community.

DATE	MARCH 25, 2022	LOCATION	ZOOM: https://4cd.zoom.us/j/98418909266
TIME	10:00 AM -12:00 PM	MEETING TYPE	GOVERNANCE
CO-CHAIRS	KATY AGNOST AND JENNIFER TEJADA	NOTE TAKER	KISHA LEE
COMMITTEE MEMBERS	KATY AGNOST, EILEEN BEIL, JEAN CHIAR, VANESSA DARLING, MIKE DARR, JAMES HOFFMAN, LINDSAY KONG, LAN (LAURA) LO, NIKKI MOULTRIE (EX-OFFICIO), TATIANA PAK, BRET PEPPO, LIZETTE PONTHIER, CARMINA QUIRARTE, GLENN SCOTT, JENNIFER TEJADA, CATHY WALTON-WOODSON, STEPHEN WATKINS	MEETING DATES FRIDAYS 10AM - 12PM	SEPT 10 FEB 11 OCT 8 MAR 11 NOV 12 MAR 25 DEC 10 **APR 8*** MAY 13 ***NEW TIME: (11AM-1PM)**
STUDENT ALTERNATES	XAY HANMONTY LIANNA KATRINA REYRAO	RELATED DOCUMENTS	• March 11, 2022 Unapproved Minutes • Rankings • Themes/Observations • Process Improvement Recommendations
PRESENTERS & INVITED GUESTS			

AGENDA ITEMS

	TOPIC	PRESENTER	TIME ALLOTTED		DESIRED OUTCOME
1.	Adoption of March 25, 2022 Agenda	Co-Chairs/All	5 min.	10:00-10:05	Approval/ Action
2.	Review and approval of March 11, 2022 Minutes	Co-Chairs/All	5 min.	10:05–10:10	Discussion/Approval/Action
3.	Public Comment **(limited to 3 minutes per person)**	All	5 min.	10:10-10:15	Discussion
4.	Committee announcements/Updates	All	5 min.	10:15-10:20	Discussion
5.	Ranking Subgroup Reports • Rankings • Themes & Observations • Examples of Outstanding Justifications	All	60 min.	10:20-11:20	Discussion
6.	Process Improvement Recommendations	Process Improvement Work Group	30 min.	11:20-11:50	Discussion
7.	Adjourn				

MINUTES– PROGRAM REVIEW COMMITTEE (PRC) FOR 3/11/2022-UNAPPROVED

COMMITTEE CHARGE:

The Program Review Committee operates under the rules of the Brown Act. This committee is charged with fulfilling the institution's commitment to college-wide dialog on program review and other data for the purposes of recommending improvements to the College Council on student services, instructional programs and administrative support services as well as the processes for governance and identifying institutional improvement needs. It will disseminate information on its findings to the college community.

DATE	03/11/2022	**LOCATION**	ZOOM
TIME	10:00 AM -12:00 PM	**MEETING TYPE**	Governance
CO-CHAIRS	Katy Agnost and Jennifer Tejada	**NOTE TAKER**	Kisha Lee
COMMITTEE MEMBERS PRESENT	Katy Agnost, Eileen Beil, Jean Chiar, Vanessa Darling, Mike Darr, James Hoffmann, Lindsay Kong,Lan (Laura) Lo, Nikki Moultrie (ex-officio), Tatiana Pak, Bret Peppo, Lizette Ponthier, Carmina Quirarte, Glenn Scott, Stephen Watkins, Cathy Walton-Woodson	**RELATED DOCUMENTS**	
COMMITTEE MEMBERS ABSENT	Jean Chiar, Jennifer Tejada	**MEETING DATES**	SEPT 10 FEB 11 OCT 8 MAR 11 NOV 12 MAR 25 DEC 10 APR 8*** FEB 4*** MAY 13 * ***NEW TIME: 11AM – 1PM
PRESENTERS & INVITED GUESTS	Todd Hampton, Ramiro Ibarra, Kenyetta Tribble	**RELATED DOCUMENTS**	

	TOPIC	PRESENTER	TIME ALLOTTED		DESIRED OUTCOME
1.	Adoption of 03/11/22 Agenda	Co-Chairs/All	5 min	10:00-10:05	Motion: Approve agenda as presented. 1st: Hoffman 2nd: Walton-Woodson All in favor.
2.	Review and approval of 2/11/21 Minutes	Co-Chairs/All	5 min	10:05–10:10	Motion: Approve minutes as presented. 1st: Walton-Woodson 2nd: Scott All in favor.
3.	Public Comment	All	5 min	10:10 – 10:15	There were no public comments.
4.	Committee announcements/Updates	All	5 min	10:15-10:20	There were no committee announcements.
6.	College Council Report	Katy Agnost	5 min	10:20-10:25	There was no report.
7.	Spring Semester Look Ahead	Katy Agnost	5 min	10:25-10:30	Katy presented the PRC Spring timeline which includes key dates: • 3/18 - deadline to submit rankings to co-chairs • 3/25 - discuss themes and rankings • Week of 4/4 - present rankings to Budget Committee and College Council • On Fridays, there are overlapping meetings that conflict with Program Review Committee meetings. This spring, PRC will discuss those conflicts and schedule PRC meetings to avoid the overlap.
8.	Budget Committee	Todd Hampton, Ramiro Ibarra, Kenyetta Tribble	15 min	10:30-10:45	• Budget committee would like to know which requests will be funded by categoricals before their next meeting on April 15th. • Budget committee has looked at requests that can be taken out general operational budgets and moved to general funds (i.e. tutoring, on-going field trips). • John Hanacak has gone to departments to ask what it

				will cost to add a course. Todd has agreed to help fund the departments that go through that process. • Some field trips for athletics, speech, and debate are funded while others are not. Budget committee will work to identify the distinguishing factors. • Consumables should go through budget committee and not the Program Review process. • Equipment should be placed on a replacement cycle - will happen with another iteration, but isn't currently in place. • There were a lot of vehicles requested for custodial, and Maintenance & Operations. Maybe incorporate those requests in a replacement cycle.
9.	KPI discussion	All	20 min	10:45-11:05	Lindsay presented proposed KPIs for the college. • KPIs are measurable values used by educational institutions to evaluate and track progress. • Office of Institutional Effectiveness and Accreditation, and RPEC did a prioritization exercise to determine KPI recommendations for the college. The President's Cabinet also did the same exercise. • The next step is to narrow down KPIs. • Lindsay will send the prioritization exercise to PRC members to prioritize data that would be useful for Program Review. The results will be presented at PRC's 3/25/22 meeting. • PRC goal is to provide writers with access to data. Possibly create a dashboard with data that is relevant to specific departments. • There is a desire to get to a shared set of metrics, but getting there is difficult and its going to be hard to narrow KPIs down. • Consider revisiting metrics annually to customize for departments/areas. Data coaches may also be able to assist with developing a model.

10.	Process Improvement Subgroup Report	Process Improvement Subgroup	10 min	11:05-11:15	• Process Improvement subgroup has gone over the template to see what questions are meaningful.
					• The subgroup reviewed a few Program Reviews throughout California.
					• Process Timeline:
					  ○ 3/25/22 - Present recommendations and get PRC feedback.
					  ○ April – May – present to RPEC, SES, College Council, and Academic Senate.
					• One process improvement recommendation is to have writers write to a specific prompt.
					• eLumen will require that justifications are specific to requests (and not categories).

11.	Subgroup Updates	All	10 min	11:15-11:25	• <u>Group 1: Technology (Hardware and Software)</u>
					  ○ Percy provided manager feedback on requests that IT will fund.
					• <u>Group 2: Supplies/Budget Augmentation (one-time)</u>
					  ○ Rankings will be submitted by 3/18/22.
					• <u>Group 3: Equipment & Professional Development</u>
					  ○ Rankings are complete.
					• <u>Group 4: Ongoing Budget Augmentation & Other Needs</u>
					  ○ Individual rankings are complete. Will meet as a subgroup today to discuss and put into categories.

12.	Subgroup Working Time		30 min	11:25-11:55	Subgroups went into breakout rooms to continue working on rankings.
	Adjourn				

Band
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Unit [code]
Art Digital Media and FTVE [D3032]
Astronomy [D4130A]
Biological Science and Oceanography [D3530B]
Geography [D4130G]
Kinesiology [D3900] same as below?
Sports Medicine Program Manager [D3900B]
Sports Medicine Program Manager [D3900B] same as above?
Culinary Arts [D3620]
Engineering [D4105E]
Engineering Technology [D4105ET]
Culinary Arts [D3620]
Culinary Arts [D3620]
Culinary Arts [D3620]
Custodial [D1010]
Custodial [D1010]
Custodial [D1010]
Custodial [D1010]
Maintenance and Operations [D2010]
Maintenance and Operations [D2010]

Maintenance and Operations [D2010]
Maintenance and Operations [D2010]
Maintenance and Operations [D2010]
Maintenance and Operations [D2010]
Maintenance and Operations [D2010]
Maintenance and Operations [D2010]

Request	Total Cost
Camera package updates: 6 Sennheisser shotgun microphone packages, including shockmount, windscreen and cables,3 new Camera zoom lenses with lens adaptors, and 1 set of walkie talkies	$ 13,000
18 inch telescope	$ 150,000
Digital camera and mounting equipment for teaching microscope for Human Anatomy	$ 5,000
Weather station	$ 5,500
New Sports Medicine Golf Cart	$ 8,000
Keiser Functional Trainer	$ 6,800
Electric Golf Cart	$ 8,000
Food Truck	$ 100,000
Concrete Cylinder Crusher and supplies	$ 4,050
Consumable materials, cutters, and tools.	$ 25,000
Espresso Machine	$ 10,000
Pacojet Ice Cream Machine	$ 5,000
Portable Bar	$ 8,000
Stake bed with a lift gate	$ 60,000
Ford Rangers	$ 64,000
1 ton pick-up with left gate	$ 45,000
3 Aqua Plus Carpet Extractor with wand attachments 2 DVC 1 SRVC	$ 27,600
Stake Bed with a lift gate	$ 60,000
1 Ton Utility Truck with lift gate	$ 45,000

3 Ford Rangers - 1 for day custodial 1 for night custodial 1 for Facilities Assistant	$	96,000
New Van for building Maintenance worker	$	40,000
1 65 ft Boom Lift	$	179,000
2 riding mowers	$	50,000
1 ton utility truck	$	40,000
Large Ford Transit Cargo Van	$	42,000

Band	Unit [code]
A	Admissions and Records [D4001]
A	Astronomy [D4130A]
A	Biol/Health Sci Div Admi&n Phys Sci/Eng Div Admin [D3500]
A	Biological Science and Oceanography [D3530B]
A	Distance Education [D1080DE]
A	Distance Education [D1080DE]
A	Engineering [D4105E]
A	Mathematics [D4605]
A	Music [D3025]
A	Music [D3025]
A	Physical Sciences [S4750P]
B	Biol/Health Sci Div Admi&n Phys Sci/Eng Div Admin [D3500]
B	Electricity/Electronics and Energy Systems [D4105Y]
B	Electricity/Electronics and Energy Systems [D4105Y]
B	Electricity/Electronics and Energy Systems [D4105Y]
B	Geography [D4130G]
B	Industrial Design [D4105I]
B	Industrial Design [D4105I]
B	Kinesiology [D3900]

B	Kinesiology [D3900]
B	Mathematics [D4605]
C	Admissions and Records [D4001]
C	Art Digital Media and FTVE [D3032]
C	Art Digital Media and FTVE [D3032]
C	Art Digital Media and FTVE [D3032]
C	Dance [D3034]
C	Electricity/Electronics and Energy Systems [D4105Y]
C	Engineering Technology [D4105ET]
C	Political Science [D4515P]
F	Art Digital Media and FTVE [D3032]
F	Art Digital Media and FTVE [D3032]
F	Maintenance and Operations [D2010]

Request
Computer monitors
Proprietary hardware (and required software)for Digistar 6 digital planetarium
Document Camera in every classroom.
Microsoft Surface Pro Tablet computers
WiFi Hotspots
Chromebooks
Laptop Computers
Computer monitors
MTC Bundle
Viking Studio Bundle
Laptops
Computers in every classroom.
Printer with scanning ability for ET107
vc-tr1 full hd auto-tracking camera
Fanuc Fenceless Tabletop Robotic Arms
iPad mini
PolyJet 3D Printer
RTek 3D Scanner
Smart Classroom Capabilities for the Kinesiology Activity Building and KIN 3 including improved Wi-Fi, streaming capabilities, four mounted screens, large drop down screen with projector system and installation.

Wi-Fi at all athletic events and classrooms
Motion sensor camera
Lobby kiosks
TV Studio Wireless Clear-Com System
Motion Capture Tracking Cameras
Motion Capture Suits
Speakers Roland BA-330 Portable Stereo PA System
Computers in ET105 and ET 107 - OptiPlex 7080 small form factor 7" by 7" by 2"
Fanuc Fenceless Tabletop Robotic Arms
Tablets
Macintosh Computer Workstations
Tricaster(Live Broadcasting System)
Computers and the necessary software programming to upgrade the current energy management system from Andover to ALC.

Total Cost
$ 8,000
$ 175,000
$ 3,000
$ 7,650
$ 20,000
$ 35,000
$ 70,000
$ 6,500
$ 22,751
$ 22,425
$ 19,500
$ 14,000
$ 500
$ 2,999
$ 398,763
$ 800
$ 49,500
$ 2,440
$ 35,000

Unknown District/College IT Responsibility
$ 1,495
$ 5,000
$ 1,000
$ 4,000
$ 1,660
$ 900
$ 40,000
$ 398,763
$ 4,000
$ 180,000
$ 85,000
$ 2,000,000

Bands	Unit [code]
A	Architecture [D4105A]
A	Architecture [D4105A]
A	Astronomy [D4130A]
A	Biol/Health Sci Div Admi&n Phys Sci/Eng Div Admin [D3500]
A	Career Services [D4011]
A	Chemistry [D4110]
A	Chemistry [D4110]
A	Distance Education [D1080DE]
A	Distance Education [D1080DE]
A	Distance Education [D1080DE]
A	Distance Education [D1080DE]
A	Distance Education [D1080DE]
A	Engineering [D4105E]
A	Horticulture [D3530H]
A	Library Division Admin [D1080A]
A	Library Division Admin [D1080A]
A	Library Division Admin [D1080A]
A	Library Division Admin [D1080A]
A	Library Division Admin [D1080A]
A	Library Division Admin [D1080A]
A	Mathematics [D4605]
A	Transfer Services [D4014]
A	Transfer Services [D4014]

B	Biological Science and Oceanography [D3530B]
B	Chemistry [D4110]
B	Dental Assisting and Dental Hygiene [D3515}
B	Dental Assisting and Dental Hygiene [D3515}
B	Engineering Technology [D4105ET]
B	Physics and Physical Science [D4130P]
C	Engineering Technology [D4105ET]
C	Engineering Technology [D4105ET]
C	Music [D3025]
D	Culinary Arts [D3620]
D	PACE [D1100C]
F	Computer Science [D4610]
F	Instruction Office/Community and Contract Education Admin [D1095]

Request
V-Ray rendering software license
Sketchup License
Proprietary software (and required hardware) for Digistar 6 digital planetarium
Scheduling Software
Social media management system
Gradescope Software - Canvas Integration
Collaborative Scheduling Software
Hypothesis
Gradescope
Canvas Studio
Blackboard Ally
Innovation fund
Annual license fees for MATLAB, SolidWorks, CES EduPack
Inventory Software
Canvas Studio
Blackboard Ally
Hypothesis
Gradescope
Software and Hardware Innovation fund for Distance Education Tools
NetTutor
TI-84 Emulators
YouCanBookMe subscription to electronically manage University Representative appointment/times with DVC students, viewable on our
Social Media Management Software (Sprout Social/other) to increase social media views and followers of timely transfer updates, news, and

3D4 Medical - Anatomy Program (cost per year)
Mnova Software for NMR processing
Itero Software - 5 year Subscription
Lexicomp License
Fanuc Roboguide Simulation & eLearning instructor module
Gradescope annual license and LTI with Canvas
CNC/CAM Vericut and Mastercam Software license
eLearning Amatrol training software for the Electronics, Engineering Technology, and joint Industrial Automation and Robotics program.
MTC Bundle
App and Website
Database software, either already existing or newly acquired
TestOut
AirTable

Total Cost
$ 2,160
$ 1,500
$ 175,000
$ 800
$ 600
$ 5,000
$ 5,000
$ 23,363
$ 13,867
$ 50,000
$ 46,000
$ 50,000
$ 8,100
$ 5,500
$ 50,000
$ 46,000
$ 23,363
$ 13,867
$ 50,000
$ 20,000
$ 144
$ 76
$ 600

$	1,358
$	2,400
$	10,800
$	4,000
$	4,800
$	3,500
$	20,750
$	15,259
$	10,000
$	12,000
$	900

Band	Unit [code]
A	Dental Assisting and Dental Hygiene [D3515}
A	Dental Assisting and Dental Hygiene [D3515}
A	Distance Education [D1080DE]
A	Electricity/Electronics and Energy Systems [D4105Y]
A	Engineering Technology [D4105ET]
A	Engineering Technology [D4105ET]
A	Student Life [D4012]
A	Veterans Services [D8010B]
A	Veterans Services [D8010B]
A	Veterans Services [D8010B]
B	Sports Medicine Program Manager [D3900B]
B	Umoja Learning Community [D1100U]
C	Art Digital Media and FTVE [D3032]
C	Biol/Health Sci Div Admin Phys Sci/Eng Div Admin [D3500]

C	Computer Science [D4610]
C	Construction [D4105C]
C	MESA [D1100M]
C	MESA [D1100M]
C	PACE [D1100C]
C	PACE [D1100C]
C	Political Science [D4515P]
C	Transfer Services [D4014]
C	Work Experience [D3800W]
F	Communication Studies [D3033]
F	Culinary Arts [D3620]
F	English [D3705E]
F	English [D3705E]

F	English [D3705E]
F	English [D3705E]
F	English as a Second Language [D3705L]
F	English as a Second Language [D3705L]
F	English as a Second Language [D3705L]
F	English as a Second Language [D3705L]

F	English as a Second Language [D3705L]
F	English as a Second Language [D3705L]
F	TRiO - ETS/UB [D4013]

Request
OSHA Review and OSAP Support for both Dental Assisting Dental Hygiene Programs
ADEA Institutional Membership
Peer Online Mentoring Program (POMP)
The Engineering Technology and Industrial Automation and Robotics program faculty needs to participate in training including the new robotics hardware and software
The Engineering Technology and Industrial Automation and Robotics program faculty needs to participate in training including the new robotics hardware and software
The Engineering Technology faculty needs to participate in training including CNC machining, CMM software, machine maintenance, and material disposal.
Student Life Staff participation in the annual National Conference on Race and Ethnicity (NCORE) conference to deepen DEI knowledge.
VA Waves Training - Western Association Of Veteran Education Specialists Training
NASPA Symposium On Military Connected Students
California Community College Veteran Symposium
Continuing Education/Certifications fees
Professional Development--Outreach and Recruitment
Continued professional development in virtual production to support our pilot program
DEI Professional Development for faculty - bringing in outside speakers to division meetings

Training, workshops, conferences
Statewide conferences
Equity Training for the MESA director and staff, the faculty that participate in the program, and Dean with program oversight are needed.
STEM Counseling training/workshop for MESA Counselor
Annual Hobsons Summer Institute
Annual NCORE Conference
Speakers Fund
Transfer Conference Registrations & Travel: UC and CSU Counselor Conferences, WACAC and Private School Counselor Conferences
Professional Development: various trainings and conferences
Increased stipend of $2000 (in addition to the current $2500 stipend) for 4 Communication Studies professors to validate through courses at the district level via the Peer Online Mentorship Program.
Social and multi media training for faculty
Focus on equity: Communities of Practice When AB 705 went into effect, we implemented seven Communities of Practice. Our costs include: Pay for 30 faculty to participate in weekly communities of practice for two semesters.
Focus on equity: Anchor Papers Project (APP) The Anchor Papers Project is a multi-year effort to discuss student work and redefine success from a more-equitable lens. Our costs include: Pay for 20 faculty members to participate in the APP for 15 hours/semester, for two semesters.

Focus on equity: Department equity workshops and additional training. Our costs include 1. Pay for 30 faculty to participate in our on-going departmental equity series for two hours/semester 2. Pay for 5 "equity ambassadors" to receive 20 hours of equity training; 3. and Pay for those five ambassadors to "pay it forward," training their peers for 2 hours a week, for two semesters. 4. Costs of two equity trainings provided by an outside organization.
Focus on equity: expanding / developing course modalities Pay for 20 faculty to participate in a continuing hybrid pilot for 20 hours each, spread over two semesters.
Focusing on equity: Transition to Zero/Low-Cost Textbooks. Our costs include: Pay for 20 faculty to attend two, one hour trainings, one each semester. 2,760
Focusing on equity: Equity Specific PD A.. Our costs include: 1. Pay for 12 faculty to participate in our on-going departmental equity series for two hours/semester 2. Pay for 1 ESL "equity ambassador" to receive 20 hours of equity training; 3. and Pay for this ambassador to "pay it forward," training their peers for 2 hours a week, for two semesters. (Some costs covered in the English PR) 3,312 1,380 4,416 Total: 9,108
ESL Communities of Practice to foster equitable teaching practices. Our costs include: Pay for 12 faculty to participate in weekly communities of practice for two semesters. 26,496
Continued examination of department norms through the Anchor papers project (APP) Pay for 12 faculty members to participate in the APP for 15 hours/semester, for two semesters. 24,840

Focusing on equity: Development and expansion of course modalities with an emphasis on hybrid courses Our costs include: Pay for 12 faculty to participate in a continuing hybrid pilot for 20 hours each, spread over two semesters. 16,560
PD orientation to our new ESL courses and non-credit program Our costs include: Pay for 12 faculty members to participate in one, one-hour course-orientation PD. 828
ETS Staff travel to the WESTOP 44th Annual Conference to learn best practices and to network with regional TRIO Personnel. This conference will be March 5-9, 2022

Total Cost
$ 400
$ 1,000
$ 139,900
$ 22,000
$ 22,000
$ 4,500
$ 4,000
$ 6,000
$ 6,000
$ 6,000
$ 2,000
No Value
$ 2,000
$ 2,000

$ 20,000
$ 5,000
$ 8,000
No Value
No Value
No Value
$ 5,000
$ 800
$ 10,000
$ 10,000
$ 10,000
$ 66,240
$ 41,400

$	40,260
$	27,600
$	2,760
$	9,108
$	26,496
$	24,840

$	16,560
$	828
$	2,778

Band	Unit [code]
A	Astronomy [D4130A]
A	Biological Science and Oceanography [D3530B]
A	Biological Science and Oceanography [D3530B]
A	Construction [D4105C]
A	Construction [D4105C]
A	*Dental Assisting and Dental Hygiene [D3515}*
A	Electricity/Electronics and Energy Systems [D4105Y]
A	Life Sciences [S4750L]
A	Life Sciences [S4750L]
A	Life Sciences [S4750L]
A	Life Sciences [S4750L]
A	Life Sciences [S4750L]
A	Life Sciences [S4750L]
A	Physical Sciences [S4750P]
B	Career Services [D4011]
B	Career Services [D4011]
B	*Chemistry*
B	*Dental Assisting and Dental Hygiene [D3515}*
B	*Dental Assisting and Dental Hygiene [D3515}*
B	Electricity/Electronics and Energy Systems [D4105Y]
B	Electricity/Electronics and Energy Systems [D4105Y]
B	Electricity/Electronics and Energy Systems [D4105Y]

B	Engineering [D4105E]
B	Engineering [D4105E]
B	English [D3705E]
B	English as a Second Language [D3705L]
B	Geography [D4130G]
B	Geography [D4130G]
B	Industrial Design [D4105I]
B	Industrial Design [D4105I]
B	Mathematics [D4605]
B	Music [D3025]
C	Health Science, Nutrition, and Addiction Studies [D3535A]
C	Industrial Design [D4105I]
C	Transfer Services [D4014]
D	Career Services [D4011]
D	*Dental Assisting and Dental Hygiene [D3515}*
D	Health Science, Nutrition, and Addiction Studies [D3535A]
D	Health Science, Nutrition, and Addiction Studies [D3535A]

D	Health Science, Nutrition, and Addiction Studies [D3535A]
D	Health Science, Nutrition, and Addiction Studies [D3535A]
D	Health Science, Nutrition, and Addiction Studies [D3535A]
D	Health Science, Nutrition, and Addiction Studies [D3535A]
D	Health Science, Nutrition, and Addiction Studies [D3535A]
D	Health Science, Nutrition, and Addiction Studies [D3535A]
D	Health Science, Nutrition, and Addiction Studies [D3535A]
D	Health Science, Nutrition, and Addiction Studies [D3535A]
D	Horticulture [D3530H]
D	Horticulture [D3530H]
D	Horticulture [D3530H]
D	Horticulture [D3530H]
D	Horticulture [D3530H]
D	Horticulture [D3530H]
D	PACE [D1100C]
F	Dance [D3034]
F	Horticulture [D3530H] duplicate? see line 57 and PR
F	Maintenance and Operations [D2010]

Request
Sun Spotters
Class set of life jackets
Zoological and Botanical models
Pedestal grinder for machine shop
General replacement of aging tools and equipment.
Replacement models and mounts for Dental Assisting laboratory equipment
PLC
Compound Microscopes
blood pressure cuffs
Dissection Microscopes
Exercise bike for BIOSC 140
Microscopy Slides
Binoculars for BIOSC 126 (shared, one per 2 students for field trips).
Gas emission spectroscopy kit
High Yield Printer replacement and ink
Career Closet Supplies
Benches in PS Breezeways
Lockable Instrument Storage Pass Through Cabinet
Instruments for faculty demonstration and student check-out
Oscilloscopes in ET107 TDS2992C
Fluke meters 87V
Dobots Magician

Soil Extractor and supplies
Miscellaneous Tools and supplies for the material lab, including thermal gloves, heat treatment samples,tongs for handling hot samples, finishing trowels, weights, etc.
OWLs:OWL Labs Meeting Lab Pro OWLs have a built in camera speaker, and microphone, making hybrid (simultaneous in-person and remote) participation possible. For our purposes, OWLs will make it possible for students to attend class sessions whether they in the
OWLs:OWL Labs Meeting Lab Pro OWLs have a built in camera speaker, and microphone, making hybrid (simultaneous in-person and remote) participation possible. For our purposes, OWLs will make it possible for students to attend class sessions whether they in the
Sling psychrometers (10)
Anafi Parrot drone batteries
Materials for students including plotter ink, foam core, high density foam, plastic, sealer, fabric, and paint
Spools for 3D printer of ABS and similar support materials
TI-84 Calculators
Upgrades and replaced of small percussion equipment
First Aid and CPR Combination Training Kit with No Splint, Pk/100
Hand Tools
COVID Office Safety Equipment: Waterproof/Washable Keyboards & Mice (7), HEPA Air Filter for Office
COVID Office Safety Equipment: Headsets (7), Waterproof/Washable Keyboards & Mice (7), HEPA Air Filters for Office
Face Recognition Body Temprature Measurement System
HSCI
HSCI 212.5

HSCI 42.08
HSCI 13.46
HSCI 63.12
BigRed CPR Manikin with LED Light CPR Feedback - Adult
Lung bags for BigRed Adult CPR Manikin with LED Light CPR Feedback (Pk/24)
BigRed Adult CPR Manikin with LED Light CPR Feedback- 4 Pack
Print (color and black/white) andduplication costs for flyers,posters, pamphlets, and resourceguides
Male and female latex condoms,flavored condoms, dental dams,water-based lubrications, andreproductive genitalia models forsafe sex and sexually transmittedinfections workshops
25' extension cords
Extech Thermo-Hygrometer Pen (Model 445580)
Carbon dioxide meter
Light meter-XTECH LED Light Meter
Soil thermometers, mortars & pestles, resistographs, sifters, test kits
Leak detection equipment
Swag items for outreach and recruitment
Supplies
Leak detection equipment
Walk behind concrete saw

Total Cost
$ 4,800
$ 2,880
$ 12,000
$ 1,540
$ 5,000
$ 800
$ 20,000
$ 11,200
$ 150
No cost Incl
$ 600
$ 14,000
$ 2,400
$ 1,200
$ 500
$ 1,000
$ 20,000
$ 32,000
$ 2,500
$ 37,400
$ 12,000
$ 17,990

$	3,050
$	2,000
$	15,000
$	15,000
$	720
$	600
$	1,440
$	1,400
$	3,900
$	10,000
$	262
$	2,500
$	500
$	700
$	1,200
$	330
$	213

$ 42
$ 13
$ 63
$ 495
$ 312
$ 7,580
$ 150
$ 500
$ 110
$ 84
$ 1,100
$ 245
$ 2,500
No Cost Incl
$ 1,000
$ 2,000
No cost Incl
$ 2,000

Band	Unit [code]
A	Biological Science and Oceanography [D3530B]
A	Drama [D3031]
A	Drama [D3031]
A	Drama [D3031]
A	Drama [D3031]
A	Financial Aid [D4005F]
A	Life Sciences [S4750L]
A	MESA [D1100M]
A	Physical Sciences [S4750P]
A	Transfer Services [D4014]
B	Architecture [D4105A]
B	Career Services [D4011]
B	Communication Studies [D3033]
B	Kinesiology [D3900]

B	Life Sciences [S4750L]
B	Life Sciences [S4750L]
B	Mathematics [D4605]
B	MESA [D1100M]
C	Admissions and Records [D4001]
C	Career Services [D4011]
C	Career Services [D4011]
C	Computer Information Systems and Business [S4710]
C	Computer Information Systems and Business [S4710]
C	Engineering [D4105E]
C	Engineering Technology [D4105ET]
C	PACE [D1100C]
C	PACE [D1100C]
C	Transfer Services [D4014]
C	Umoja Learning Community [D1100U]

D	Counseling - PHC [D4005]
D	Counseling - PHC [D4005]
D	Counseling - PHC [D4005]
D	Counseling - PHC [D4005]
D	Counseling - PHC [D4005]
D	Counseling - PHC [D4005]
D	Dance [D3034]
D	Dance [D3034]
D	Distance Education [D1080DE]
D	Industrial Design [D4105I]
D	Library Division Admin [D1080A]
D	Puente Learning Community [D1100P]
D	Transfer Services [D4014]
D	Vice-President, Student Services [D1050]

D	Work Experience [D3800W]
F	Biol/Health Sci Div Admi&n Phys Sci/Eng Div Admin [D3500]
F	Biol/Health Sci Div Admi&n Phys Sci/Eng Div Admin [D3500]
F	Kinesiology/Athletics/Dance Division Admin [D3900A]
F	TRiO - ETS/UB [D4013]
F	TRiO - ETS/UB [D4013]

Request	Total Cost
Increase $30,000 supplies budget augmentation to $37,500 (actual amount needed).	$ 7,500
$5,500 increase in operational budget	$ 5,500
Industrial Cooktop	$ 900
Hat & Wig Rack Materials	$ 300
Foam Wig Heads	$ 1,000
Global Core verification software as a service	$ 42,000
Tutoring budget augmentation	$ 9,600
Expand and continue the Supplemental Instruction (SI) program for MESA/STEM students to support the academic needs of students.	$ 7,686
Tutoring budget augmentation	$ 9,600
Part-time Counselors dedicated to Career & Transfer Services	$ 58,296
Student technicians for laser cutter, 3D printer and CNC router operation.	$ 3,000
Part-time Counselors dedicated to Career and Transfer Services	$ 63,136
$15,000 increase in funding for Speech and Debate Team to fund travel to State and National Championship tournaments.	$ 15,000
Student-Athlete Meal Money	$ 87,000

Annual expense - Oceanography 102 educational research vessel aquatic field laboratory	$	3,200
Ecology & Marine Biology field laboratory experience	$	2,900
Math Supplemental Instruction (SI) Program	$	8,000
Increase funding for MESA outreach, resources including improving online services for students, mentorship opportunities and other important MESA sub programs.	TBD	
Seasonal/hourly support	$	120,000
Student Workers - Career and Transfer Center Peer Advisors (x2)	$	14,000
Wardrobe for Opportunity Contract	$	1,000
Create an Operations Budget for the SRC Library	$	3,000
Books and Ebooks for the SRC Library	$	10,000
Funds for student workers to assist in the laser cutter and 3D printer lab and woodshop	$	5,000
student worker	$	10,000
PACE Peer Mentors		
PACE Tutors		
Student Worker / Peer Advisor (2 positions)	$	14,000
Supplemental Instruction/Tutoring	$	4,200

Hourly support to assist student in person and at the front counter and to help the office when staff are on vacation	$ 14,560
SARS Anywhere annual costs for annual support fee	$ 9,100
HS Counselor Conference supplies & food costs	$ 3,403
Career Tests for Career 110, Career 120, Career 130 classes Strong Interest Inventory and Myers Briggs tests	$ 40,194
Printing	$ 600
Events and Training	$ 5,400
Student Worker- responsibilities include equipment management, setup costumes, marketing intern, video editor, music editor	$ 10,000
$9,500 operational budget	$ 9,500
Supplies	$ 5,000
Student worker	$ 10,000
Supplies budget for Distance Education	$ 5,000
Increase in overall budget	??
Transfer Events / Programming: Transfer Day in fall, HBCU Fair/Caravan, Transfer Mini-Fair Series in spring, end of the year Transfer Celebration, Bus Trips (i.e., UC Davis)	$ 10,000
Student Worker	$ 8,000

Augment operating budget to support travel costs for faculty	$	500
Student Center Funding (outreach, marketing, supplies)	$	10,000
Supplemental Instruction (SI) funding	$	50,000
Campus Wide Student Center Budget Organization	unsure	
Three (3) student employees to support recruitment and students services to middle and high school students at TRIO target schools. These student employees will also serve as mentors encouraging secondary level students to remain in school, graduate and complete college.	$	16,900
Funding to cover the pending 5.07% salary and benefits increase to the ETS Budget	$	12,359

Band	Unit [code]
A	English as a Second Language [D3705L]
A	Kinesiology [D3900]
B	English [D3705E]

B	English [D3705E]
B	English as a Second Language [D3705L]
B	Kinesiology [D3900]
B	Marketing and Communications/Central Services [D2030]
C	Engineering [D4105E]
C	English [D3705E]

C	English [D3705E]
C	English as a Second Language [D3705L]
D	Art Digital Media and FTVE [D3032]
D	Construction [D4105C]

D	English [D3705E]
D	Kinesiology [D3900]

Request
ENROLLMENT DRIVES With the shift to primarily online instruction and services, many ESL students are getting lost in the enrollment process. The enrollment process can be tricky even for native English speakers, and is often an insurmountable barrier for very low-level ESL students, or those without strong tech skills. We would like to hold pre-semester enrollment events for new and returning students to help them sign up for classes, clear red flags and navigate online learning
Resources to complete Physical Therapy Assistant Program Development
FUNDING FOR COMMUNITY OF PRIDE Community of Pride offers a home on campus for LBGTQIA+ students and allies and supports equity for an underrepresented, underserved community. Although this community does not seem to be on the radar in the College's equity plan, research shows that queer and trans identified students-- and most especially trans-identified students--are particularly at risk for issues of mental health--including suicide risk-- physical safety, and food/housing insecurity. Queer identified (and especially trans-identified) students are also less likely than their peers to feel a sense of belonging. The commuter nature of our college also exacerbates these issues of safety and belonging: it can be difficult for queer-identified students to connect with a supportive network of peers and instructors. With an English composition course (English 122 in the fall and English 126 in the spring) paired each semester with a social science course, students in the cohort develop a sense of community; nurture their wellbeing; learn about queer history and culture, which they have mostly not learned about in school prior to this point; and find a sense of belonging on campus. Starting this Fall (2021), there are three co-coordinators, shared between English and Counseling, and we plan to develop a more robust calendar of events, a

FUNDING FOR STUDENT-SUPPORT EFFORTS C. SUPPLEMENTAL INSTRUCTION PROGRAM Similarly, our SI program offers students additional support embedded in the classroom, particularly in our ESL program and in our first-year composition and reading classes with extra support. SI leaders are experienced tutors who function as liaisons between students and instructors and who offer office hours or group tutoring sessions tailored the specific classes. Recently, SI leaders have also served as all-around helpers and tutors, serving

FUNDING FOR STUDENT-SUPPORT EFFORTS C. SUPPLEMENTAL INSTRUCTION PROGRAM Similarly, our SI program offers students additional support embedded in the classroom, particularly in our ESL program. SI leaders are experienced tutors who function as liaisons between students and instructors and who offer office hours or group tutoring sessions tailored the specific ESL classes. As our ESL program has grown, in response to AB 705, so, too, has our SI program grown. It is now funded through a variety of sources, which makes the

Program Affiliation for the National Academy of Sports Medicine (NASM)

Build new college website

Funding allocation for a thorough study of the current disparity between the engineering transfer rate and the number of AS degrees

FUNDING FOR STUDENT-SUPPORT EFFORTS A. ENGLISH AND ESL GUIDANCE When AB 705 went into effect and all students were to kick off their college careers in transfer-level English and math, English recognized that along with creating new courses, we needed to help students figure out which courses and level of support would be right for them. To meet this need, we developed a robust guided-self placement tools to help students determine which English class best suits their needs; however, we also know that individual guidance is more effective for many students. English tries to offer this much-needed guidance in a variety of ways, including: 1. Through our English Discipline Expert program. The English Discipline Expert

FUNDING FOR STUDENT-SUPPORT EFFORTS B. FACULTY TUTORING Our faculty tutoring program gives students access to more tutors-- and for more flexible hours. Additionally, faculty tutoring helps break down barriers--namely fear--that sometimes keeps students from approaching instructors. Overall, when faculty participate in tutoring programs, students see that faculty care about them and that they are approachable and helpful; this, in turn, helps them feel more connected to the college. This fall, we started a small faculty-tutoring program, and we would like to both continue and build this important

FUNDING FOR STUDENT-SUPPORT EFFORTS A. ESL GUIDANCE When AB 705 went into effect and all students were to kick off their college careers in transfer-level English and math, English recognized that along with creating new courses, we needed to help students figure out which courses and level of support would be right for them. To meet this need, we developed a robust guided-self placement tools to help students determine which English class best suits their needs; however, we also know that individual guidance is more effective for many students. English tries to offer this much-needed guidance in a variety of ways, including: 1. Through our English Discipline Expert program. The English Discipline Expert answers student emails about placement and registration; 2. Through our ESL/English advising
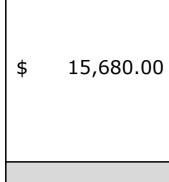
"Film Set Day" - a collaborative student and crew experience

Student field trips to union halls

LITERARY EVENTS Our department holds two important literary events, Literature "Lit" Week and the James O'Keefe contest. Lit Week invites student and faculty writers to read their work at two separate (well-attended) readings. The week culminates with a reading from a visiting author. This week of literary celebration builds community in the department and also draws more students to our major. The James O'Keefe Graphic Arts Contest--created and held in conjunction with the Art department--invites students to create and share an original work of graphic narrative, in one of a variety of categories. This contest also draws involvement from a number of our adjunct/part-time colleagues, whose expertise has modernized the format for displaying winning entries. Last year's contest winners had their work featured in an online zine. The event has been funded in a piecemeal and unsustainable way with free labor contributions by the coordinators, including a number of adjunct faculty. We would like to see these efforts institutionalized as they are a benefit not only to students in our program, but the entire campus community. This is

Improved athletic transportation

Total Cost
$ 400.00
$ 30,000.00
$ 6,000.00

$ 15,680.00
$ 35,828.00
$ 15,000.00
$ 400,000.00
$ 15,000.00
$ 17,664.00

$	44,160.00
$	8,832.00
$	15,000.00
$	6,000.00

$ 5,000.00
$ 350,000.00

Program Review 2021-2022
Themes/Trends

From Group 1:
Themes from Software/Hardware

- **Communication with IT**: as in prior years, there were several hardware requests that IT responded couple be fulfilled directly by their department. We wonder if/how writers get feedback regarding these requests? There needs to be a feedback loop for all IT-related requests. Additionally, writers should be trained to check all IT requests with IT before writing their Program Review.
- **Classroom Technology**: There seems to be an overwhelming need for modern technology in the classrooms (new computers, doc cameras). In some cases, shared computers between departments leads to conflicts of multiple classes needing the computers at the same time.
- **A & R Technology**: There is a need to A & R to have modern equipment in their offices and enrollments labs. The monitors are more than a decade old leading to delay and hassles for students who are trying to enroll in classes.
- **Software Licenses**: there were several requests by departments for yearly software license renewals and our group wondered why these expenses aren't already part of the departments regular operating budget and if these departments have requested augmentation to their yearly budget.
- **Campus wide:** We noted that there are numerous of DE-related software requests for software to be used by all who teach online.
- **Facilities or Hardware**: M&O requested a $2 million HVAC system and our group questioned why this got categorized as a hardware rather than a facilities request (perhaps because iPads were part of the same request?).

From Group 2:
Trends
- There is a lot of outdated and broken campus equipment that needs to be replaced
- There is a lot of miscellaneous equipment requests, based on current department needs
- There were only a few authors who wrote excellent justifications. The new eLumen program review form needs to be easier for all users to enter their information, their requests and justifications. The eLumen program needs to be comprehensive and inclusive that allows Instructional departments, Business Services departments (including Custodial & Maintenance & Operations, Cashiers, Bookstore, Cafeteria…..), Student Service departments, Police Services, … to enter their requests. The scoring rubric needs to be updated to allow unique department requests to be considered (leak detection equipment, walk around concrete saw, outreach materials, Big Red CPR Manikin with LED Light, lung bags, dance supplies ….)

From Group 3:

Qualitative Themes Subgroup 3 Spring 2022 (E1 Equipment and E6 Professional Development)

Campus Vehicles - there were a number of requests for campus vehicles ranging from golf carts to vans to various types of work trucks. these requests were especially prevalent from both custodial, and maintenance and operation. Part of the issue was that there was a general overall justification, but no specific narrative to delineate on request over another. There has to be a better system for figuring out if and when vehicle purchases should be made and who should have priority.

Professional Development Funds that Essentially are Faculty Stipends - there were a significant number of requests that essentially amounted to faculty stipends for doing some sort of training or work. These were difficult to assess because at least some of the requests seem like they are just granting money to faculty who are doing what they likely should be doing anyway. This makes it difficult to rank the requests as they would score decently on the rubric but paying faculty stipends to take part in weekly meetings regarding teaching practices seems to close to their normal job duties. I know it is not our subgroups decision, but in our mind, there is a big difference between compensating faculty to be trained and paying someone to train faculty. There are also issues of equity in terms of who those funds would be available to and if those should be compensated, whether or not it should be part of this process.

Traditional Conference Attendance Requests - there were a number of requests for faculty to attend conferences with a number of those conferences taking place before the final determination of the distribution of funds. Obviously, these events will have happened before money can be distributed. In particular there was one citing a date of March 5-9, 2022.

Especially Poor Justifications for Some Professional Development Requests - there seemed to be a number of professional development requests that did not do a very good job justifying the request. We can see how these justifications can be more difficult but few program reviews take a good job on justifying their professional development requests.

Need for Comprehensive Equity Training - there were a number of requests for some sort of equity training. While each unit, department, or area may have different specific needs, it seems like it would be much better, far reaching and cost effective to offer some sort of equity training or at least materials for the entire campus

From Group 4:
Several requests were still being made without a dollar amount attached (or with "TBD" listed as the price).

For budget augmentations, there were several requests made for things that seem like they should just be part of the job (eg English was asking for faculty to get paid for tutoring). A

request of this type can rank fairly high according to the rubric, but it leaves us feeling uncertain that it is a valid request.

Several requests simply stated that "this is needed" without further elaboration. This really doesn't work well as a justification.