

## **Academic Affairs**

### **Program Review Annual Action Plan Update Report**

**Summary 2012-2013**

## Business & Technology Division

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	<b>HIRE A FULL TIME BUSINESS VOCATIONAL/ENTREPRENEURSHIP INSTRUCTOR</b> to focus on the development and implementation of purely vocational and entrepreneurial programs. This is a critical element toward the fulfillment of the Economic Development role of the school.	x	x	x		L. Castillo	OG	\$95,000
IP	<b>PROFESSIONAL DEVELOPMENT</b> Conference attendance by full time faculty	x	x	x		J.Mikkelsen	OT	\$1,500
IP	<b>DEVELOP A MORE CONSISTENT WORKING RELATIONSHIP BETWEEN MPC AND CSUMB, SMALL BUSINESS DEVELOPMENT CENTER, AND THE MARINA BUSINESS INCUBATOR.</b>	x	x	x		J.M/L.C.	OG	N/C
IP	<b>HIRE MULTIPLE PART TIME FACULTY MEMBERS TO FILL OPEN TEACHING POSITIONS.</b>	x	x	x		J.M.	OG	As required per position

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Business & Technology – Business Skills Center

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
IP	Add online component for BUSC 109 and BUSC100A courses				Fall 2013	Smith, McKay, Phegley		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
D	Professional Development – all staff to learn software revisions for Win8 and Office 2013				Fall 2013-Spring 2014	

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
NM	HIRE A PART-TIME POSITION to mentor in the lab and free faculty for course revision for software updates (position to replace lost instructional specialist)	1,2,3,4,5,6		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

Our program reflections focused on specific course BUSC 109 Keyboarding, and its effectiveness on trial online delivery, which did not involve the goals on our action plan.

## Business & Technology – Computer Department

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
A	Update lab 205 to Window8 6 years old computers in labs				Fall 2013	Steve Bruemmer, JC Prado, Randy Smith		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Automation for grading homework	1			This semester	

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
A	Hire a full-time instructor in Networking and Security to grow the program	1,2,3,4,5,6		
A	Hire a full-time instructor in “changing technology” Cloud, mobiles, and social media	1,2,3,4,5,6		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

Our program reflections focused on specific course CSIS 1, CSIS 9, and CSIS 50  
Linking of the 3 classes

## Business & Technology – COOP Program

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL				
A	Increase the use of Access database management to more efficiently track COOP student and employer information throughout the term.	✓	✓	2012-2013	Kathleen Clark	OT	Unknown at this time. Currently investigating both campus resources (IT staff with Access expertise) and outside sources.

### Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):

- At present students who want to register in a COOP class are required to complete an Online COOP Employer Information Form to receive a section number and add code. This process has been successful in eliminating students registering without employment. The data is imported into an Access database. Most, by not all students, who receive a section number and add code register. I rely on IT to run a SIS report which shows which students are registered in one of over 100 COOP sections. This report is the basis of my grade sheet. However, this report constantly changes as students register and drop throughout the term; thus, I need to continually request updated SIS reports and then reconcile the subsequent SIS reports with the grade sheet. This roster also needs to be reconciled with the most recent SIS report. I also need to add each student to my MPCOnline course. I meet with each student to finalize draft objectives which are recorded in a WORD document. I also meet with my students' employers once or twice a semester. The notes are recorded on another WORD document, which is signed by me at the end of the term and kept on file for no less than 5 years.

I spend a large amount of time reconciling and tracking information. This time could be better spent supporting students and growing the COOP Program through marketing efforts. This action item would allow all data to be captured in the COOP Information Access database and reconciled with the most recent SIS report. Queries would allow me to better track student progress and employer contact information and consultation notes. Reports could be developed that would eliminate the need for the multiple records described above.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
A	<b>Ensure the "Mandatory Orientation Class" include information about the COOP Program</b>	✓	✓	2012-2013	Kathleen Clark

**Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):**

1. When I present information about COOP, the most often heard student comment is, "I never knew MPC had a program like COOP." Thus, the biggest challenge of coordinating the COOP Program is ensuring all students are aware of the program and its very important benefits. At present, I present COOP Program information in multiple PERS 50 classes. However, not all PERS50 instructors make the time for my presentation and thus, the message is not consistently provided.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL

**Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):**

## Business & Technology – Real Estate

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL				

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
IP	Convert all Real Estate courses to 8 week on campus, distance education, or hybrid format.	?	?	Spring 2013	Leandro Castillo/ Becky Jones

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):



## Creative Arts – Art Program

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
A	Subscription to ArtStor image databank (Art history)	X			2013	Gamble Madsen	OG	\$1,200
NM	Software update license for Adobe CS6 (Graphic Arts classroom and lab)	X			2013	Jamie Dagdigian	OT	\$22,000
A (safety issue)	1 Metal cold saw (Sculpture)	X			Bond dependent/ ASAP	Gary Quinonez	OT	\$3,500
A (safety issue)	1 Bandsaw (Sculpture)	X			Bond dependent/ ASAP	Gary Quinonez	OT	\$700
A (safety issue)	4 Lithium cordless drills (Sculpture)	X			Bond dependent/ ASAP	Gary Quinonez	OT	\$600
A (safety issue)	24 Replacement chairs for (Jewelry/Metal Arts classroom AD-107)	X			Bond dependent/ ASAP	Theresa Lovering- Brown	OT	\$6,250
A	4 Color head photo enlargers (photography darkroom)	X			2013	Kevin Bransfield	OT	\$2,000
A	1 Replacement skeleton for studio classes	X			2013	Robynn Smith	OT	\$350
A (safety issue)	1 18 cubic foot Baily updraft gas kiln (ceramics)	X			2013-2014	Diane Eisenbach	OT	\$18,000
NM	Address Marketing needs	X			Ongoing	Jamie Dagdigian	OG	Unknown
IP	Convert all classrooms to “smart” rooms to allow for all digital image delivery	X	X		Ongoing	Jamie Dagdigian Eddie Gil de Montes	OT	Bond dependent
NM (safety issue)	Jewelry/Metals; Remove instructor’s office from the middle of the classroom. Current configuration blocks the instructor’s view of the room when welding and other potentially	X	X		Bond dependent/ ASAP	Theresa Lovering- Brown	OT	Bond dependent

	hazardous operations are taking place.							
NM (safety issue)	Jewelry/Metals: replace wooden lockers for storing acids	X	X		Bond dependent/ ASAP	Theresa Lovering-Brown	OT	Bond dependent
NM	b. Sculpture; seal and soundproof wood workshop	X	X		Bond dependent/ ASAP	Theresa Lovering-Brown	OT	Bond dependent
NM	Restore all discretionary budgets to pre-1991 levels in adjusted current amounts	X	X		Unknown based on MPC asset allocation process	John Anderson, Jamie Dagdigian	OG	Approx. \$25,000

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

*Additions to the Action Plan represent classroom needs that result from broken or dangerously worn items (safety issues) and/or updates/subscriptions that are critical to the continued offering of courses in particular programs (example – Graphic Arts software update dictated by industry needs and requirements and ArtStor image database subscription essential to all Art History courses).*

**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Print and web design services for MST marketing opportunity (bus stop poster campaign)	X			Ongoing (3/1/13 – 5/1/13)	Jamie Dagdigian Eddie Gil de Montes

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
IP	Replace Graphic Art/Studio Art Instructor	X	X	

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Creative Arts – Music Department

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
A	Convert MU 119, the Choral Rehearsal Room, to a smart classroom to enhance student learning and make the room suitable for lecture courses.	X	X		Summer, 2013	Sal Ferrantelli	OT	Estimate \$5,000 per Bruce Wilder
A	4 new sets of Wenger Signature series 4 tier choral risers	X	X		Summer 2013	Sal Ferrantelli	OT	\$8,176.13
A	Yamaha PS2500S 2 channel power amplifier for installation in room M 101	X	X		Summer 2013	John anderson	OT	\$438.99
A	45 new music chairs for MU 119	X	X		Summer 2013	Sal Ferrantelli	OT	Est \$4,500.00
A	4 new Yamaha P22 practice room upright pianos	X	X		Summer 2013	John Anderson	OT	\$24,248

#### **Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

**Item 1, Smart classroom.** Necessary to facilitate student leaning in vocal techniques and literature courses. For some time we have been using a portable cathode ray tube TV, but it cannot be moved to the floor of the room so students need to turn their chairs backwards to see it. This has resulted in several falls as students accidently move their chairs backwards in order to see and fall backwards down to the next level. Also, we have had several instances where having an additional room that was lecture-capable would have resulted in added lecture classes and higher enrollment.

**Item 2, Choral Risers.** The current risers are over 20 years old, are starting to fail, and could possibly collapse. Students in choral performance classes use these risers frequently.

**Item 3. Power Amplifier.** This is to replace the current unit in M 101 which is used for audio playback and PA applications in Music Appreciation and other courses and assemblies/ceremonies. The current unit is over 25 years old is and is producing significant hum and thermal noise do to capacitor deterioration.

**Item 4. Choral room chairs.** The current chairs are over 25 years old and are badly deteriorated. These need to be firm and unbending. The current school standard chair is not suitable for vocal or instrumental performance.

**Item 5. New Practice room pianos.** The current practice room pianos are over 30 years old. They are mostly inoperable and untuneable. They are in severe need of replacement.

**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
A	Remove bird straw and detritus from interior of MU 119.	X	X		Summer 2013	Sal Ferrantelli
A	Remove trash and surplus items from MU 109 and install newly donated piano to convert room to an additional piano practice room.	X	X		Summer 2013	John Anderson
A	Remove surplus outdated computers and other electronic devices from choral music library, MU 116.	X	X		Summer 2013	Sal Ferrantelli
A	Declare surplus and sell 2 severely deteriorated grand pianos	X	X		Fall, 2013	John Anderson

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

Housekeeping tasks. Rationale is self-evident.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
NM	Full time instructor in theater Arts	X	X	
NM	Full time instructor in Fine Arts/Graphics	X	X	

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

Ongoing unfilled full time faculty vacancies which have been requested and justified numerous times in every venue and way.

## Creative Arts – Theatre Arts

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Three (3) industrial grade sewing machines for the costume shop (\$1000.00 each)	x	x		Fall 2013	Gamiere	OT	\$3000.00
NM	Large format printer for construction shop for set, light, costume and properties.	x	x		Fall 2013	Bolen/Beck	OT	\$2500.00
C	Refurbish and modernize theatre	x	x		Spring 2013			
NM	Reinstatement of discretionary budget funds previously cut from department budgets.	X	X		Fall 2013	Bolen	OG	\$35,000.00
D	Establish a theatre venue and program at the Marina Educational Center							

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

Sewing machines capable of handling the (generally) heavier fabrics and demands for production are necessary for the construction of costumes that do not present safety hazards to the student actors utilizing them. They are also necessary to basic, on-going instructional demands.

The large format printer we were using (and which is vital to creating set and costume design as well as light plots and large scale properties) stopped functioning after the Program Reflections form was submitted.

Space and scheduling issues preclude an ongoing theatre performance venue at the Marina Educational Center at this time.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
NM	Full time position in theatre to replace retired faculty member (Peter DeBono)	x	x	x
NM	Add one (1) technical staff position.			

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

Due to retirement, the department is currently down 1.4 (based on FTES) full time teaching positions. Additionally, the complexity of the combination of traditional classroom instruction and performance/production makes the ongoing use of adjunct faculty impractical and unsustainable. Attrition in FTES is inevitable if the situation continues as is.

## Humanities – English Department

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
IP	Reinstate the requirement that students take the English Placement Test before they register. Money to do this must be restored to the Matriculation Office, as the MPC EPT is crucial to student success and is also required by the Student Success Task Force	Y	Y	Y	Fall, 2013	Stacey Jones/Merry Dennehy	OG	?
A	Market our literature courses and programs to attract enrollment	Y	Y		ongoing	MPC marketing staff/lit instructors	OG	?
IP	Purchase campus-wide plagiarism software	Y	Y		ongoing	Alan Haffa/Jon Osburg	OT	\$10,000/yr.
A	Restructure our basic skills program to conform to Student Success Task Force guidelines	Y	Y	Y	Fall, 2014	Jamie Gerard/Merry Dennehy	OT	Could require release time for instructors involved in planning
IP	Continue to develop our Creative Writing Program. Some money has been found for production of the current issue of the program's magazine, but secured future funding is necessary.	Y	Y		ongoing	Henry Marchand	OG	Campus literary magazine production costs
IP	Continue to develop our Visiting Authors' Program by bringing nationally known writers to the campus. Money from the Foundation and ticket sales does not cover the fees such writers charge for appearances.	Y	Y		ongoing	Henry Marchand	OG	\$10,000/yr.

D	Make ENGL 112 a prerequisite to ENGL 1A. This will mean offering as many ENGL 112 sections as we have ENGL 111 sections.							
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**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

A: Market our literature courses and programs to attract enrollment: As the state budget situation improves, MPC needs to think seriously about adding professional marketing personnel. This would help us attract more college-prepared students, as discussed in our Fall, 2012, program reflections.

A: Restructure our basic skills program to conform to Student Success Task Force guidelines: This work will apply directly to the problem of underprepared students, which is a recurrent theme in the department’s Program Reflections meetings.

D: Make ENGL 112 a prerequisite to ENGL 111: This change will be incorporated in the restructuring of our basic skills program.

**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Continue to offer ENGL 1A, 111, and 2 at Marina. ENGL 301 enrollments have not increased there, so we have not added ENGL 302.	Y	Y		ongoing	Beth Penney
A	Offer creative writing classes at Marina, based on student interest in existing sections.	Y	Y		Spring, 2014	Henry Marchand
IP	Continue to add to our online offerings. This year we have added two ENGL 1A sections online, and in the fall we will add two ENGL 111 and one ENGL 112 section online.	Y	Y		ongoing	Beth Penney
IP	Continue to work closely with counselors to improve student matriculation and advisement processes. This will become increasingly necessary as the Student Success Task Force guidelines are implemented.	Y	Y	Y	ongoing	Beth Penney/Merry Dennehy

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

A: Offer creative writing classes in Marina: Students in creative writing sections on campus have expressed a desire to have the courses offered in



Marina, as many of them live in that area. The creative writing instructor is willing to test a section there in Spring, 2014. This would help us attract more college-prepared students as discussed in our Fall, 2012, program reflections.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
IP	Replace Eleanor Szaszy as a reading/composition instructor. This position is currently in the interview-scheduling stage, but the pool is small. It is possible we may have to advertise again.	Y	Y	
IP	Replace Allston James as a composition instructor. We hope to have this position approved for the academic year starting fall 2014.	Y	Y	
IP	Add a basic skills instructor	Y	Y	
IP	Add a composition instructor	Y	Y	

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

No additions or deletions

## Humanities – English as a Second Language

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL				
A	Systematic advertising plan/promotion for Marina program	3			Molly May/Alethea DeSoto/Laura Franklin	OG	?
IP	Purchase assessment instrument, Compass	1	x	Spring 2012	Molly May/Stacey Jones/Michele Brock	OG	\$3,000/year
A	Provide teaching staff for proposed ESL Institute, run out of International Students Center (proposed to begin Spring 2014)	1		ASAP	Molly May/Larry Walker	OG	?

### Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):

#### Action Items Revised/Added:

- Marina campus has become the biggest growth area for the ESL program. We have already begun offering assessment tests in Marina and adding staff during these tests to help with advising and registration. Due to this success, we have already outgrown our one dedicated classroom and will need an additional classroom to accommodate the growing enrollment that will lead to a noncredit enhanced funding certificate. Therefore, we need to establish a budget to advertise and promote this growing program.
- We need to anticipate (if ESL Institute opens next year) increased enrollment, additional sections and additional staffing to support this program.

### Non Budget-Dependent Items

Status (C,IP,D, A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
IP	Maintain ESL website for program	1		Ongoing	Gabino Valladares/Penny Partch
IP	Collaborate and assist in assessing incoming ESL high school students	1		Ongoing	Penny Partch/Molly May
A	Supervise and assist with administration of adult ed programs	2		TBA	Full time faculty/Additional Admin. Support
A	Complete physical certificate for enhanced noncredit funding	1		Spring 2013	Full time faculty/A&R
A	Assist A&R in creating a better tracking system for ESL noncredit students to register and have their classes recorded	1		Ongoing	Molly May/IT/A&R
IP	Increase course offerings at the Education Center in Marina as needed	3		Ongoing	Molly May/John Nelson/Alethea DeSoto
IP	Provide examination copies of textbooks to students who can't afford texts	1	X	Ongoing	Full time faculty
IP	Closely collaborate with ESSC to meet the tutoring needs of ESL students	1	X	Ongoing	Full time faculty
A	Increase course offerings for proposed ESL Institute, run out of International Students Center (proposed to begin Spring 2014)	1, 3		Spring 2013-ongoing	Full time faculty; International Student Center staff

#### Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):

##### **Action Items Deleted:**

Our new program/curriculum is now in place (which was an action item last year).  
 We have the new assessment instrument—Compass.  
 We have completed the enhanced funding certificate program.

##### **Action Items Added:**

We plan to gain administrative roles with adult ed. programs  
 We need A&R to finish creating the physical certificate for enhanced funding certificate. We also need them to create a tracking system through SIS.  
 We need A&R to create a better tracking system for allowing non-credit students to register for classes.

We plan to need support/staff for proposed ESL Institute, which will be new and require work, additional sections, staffing, and adding a 1-unit course.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
IP/A	Full time ESL Instructor	1	

**Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):**

**Action Item Deleted:**

Ann Marie Illien retired as lab technician July 28, 2011. Noah Brod was hired as her replacement. Gabino Valladares replaced Noah Brod.

**Action Item Added/Ongoing:**

Mark Jenkins retired. In addition, Richard Abend has become a full-time member of Linguistics Dept. so he no longer teaches in ESL. That's two full-time instructors that ESL has lost. ESL would like to replace them with a full time instructor.

## Humanities – English and Study Skills Center

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Refresh 90 computers in the ESSC (last refreshed in <u>2008</u> ).	1,4	X		Fall 2013	ESSC Director, Brian Streetman, IT	OT	Up to \$1000 per unit with monitor
NM	Fix bad ports in the ESSC.	1,4	X		Fall 2013	ESSC Director, Brian Streetman, IT	OT	Unknown at this time
IP	Continue to provide for staffing, curriculum, and technology needs at the Marina Education Center.	1,3	X			ESSC Director, Academic Affairs, IT	OG	Variable
IP	Establish an optimal configuration of the ESSC, RC, and former ESL Center, in regards to student space, staff space, technology needs, and instructional supply needs.	1,4	X			ESSC Director, Brian Streetman, RC faculty/staff, ESL Department	OG	Variable
IP	Provide better support for students transitioning from the former ESL Center in the areas of tutor/instructor training, technology, and other supporting materials.	1,4	X		Fall 12013	ESSC Director, Brian Streetman, ESL Department	OT	Variable
IP	Update emergency supplies and review emergency and crisis intervention procedures with staff and faculty in ESSC.	1			Fall 2013	ESSC Director, ESSC faculty and staff	OT	Unknown at this time

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Work with English Department toward more cooperation, collaboration, and cohesion between English 301/321 and the lab co-requisites 401/421.	1	X		Ongoing	ESSC Director, ESSC staff, English Department faculty
IP	Develop own content for ENGL 401 lab using iLearn.	1,4	X		Spring 2014	ESSC Director, Brian Streetman, ESSC faculty/staff
IP	Revise the English 400 course outline to address issues regarding methods of evaluation, repeatability, and hours requirement.	1		X	Fall 2013	ESSC Director, Academic Affairs
IP	Explore options for on-line/distance tutoring.	1,4		X	Fall 2013	ESSC Director, Brian Streetman, Judy Timm
C	Improve upon our process of orienting, checking in, and following up with students regarding goals listed on their ENGL 400 lab cards.	1	X		Spring 2013	ESSC Director, ESSC faculty/staff
C	Improve upon our discussions of academic habits of mind as needed during student conferences.	1	X		Spring 2013	ESSC Director, ESSC faculty/staff
C	Revise and update handouts in kiosk as needed.	1			Spring 2013	ESSC Director, ESSC faculty/staff
A	Revise the English 300 course outline to address new state-wide repeatability restrictions.	1	X	X	Fall 2013	ESSC Director
A	Revise the ENGL 421 sequence to include more authentic writing assignments, more opportunities for staff interaction, and an improved sequence of activities/exercises.	1	X		Fall 2013	ESSC Director, ESSC faculty/staff
A	Revise the ESSC "Presentations" page off MPC's ESSC website.	1,4			Fall 2013	ESSC Director, ESSC faculty, Brian Streetman
A	Discuss with IT possibility of virtualizing ESSC servers.	1.4			Spring 2014	ESSC Director, Brian Streetman, IT
A	Work with Admissions and Records to revise our ENGL 400 add process.	1			Summer 2013	ESSC Director, Brian Streetman, Nicole Dunne

A	Work with Student Services and Administration to provide better assistance for students regarding registration, financial aid, email, and online education.	1.4			Spring 2014	ESSC Director, Brian Streetman, Student Services, IT
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**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

**A: Revise the English 300 course outline to address new state-wide repeatability restrictions:** With new repeatability restrictions being implemented in Fall 2013, ENGL 300, a course that may be repeated for up to 3 units, will need to be revised.

**A: Revise the ENGL 421 sequence to include more authentic writing assignments, more opportunities for staff interaction, and an improved sequence of activities/exercises:** While ESSC staff and faculty felt that there were certain features of the ENGL 421 lab sequence that worked fine, there was a consensus that the lab did need to be revised in these certain areas.

**A: Revise the ESSC “Presentations” page off MPC’s ESSC website:** Currently, the ESSC Presentation page suffers from a lack of use (by students and staff), and many of the presentations therein are quite old. The page needs revising and updating.

**A: Discuss with IT possibility of virtualizing ESSC servers:** While this was not a possibility in the past, and given current constraints on budgets and staffing, we may be able to make this switch provided that the ESSC’s current server needs are met and that our Technician has the access to these servers as needed.

**A: Work with Admissions and Records to revise our ENGL 400 add process:** In order to reduce the paper and work hours needed to process ENGL 400 add forms, we will be working with A&R to revise our process, transferring the work of registering to students.

**A: Work with Student Services and Administration to provide better assistance for students regarding registration, email, and online education:** As more and more MPC departments transfer their processes to an on-line format, we in the ESSC get more and more requests for assistance from students in the areas of Financial Aid, iLearn, email set-up, and registering for classes. These requests are always accommodated to the best of staff’s ability, but these requests also pull resources away from our primary duties of providing English and study skills assistance to students.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
A	Add an additional Instructional Specialist position to the ESSC.	1	X	

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

**A: Add an additional permanent part-time Instructional Specialist position to the ESSC.** Due to the current budget crisis, we were not approved to fill the position vacated by Jill Jessen for quite some time. Subsequently, there was a need for staffing in the Math Learning Center that superseded the staffing needs in the ESSC, so this position was eliminated from the ESSC and added to the MLC. We still have a need for an additional position, however, and hopefully, as the economic climate improves, we'll have funding available to meet this need.



## Humanities – Humanities Department

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
D	Revise HUMA 10, creating HUMA 10A and HUMA 10B.	1	x			
A	Change instructional approaches as needed to enhance student learning in HUMA 10 and 30.		x		Ongoing	Elayne Fitzpatrick, Sidney Ramsden-Scott

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

D: HUMA instructors determined to keep HUMA 10 as designed.

A: HUMA instructors are now completing Instructor Reflections and revising instructional approaches as needed.

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Humanities – Linguistics

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
C	Add an additional linguistics course LING 10	1	X		Spring 2013		OG	
A	Add an additional linguistics course	1	X		Fall 2013		OG	\$3,600

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

There is much interest in Linguistics at MPC and in this community. Linguistics classes satisfy GE requirements and transfer to the CSU and UC systems. The LING SLO is to create “awareness of linguistic principles in one or more areas of linguistics.” This new course furthers the Linguistics Department SLO. This new course also affords students the opportunity to learn more in depth about linguistics by learning more about another of its core areas. With each new linguistics class, students learn more about the intricacies of language and increase their understanding of what takes place through this medium.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		

### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

## Humanities – Philosophy

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
	None.							

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
C, D	Revise Phil 6 (Intro to Logic) course to include more Aristotelian logic and an introduction to predicate logic, as well as scaling back on propositional logic.	1				Todd Weber
A	Devote more time to the Phil 6 unit on informal fallacies.	1	X		Immediately.	Todd Weber

### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

Item one has been reversed because students did not respond well to the new Aristotelian logic material. For the most part, students simply learned the mechanics without gaining an intuitive understanding of what was going on. Consequently, I reverted to the previous, more intuitive material in Aristotelian logic. As a result, I have observed an increase in student understanding of logical concepts.

As for item two: Our unit on informal fallacies was somewhat rushed at the end of the Fall semester, and performance on the informal fallacies exam was sub-par compared to students' performance on the other exams. Therefore I am slightly shortening the consideration of symbolic logic in order to devote more time to informal fallacies. The symbolic logic unit is still substantial, and I expect that a fuller consideration of informal fallacies will produce better results.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
D	Full-time Philosophy Instructor	1		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

Budget constraints and the willingness of our philosophy adjunct instructors to carry a maximum load of classes have militated against seeking a second full-time philosophy instructor at this time.

## Humanities – Reading Center

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Refresh 13 computers in the Reading Center (last refreshed in <u>2005</u> ).	1, 4	X		Fall 2013	RC Director, Brian Streetman, IT Dept.	OT	Up to \$1000 per unit with monitor
A	Refresh 5 staff computers in Reading Center office and staff lounge (last refreshed in <u>2005</u> ).	1,4	X		Fall 2013	RC Director, Brian Streetman, IT Dept.	OT	Up to \$1000 per unit with monitor, (unless cascaded computers available)
D	Secure faculty line-of-site for the Reading Centers on both MPC campuses.	1,3				RC Director	OG	~\$50/hr up to 20 hours wkly per PT instructor
D	Establish a facility at MPC's Marina Education Center in order to work with students there who need the Center's services.	1,3				RC Director, Paula Norton, RC faculty	OG	Up to \$50,000/yr (cost of staff /faculty hours and materials)
C	Investigate and possibly purchase reading comprehension assessment materials to evaluate new Kurzweil and V&V delivery models in RS Lab.	1	X		Spring 2013	RC Director, Paula Norton	OT	No cost
C	Renew Irlen Screening Certification for Patricia Esterline, Gaely Jablonski and Paula Norton.	1			Fall 2012	Paula Norton, Gaely Jablonski, Patricia Esterline	OT	\$60.00 for all three people
IP	Maintain currency of CRLA Level I Certification and move towards Levels II and III Certification.	1			Fall 2013	RC Director, Paula Norton	OG	\$150/yr

IP	Establish an optimal configuration of the ESSC, RC, and former ESL Center, in regards to student space, staff space, technology needs, and instructional supply needs.	1,4	X			RC Director, Paula Norton, RC faculty, Brian Streetman		Unknown at this time
IP	House books and other materials to enrich students experience in the Reading Center.	1				RC Director, Paula Norton		\$50-100/yr
IP	Purchase Read Naturally CDs to augment the levels available for student use and expand their use as appropriate to build students' reading fluency.	1	X		Summer–Fall 2013	Paula Norton	OT	\$125.00/level Will purchase 1 level per year for 3 years
IP	Update emergency supplies and review emergency and crisis intervention procedures with staff and faculty in RC.	1			Fall 2013	RC Director, Paula Norton, RC faculty and staff	OT	Unknown at this time

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

**A: Refresh 5 staff computers in Reading Center office and staff lounge:** These computers are heavily used by Reading Center faculty and staff to prepare lessons, grade, and communicate with classroom instructors and students. As they have not been refreshed since 2005, they are getting harder to maintain at the level required to perform these tasks.

**D: Secure faculty line-of-site for the Reading Centers on both MPC campuses:** As there are currently no reading course offerings in Marina, this action item is being removed with full acknowledgement that this and the next deleted item will need to be reinstated into our action plan once reading courses are offered at MEC.

**D: Establish a facility at MPC's Marina Education Center in order to work with students there who need the Center's services:** See above item.

**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
A	Revise ENGL 351 to address new state-wide course repeatability restrictions.	1	X	X	Fall 2013	ESSC Director, Paula Norton
D	Revise SLOs for ENGL 320.	1	X		Spring 2013	RC Director, RC faculty

C	Expand ENGL 402 and 422 lab offerings for reading class students: Incorporate Visualizing and Verbalizing® program as a new lab module for reading class students in 402/422 who will be better helped by this module over current Reading Strategies or Reading Café modules	1			Spring 2013	RC Director, Paula Norton
C	Film an informational video about the Reading Center to put on the web site.	1			Fall 2012	Paula Norton, RC staff
C	Increase communication with students enrolling in ENGL 320/330 and counselors enrolling students in ENGL 320/330 about course and course requirements.	1	X		Spring 2013	RC Director, RC faculty, Counseling Department
C	Revise the Reading Strategies student intro questionnaire to include clearer and more comprehensive goal-setting language.	1	X		Fall 2012	Paula Norton, RC staff
C	Improve upon our discussions of academic habits of mind as needed during student conferences.	1	X		Spring 2013	RC Director, Paula Norton, RC faculty/staff
C	Coordinate with the reorganization of Academic Support to ensure cohesion between programs and to maximize appropriate use of workspace for both programs.	1			Fall 2012	RC Director, Sudeshna Nand, RC faculty/staff
IP	Work with English Department toward more cooperation, collaboration, and cohesion between English 302/322 and the lab co-requisites 402/422	1	X		Ongoing	RC Director, English Department faculty
IP	Develop own content for ENGL 320 and 330.	1,4	X		Spring 2014	RC Director, Paula Norton, RC faculty
IP	Work with MPC's Institutional Research Office to gather pertinent and relevant data to show the Reading Center's impact on student retention and persistence	1	X		Fall 2013	RC Director, Paula Norton, Rosaleen Ryan
IP	Seek out possible collaborative efforts within the wider community, including alliances with CSUMB's Reading Center/Program, the Chartwell School, Adult Ed., local high schools, or the Literacy Network, for example, to address literacy needs of a possible wider range of students and with a broader base of resources	1,2	X		Ongoing	RC Director, Paula Norton

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

**A: Revise ENGL 351 to address new state-wide course repeatability restrictions:** With new repeatability restrictions being implemented in Fall 2013, ENGL 351, a course that may be repeated three times, will need to be revised.

**D: Revise SLOs for ENGL 320:** We've decided to move away from My Reading Lab and create our own course content for ENGL 320, which will focus on "everyday reading" as the current SLOs suggest. There's no longer a need to revise the SLOs to emphasize instead "academic reading" as was our original intent.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
A	Add an additional Instructional Specialist position to the Reading Center.	1	X	

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

**A: Add an additional Instructional Specialist position to the Reading Center.** Due to the current budget crisis, we were not approved to fill the position vacated by Morag Elizabeth for quite some time. Subsequently, the position was eliminated. We still have a need for an additional position, however, and hopefully, as the economic climate improves, we'll have funding available to meet this need. Currently, the need for additional tutoring hours is being met through a yearly donation from the Knox Foundation, but we cannot consider this an ongoing or permanent source of funding for the Reading Center.



## Humanities – Speech Communication

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Design new course: Instructional Communication for teacher preparation programs at MPC.	1			Spring 2014	Dan Fox
IP	Maintaining clear expectations on syllabi and handouts in an effort to fortify student preparedness.	1			Ongoing	Dan Fox, Diane Boynton
A	Prepare for the loss of BH building and the transition to other classrooms; keep adjunct faculty apprised of changes.	1			Ongoing	Dan Fox, Diane Boynton
A	Conduct overview assessment of course design based on instructor reflections to determine whether course descriptions, green sheets or other documents need adjustments (for improvements).	1			Spring 2014	Dan Fox, Diane Boynton

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

A: Addition of building change: BH will be demolished in the near future and the department will need dedicated rooms for instruction.  
 A: Addition of course design assessment: the SLO management process is making available instructional reflections that may be useful for improving course designs and parameters.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
IP	Speech Communication Instructor			

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Humanities – World Languages

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
A	Four new computers in full time faculty offices	4			Fall 2013	Full-Time WL Faculty	OT	\$4,000
D	Flip cameras (20) for recording students' speaking/signing presentations	4						
A	New color printer	4			Fall 2013	Full-Time WL Faculty	OT	\$1,500
A	Instructional Materials Supply Budget (toner cartridges)	4			Fall 2013	Full-Time WL Faculty	OG	\$1,000/year

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

- We previously requested new computers (April 2012 Program Review) because our current computers are old and failing. We did not receive any, so we are requesting them again.
- We no longer need flip cameras because the division has acquired a number of them that we can use.
- Color printing is particularly important for language instruction because we use images that enhance visual learning.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	PRSL	Regs		
IP	Access to computer equipped classroom for student instruction				Fall 2013	Kelly Stack

C	Share best practices for keeping students in the target language with all faculty in WL		x		Ongoing	WL Faculty
C	Provide a “how to study” handout and conduct short instructional sessions on how to study a language effectively, continue to refer students to study skills courses and to MyMPC Website		x		Ongoing	WL Faculty
A	Create a World Languages Department Web site for marketing and intranet purposes				Fall 2013	Kelly Stack
IP	Create SIGN 50 course				Fall 2013	Kelly Stack
C	Establish consistent 1A - 2B ASL course offerings schedule				Fall 2012 – Spring 2014	Kelly Stack
C	Advertise WL major information through handouts and posters				Fall 2012	

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

- Creating a World Languages Department Web Site would attract potential students who increasingly rely on the Web for educational information.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
A	Full-time American Sign Language Instructor	1		
A	Full-time Spanish Instructor	1		
A	Part-time highly-proficient ASL signer and member of local Deaf Community	1		

	Instructional Specialist as teaching assistant for ASL Program			
D	Compensate current instructors who teach Independent Study courses	1		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

- Full-time ASL and Spanish Instructors needed to provide uniformity, reliability, and predictability.
- Part-time ASL Deaf Community member Instructional Specialist will provide much-needed assistance with in-class language labs and links to the local Deaf community for students.
- We deleted the request to compensate for Independent Study courses because we no longer offer them.

## Library

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Increase budget for subscriptions for databases	X	X		2013	Admin/Librarians	OG	\$40,000
IP	Revision of library website (initial phase)	X	X		2012-13	Librarians		\$3,500/yr.
IP	Archival supplies	X			2013	Tech Services Librarian		\$2,500
IP/NM	Training for library staff (incl. systems technology coordinator)	X	X		2013	Librarians / Systems Technology Coordinator		\$3,000
A	Migrate library website to LibGuide (off SharePoint)	X	X		2013-14	Staff		
IP	Upgrade software licenses (Including for wireless printing)	X			2013	Systems Technology Coordinator		
D	Add adjunct faculty librarians for Ed Center	X	X		2013-14	Admin/Librarians	OG	\$12,000
C	Expand LibGuides	X	X		2012-13	Librarians	OG	\$1,500
C	Incorporate discovery tool/search function across all online resources	X	X		2012	Librarians		
A/C	Replace computers in College Lounge				2013	Systems Technology Coordinator	OT	
D	Upgrade study room monitors or remove computers from study rooms	X			2013	Systems Technology Coordinator		
D	Upgrade student use computers in library	X				Staff / MPC IT		
D	Hire an Associate Dean of Library and Learning Resources					Admin	OG	\$107,000 + benefits

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

Additions:

- Need to migrate website off SharePoint which cannot provide needed functionality. Evaluating options for this, need librarian or tech time.

Deletions:

- Upgrading student workstations to be incorporated into campus plan for technology refreshment
- Associate Dean and adjunct librarians for Marina Ed Center deleted from “budget-dependent” and moved to “faculty and staff positions”

**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
A / C	Clarify contractual relationship with CSUMB re ILS	X			2013	Division Chair
A/C	Work with IT to develop process for importing student information from SIS to library ILS every academic session	X	X		2013	Tech Services Librarian
IP	Complete analysis of entire collection	X	X		2013	Tech Services Librarian
A/IP	Review librarian responsibilities and liaison areas	X	X		2013	Librarians
IP	Implement electronic form for ILL	X			2013	Librarians/ILL staff
IP	Increase interest in and awareness of Family History Series courses	X			ongoing	Librarians
IP	Plan for replacement of library’s integrated automated system	X	X		ongoing	Librarians / Staff
IP	Inventory special collections and develop a comprehensive plan for archives/special collections, including discussions with other campus departments and coordination with MPC Foundation for funding strategy.	X			2013-14	Tech Services Librarian and Adjunct Librarian
IP	Phase 1 of scanning/digitization of archives	X			2013	Adjunct Librarian

IP	Reconfigure furniture arrangement, main floor	X	X		2013	Public Services Librarian
A	Coordinate development, scheduling and presentation of sessions on information competency topics with ESSC	X	X		ongoing	Instruction Librarian / Librarians
A	Review patron status/categories, modifying database access if appropriate	X			2013-14	Systems Technology Coordinator
A	Work with IT to develop and implement mobile website	X	X		2013-14?	Systems Technology Coordinator
A	Implement ERM system, including review and update of licensing	X			2013-14	Digital Services Librarian
A	Develop tools and methods for measuring student progress/success in LIBR courses	X	X		2013-14	Instruction Librarian
A	Review process for statistical tracking and reporting, including what is tracked, by whom and why as well as who is responsible	X			2013-14	Systems Technology Coordinator
A	Develop "dashboard" for presenting statistical data	X			2013-14	Systems Technology Coordinator
IP	Develop plan for Basic Skills-level Information Competency course	X	X		2013-14	Instruction Librarian / Librarians
IP	Offer one section of LIBR 50 or LIBR 80 as hybrid	X	X		2014-15	Instruction Librarian / Librarians

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

**Additions:**

- Completed memorandum of clarification re ILS, signed by CSUMB, Hartnell, Gavilan, and MPC
- Clarification needed regarding database access by community members
- Retirement and hiring of new librarian necessitate review of liaison areas
- Integration of workshops with ESSC will provide more opportunities for student learning and success.
- Campus-wide need for mobile website

*NOTE: We will have to replace the library's Voyager ILS (Integrated Library System), currently hosted by CSUMB, within the next four years. There are many options for this, including a standalone system hosted at MPC, a SAAS (software as a service) implementation of MPC's system hosted elsewhere, and a variety of consortial options. We are exploring these options.*



**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
A	Hire an Associate Dean of Library and Learning Resources			
A	Add adjunct faculty librarians for Ed Center			

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

- Associate Dean and adjunct librarians deleted from “budget-dependent” and moved / added to “faculty and staff positions”

## Life Sciences – Division Office

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
IP, A	Hazardous waste disposal budget			X	Fall 2013			\$120

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

Addition – The increase in the budget is requested due to an increase in the cost of disposal services from Stericycle.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Create a lab safety training course to conduct with faculty and adjunct faculty annually.	Yes	Yes		November 2013	Julie Himes/Dan van Hees/Heather Faust
IP	Develop hands-on situational activities for faculty/staff, to be included in the lab safety course	Yes	Yes		November 2013	Julie Himes/Dan van Hees/Heather Faust
IP	Create a written lab safety course for part-time faculty	Yes	Yes		November 2013	Julie Himes/Dan van Hees/Heather Faust
IP	Create a lab safety document for faculty to instruct students at the beginning of each semester.	Yes	Yes		Draft complete (ongoing)	Julie Himes/Dan van Hees/Heather Faust
IP	Create an organization system to track vendors.	Yes	Yes		November 2013 (ongoing)	Julie Himes/Dan van Hees/Heather Faust
IP	Create an organization system to track lab supply expense changes over time	Yes	Yes		November 2013 (ongoing)	Julie Himes/Dan van Hees/Heather Faust
IP	Explore division internal technology support options to improve services and efficiency	Yes	Yes		November 2013 (ongoing)	Julie Himes/Dan van Hees/Heather Faust
IP	Move back into the Life Science remodeled building in Summer 2012. Deal with remodel errors or unexpected needs.	Yes	Yes		Mostly complete, but ongoing.	Everyone in the division
IP	Review lab support provided by lab managers to improve efficient service delivery	Yes	Yes		Ongoing	Julie Himes/Dan van Hees/Heather Faust

IP	Life Science Division Chair and Office Manager providing leadership for the Ornamental Horticulture Program in the absence of a full-time faculty member (schedule classes, hire adjuncts, evaluate adjuncts, form an Advisory Committee, run advisory committee meetings, etc...).	Yes	Yes		Ongoing	Heather Faust and Julie Bailey
IP	Life Science Division Chair and Office Manager providing leadership for the MAST program in the absence of a full time faculty member.	Yes	Yes		Ongoing	Heather Faust and Julie Bailey

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

In progress items address the need for safety training and published safety information, improve services and increase efficiency of services. The one full time ORNH instructor retired June 2011 and was not replaced

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
A/IP	Increase CAD Instructional Technology Specialist from 16 hrs (\$17,000) to 40 hrs (11 months). Expand the duties beyond CAD lab to include all of Life Science (which includes AUTO and FACS Bldg technology) as necessary (not a new request)	Yes	Yes	

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

It is very difficult to hire someone for 16 hrs a week, and it is difficult to coordinate their work schedule with campus needs (they need to juggle multiple jobs and schedules to earn a living wage). Furthermore, there is an abundance of workload in IT within the Life Sciences division. This person could easily stay busy working to support the computers and the wide range of technology needs in our very diverse (and highly specialized) division (CAD, AUTO, FACS, MEDA, DNLT, ANAT, BIOL, etc....).

## Life Sciences – Anatomy and Physiology

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
A/NM	Obtain software/tools needed to create videos for flipped classrooms (iPad/drawing tablet + stylus + computer adapters)	x	X		On going	Faust		\$30 (Bamboo stylus) \$50 (wireless adapter) \$400 (iPad)
A/NM	Add three (3) new color-coded skulls for Marina.	x			ASAP	Faust, Craig	OT	\$254 each (\$762 total)
A/NM	Periodic table to display in the Human Physiology lab.	X			None	Faust, Fuller	OT	\$58
A/NM	Obtain screen-flow software & peripherals necessary to record lectures (voice + ppts) in A&P	x			On going	Faust, Craig		
C	Improve technology in the classroom (completed Fall 2012 with our move)	x			September 2012	Faust, Fuller, Craig	OT	

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

- 1) In order to continue exploring new ways to engage students in active learning, maximize our use of iLearn, and ensure that students are able to achieve the SLOs for each class, we would like to explore the option of “flipping” the classroom (and lab) through the production of videos and instructional demonstrations.
- 2) We have a need for additional color coded skulls in Marina (to avoid transporting expensive specimens between the two campuses).
- 3) We would like to ensure that there is a periodic table of the elements displayed in the Human Physiology lab, this will provide an important reference for students who need a quick reminder during laboratory activities.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Improve retention and success rates.	X	X		Ongoing	Faust, Craig, Fuller
A/IP	Increase adjunct participation in SLO discussions and assessments	X	X		Ongoing	Faust, Craig, Fuller
A/IP	Improve overall enrollment in underrepresented groups/support student equity.	X			Ongoing	Faust, Craig, Fuller
C	Move back to LS and ensure that all labs/classrooms are operating successfully.				June 2012	Faust, Craig, Fuller, Durstenfeld

### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
NM	Add a full-time faculty member in A&P to improve success and retention in all of our courses AND to provide an increased faculty presence in Marina.	x	x	
IP	Replace Human Physiology faculty (Gary Fuller is retiring in June 2013)	x	x	

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

Currently, the A&P department has a strong reliance on adjunct faculty to teach ANAT 5 and ANAT 2 classes. All faculty members in A&P teach overloads and we do not have a full-time faculty presence at the Marina Education Center. Hiring a full-time faculty member who could potentially coordinate all of the ANAT 5 sections (including those in Marina), who could provide a full-time presence in Marina, and who could potentially provide consistent, reliable and high quality instruction (and office hours) for students enrolled in PHSO 2 and/or ANAT 2 would help us to achieve our goals of student success, student retention and improved achievement of course SLOs.

## Life Sciences – Automotive Technology

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
IP	Purchase of at least six identical vehicles for lab work. Vehicles will have a five year life span will be continually replaced (one per year)	1.1, 2.1	X		This will be ongoing	James Lawrence	OG	\$5000/year
IP	Record lectures and demonstrations for all courses taught. Store them in an organized, easy to access location.	1.2, 1.4, 2.1			Begin fall 2012	James Lawrence, Ian Sanchez	OT	\$800
A	Purchase tools and tool boxes to add two more service bays. This will increase the maximum class size for our entry level classes from 20 to 24.	1.1, 1.2B, 2.1			Within one year	Ian Sanchez	OT	\$3500
A	Add power outlets, shop air, and lighting to existing car ports to increase the effective lab space	1.1, 1.2B, 2.1			Within one year	Ian Sanchez	OT	\$3000
C	Establish more green technology courses such as Alternative Fuels, Hybrids, Electric Cars,	2.1, 2.2						

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

Last year we added two carports behind the existing Auto Tech Building. These were added to provide a sheltered spot to park the program's vehicles and to provide an "overflow" work space. Since then, we have realized that these carports can be used effectively for student instruction. With more shop space, we can increase our maximum class size by 20% without any significant impact to student learning. To make this happen, we need more tool boxes, tools and some infrastructure.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports			Timeline	Person(s) Assigned
		Goals	PRSL	Regs		
IP	Devise ways to schedule our upper division classes that will maximize enrollment yet maintain strict entrance requirements	2.1	X		Within one year	James Lawrence

IP	Work with other departments on campus to create “applied” academic courses or imbed academic course within an Auto Tech Course	1.2, 2.1			Within next five years	James Lawrence
A	Develop videos for using various shop equipment	1.2, 1.3, 2.1			This will be on-going	James Lawrence

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

Short instruction videos have become a very common and effective means of instruction. These can be used to supplement our direct instruction and to create an online component to our courses. The videos can also be used to further develop articulation with high school programs by creating greater uniformity between high school and college instruction.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
IP	Full time faculty member	2.1, 2.2		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Life Sciences – Biology

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Develop new lab activities and integrate new technologies into existing laboratories	X	X		Ongoing	Craig, Durstefeld, Raskoff	OG	Undetermined
NM	New course offerings (Scientific Photography, Evolution, Marine Ecology)	X			Ongoing	Craig, Durstefeld, Raskoff	OG	Undetermined
NM	New programs (Environmental Science Clinical Laboratory Sciences certificate) and articulations with CSUMB	X			Ongoing	Craig, Durstefeld, Raskoff	OG	Undetermined

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Continue to focus attention on retention and success rates across biology curriculum.	X	X		Ongoing	Craig, Durstefeld, Raskoff
IP	Improve overall enrollment in underrepresented groups / Support student equity.	X	X		Ongoing	Craig, Durstefeld, Raskoff
IP	Complete and/or revise SLOs for courses, certificates, and/or degrees, focus on SLO assessment and discussion.	X	X		Ongoing	Craig, Durstefeld, Raskoff
IP	Improve coordination with other programs on and off campus	X	X		Ongoing	Craig, Durstefeld, Raskoff
IP	Improve involvement with the community through outreach and co-curricular activities	X	X		Ongoing	Craig, Durstefeld, Raskoff



IP	Continue building external internship affiliations for student opportunities	X	X		Ongoing	Craig, Durstenfeld, Raskoff
IP	Maximize use of support programs to increase student success (both on campus and off)	X	X		Ongoing	Craig, Durstenfeld, Raskoff

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Life Sciences – CAD Lab

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
A	Purchase latest version of AutoCAD—currently using 2011; 2013 is the latest version.	1,2,4				Sunshine Giesler	OT	\$28,000
NM	Increase Rents, Leases & Repairs budget to cover AutoDESK Education Master Suite software subscription	1,2,4				Sunshine Giesler	OG	\$2,912 (\$104 / station)
NM	Replace 9 year old PCs (technology refreshment?)	1,2,4				Sunshine Giesler	OT	\$70,000
NM	Update SolidWorks software (for MAST or ENGR)	1,2,4					OT	\$2500 (\$100/station )
D	Increase supply budget to maintain new color laser printer (spring 2009)—replacement toner cartridges used entire supply budget for 2008-09, paper for printer and plotter as well as ink for plotter are still needed	1,4				Sunshine Giesler	OT	\$500
NM	Research system to charge students for printing such as print cards used in library—technology available to students but helps to make them more responsible for costly mistakes	1,4				Sunshine Giesler	OG	
A	Purchase Gerber Accumark Software for FASH CAD courses (Perkins?)	1,4			Spring 2014?	Sunshine Giesler	OT/OG	\$6,000

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

DELETED—We did get an increase to our supply budget from the dismantling of MAST/MATE a couple of years ago.

ADDED—We located the industry standard software (Gerber Accumark) for the Fashion CAD courses. Now we need the money to purchase it.

**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
NM	Increase lab tech hours from 16 to 30/wk in order to provide lab assistance and open lab hours to students working on projects as well as providing instructors with adequate support.	1,2,4		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

- good for VTEA, Instructional Equipment, and General Fund
- **HISTORICAL NOTE:** The Cad Lab (GA103) is a multi-department and multi-division computer laboratory. Its requests are not part of the Life Science Division Action Plan. It is currently used by Creative Arts (PHOTO), Business (CSIS), Physical Sc. (ENGR), Life Sc. (MAST, DRAF, HOSP, FASH, INTD), and Project MATE (workshops). It is available to any division/program for use as long as it is an appropriate use of the space. It has one 19 hr/11month Lab Technician assigned to it. The Life Science Division has been assigned the responsibility of room scheduling, staffing, etc. The INTD program coordinator is currently in charge of budgeting and purchasing.
- CAD program review is covered in the Life Science Division Office Program Review

## Life Sciences – Dental

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	2 new or refurbished dental chairs	2.1			ASAP		OG	\$24,000
NM	Staffing:1 Additional Full Time DNTL Faculty	1.4b			ASAP		OG	\$94,859
NM	CEREC_3 with milling machine			x	ASAP			\$14,175

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Life Sciences – Family & Consumer Sciences

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Maintenance and upkeep of laboratory equipment – increase in repair budget.	1,4			Fall 2013/ Spring 2014	Sunshine Giesler	OG	\$2,000
NM	Replace one sewing machine that needs constant repair due to age and use. (foundation?)	1,4			Spring 2014	Sunshine Giesler	OT	\$1,950
C	Locate new software that is current & more user friendly than PW Studio	1,4			Fall 2012	Sunshine Giesler, Carla Zimbelman, Gabino Valladares	OT	
A	Purchase Gerber Accumark Software for FASH CAD courses (Perkins?)	1,4			Spring 2014?	Sunshine Giesler	OT/OG	\$6,000
NM	Purchase 6 new dress forms in order to support new FASH courses (foundation?)	1,4			Fall 2013	Sunshine Giesler	OT	\$2,400
NM	Build outdoor classroom space to include built-in grill, seating for students, and plantings to use in the culinary courses.		X		2013-14	Sunshine Giesler, Cathy Haas	OT	\$8,000

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

ADDED—We located the industry standard software (Gerber Accumark) for the Fashion CAD courses. Now we need the money to purchase it.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
C	Work on certificate programs in Green Building Design.	1,2			Completed!	Sunshine Giesler

IP	Implement new and revised programs in all areas of the FACS discipline				This task is ongoing.	Sunshine Giesler
IP	Develop strategies for improving core indicators, especially gender enrollment.	1,2			This task is ongoing.	Sunshine Giesler with assistance from all FCS adjunct
IP	Revise FASH curriculum to combine similar classes & create more of an identifiable sequence (beginning, intermediate, advanced).	1,2			Completed by Spring 2014 (Fall 2013 & Spring 2014 courses have been revised and put into Curricunet)	Sunshine Giesler Carla Zimelman
A	Revise HOSP curriculum to address repeatability issues, to expand curriculum and to bring the content up to date.	1,2			Begin Fall 2013	Sunshine Giesler with assistance from various HOSP adjunct

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**  
 ADDED—The HOSP curriculum needs to be revised as it currently is more than 6 years old.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
NM	Add full time Hospitality Instructor to FACS department to enhance and maintain the instructional program, to build and strengthen partnerships with business and industry. <ul style="list-style-type: none"> <li>• Benefits for Hospitality instructor</li> <li>• Benefits for Hospitality instructor – Health and Welfare</li> </ul>	1,2		
NM	Provide lab assistance to full and part-time faculty to enhance student learning and to provide instructors with adequate support by increasing lab tech hours from 12 to 20/wk.	1,2		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**



## Life Sciences – Health

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Supply budget for First Aid class	X			Ongoing	Faust, Raskoff	OG	Undetermined

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Improve retention and success rates.	X			Ongoing	Faust, Raskoff, Adjuncts
IP	The instructors in First aid are not available for such meetings, and so there has been no discussion of SLOs with them.	X			Ongoing	Faust, Raskoff, Adjuncts

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**



## Life Sciences – Marine Science and Technology

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
	No requests at this time							

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	The Life Sciences Division recommends that the institution consider greatly reconfiguring the program through use of the Program Discontinuance Process. The program either needs to be reorganized or discontinued with the viable MAST courses distributed to other existing MPC departments within, or, outside of, the Life Science Division.	X			Ongoing  Put on hold	Establish a committee for “Program Discontinuance Process” TBD
IP	The MAST program would like to work more closely with CSIS and engineering.	X				TBD Assigned by discontinuance committee??
IP	Offer more online or hybrid courses depending on the recommendations of the Program Discontinuance Committee.	X				TBD
IP	We hope that by triggering the discontinuous process, we can engage in fruitful discussions and create a realistic vision for how MPC will be engaged with the marine community in the Monterey region.	X				??TBD?? Deidre Sullivan, Kevin Raskoff, Fred Hochstaedter????

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

**Faculty and Staff Positions**

Status (C,IP,D, A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
IP	<p>This program has been an “orphan” almost from the beginning because of difficulties with the original full time faculty assigned to lead the MAST program. After this faculty member left in June 2005, MPC did not invest in a full time faculty replacement to coordinate the program and recruit students, as MPC promised in the original NSF grant. The program has been left to flounder.</p> <p>If it is decided that this program should continue, it should be placed under the leadership of an existing full time faculty member or a new full time faculty position should be created.</p>	X		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

**History of  
National Science Foundation MATE Center (Marine Advanced Technology Education) at MPC  
and  
MPC Instructional Program -- MAST (Marine Science and Technology) – Life Science Division**

Monterey Peninsula College serves as the national headquarters for the MATE Center (Marine Advanced Technology Education) under the National Science Foundation. The MATE Center at Monterey Peninsula College is one of more than 30 Advanced Technological Education (ATE) Centers established by the National Science Foundation (NSF) across the country. The MATE Center's mission is to improve marine technical education in the U.S. and to increase the number of technical professionals who enter the ocean workforce. A Life Science Biology Department faculty member and local Monterey marine professionals wrote the original NSF grant proposal resulting in the establishment of the MATE Center at MPC in 1999. The full time biology faculty member in Life Sciences was the original MATE Director. Due to unusual and unfortunate circumstances, the full time faculty member was relieved of her MATE duties. The MATE Center restructured itself to its current format with no MPC faculty or staff involved.

In 1999, after the MATE Center was established, curriculum was developed for MPC's MAST (Marine Science and Technology) instructional program and made part of the Life Science Division. The full time biology faculty member who was the MATE Center Director was also the Life Science Division MAST Instructional Department Chair. The original MPC MAST instructional program was developed to "emphasize environmental monitoring and assessment of coastal and marine ecosystems." However, over time, the program narrowed its focus to just a few courses. It has also been recognized and communicated that existing courses from CSIS, Auto Tech, and possibly engineering are more appropriate for the current MAST focus.

In the early years, as the program was developing, MAST was partially supported by the MATE NSF grant. However, as written into the NSF grant, MPC was obliged to institutionalize the MAST instructional program once it was created. When the faculty member was relieved of her duties, the Life Science Division Chair took on the responsibilities of the MAST instruction program with assistance from the MATE staff. As a result, the MPC MAST instructional program has relied heavily upon the assistance of MATE staff members who have hired faculty, developed courses, and placed students in internships on top of their grant-funded responsibilities. Without a full time faculty member having responsibility for the MAST instructional program, it has been left to flounder.

Monterey is internationally renowned as a marine science and technology center with more than 30 institutions and agencies in the region addressing marine science and technology issues, it would be a shame not to have a coordinated marine education focus on campus. We hope that by triggering the discontinuous process, we can engage in fruitful discussions and create a realistic vision for how MPC will be engaged with the marine community in the Monterey region.

## Life Sciences – Medical Assisting

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	obtain funding for lab and practice supplies for clinical courses (MEDA 120/121)	X	X	X	ongoing	Monika Bell	OG	~2,000
A	add sections for MEDA 120 and 121 (Clinical Techniques)	X	X		fall 2014	Monika Bell	OG	?
A	add a fall section of MEDA 118	X			fall 2014	Monika Bell	OG	?
A	program accreditation through AAMA	X	X		within 4 years	Monika Bell	OG	?
A	add math and microbiology courses	X	X		within 2 years	Monika Bell	OG	?

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

- 1. Funding for lab supplies.** Students in clinical classes must have opportunity to practice hands-on skills. Specifically, EKG, injections and venipuncture have to be practiced and demonstrated a set amount of times in order for MAs to legally perform these tasks on patients. Our small supply budget falls short in providing the required materials. Reuse of disposable supplies is not recommended and, in some cases, illegal. Learning outcomes will improve with added practice opportunity. Repetitive practice has been shown more effective than performing a skill just once or twice.
- 2. Add sections for MEDA 120 and 121.** Both courses are offered just once per year and sequentially. If a student fails MEDA 120 or cannot make it into the class due to seating limits, he or she must wait an entire year to take that course again and then add another semester to complete the advanced course MEDA 121. Adding sections would also allow collaboration between the beginning and advanced courses, giving students opportunity to learn from each other and improve learning outcomes. Advanced students could become lab aides in the beginning course for extra credit, partially solving another issue: instructor availability to supervise practical skill demonstrations.
- 3. Add a fall section of MEDA 118.** This is a popular class that usually fills fast with some students turned away. It draws students from many interests, not just medical assisting and would most likely fill up each semester. It is currently only offered in the spring.
- 4. National program accreditation.** Although we have recently obtained recognition through American Medical Technologists to allow our students to sit for national registration examination (based on our current curriculum), accreditation would take us one step further towards meeting the highest industry standards. Some employers require certification through the AAMA specifically. In a very competitive job market, we need to give our students any advantage possible.
- 5. Add math and microbiology courses.** Medical assistants must be comfortable with medication dosage calculations. Some math is currently

part of the pharmacology and clinical techniques courses but many students require more in-depth instruction than what is currently offered. Because these courses are already very content-intensive, adding more time for math is not an option. Microbiology is also very important for medical assistants in many regards (microbial lifecycle, pathogenic mechanisms, etc.). It would be much more efficient to have focused courses for these topics rather than fragment the content throughout other courses. Both math and microbiology concepts could be covered efficiently in 8-week courses of 1 or 2 units each.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	change MEDA 112 to be strictly a medical office software course (take out office finances part)		X		fall 2014	Monika Bell
IP	add office finances to MEDA 110		X		fall 2014	Monika Bell
A	add requirement of an accounting course for MOA certificate		X		fall 2015	Monika Bell
A	add requirement of coding courses to Medical Office Administration certificate		X		fall 2015	Monika Bell
D	delete Medical Office Procedures certificate		X		fall 2015	Monika Bell

### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

**1. Change MEDA 112 to medical office software course.** Some of the content of MEDA 112 is currently redundant as it is already covered in part in MEDA 110. Paper accounting methods are still part of the MEDA 112 curriculum but have become obsolete in industry. Meanwhile, a true understanding of business accounting, including double-entry accounting, should be taught by experts in the business division. There, courses already exist that would meet those students' needs who are pursuing an administrative medical office career and should become a requirement for the Medical Office Administration certificate. The second part of MEDA 112 is dedicated to computer data entry systems. This will be expanded upon to instruct students in use of administrative and clinical computer programs through two focused lab sessions, one per each half of a full-length semester. Repetitive data entry and comparison of different systems will help students become familiar with similarities and make it easier to adjust to whatever system may be used by a future employer (computer skills have been mentioned to me as highly desirable by many office managers).

**2. Add office finances to MEDA 110.** Basic accounting as applicable to front desk work in a medical office will be shifted entirely from MEDA 112 to MEDA 110. Since MEDA 110 covers all other basic administrative medical office procedures, including these financial procedures is logical and efficient. Human resources procedures were also previously covered in MEDA 112, though only superficially. We will expand this topic in MEDA 110 as well, since this course also includes topics related to management of a medical office. Employment paperwork and procedures are a natural fit.

**3. Add requirement of accounting course to Medical Office Administration certificate.** See rationale for item #1 above.

**4. Add coding courses to MOA certificate.** Both procedure coding and diagnosis coding courses are currently only required for a Medical Office Procedures certificate with focus on coding. However, because these courses are highly beneficial for any medical office career, they should be included in a Medical Office Administration certificate as required components. Most students already opt to take those courses regardless, and the plan is to delete the MOP focused certificates altogether (these certificates only add confusion – because becoming a certified coder or insurance specialist is a much more involved process).

**5. Delete the Medical Office Procedures certificates.** Under the collective MOP program title, students can currently choose either of three foci: reception, insurance or coding. Most students complete all three, many also complete the Medical Office Administration certificate. This is very redundant and does not promise any better chances of employment (may even work against them). It makes sense to consolidate the administrative certificate into one comprehensive choice. This would not preclude students from taking only courses of interest.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
A	One full-time faculty addition to accommodate program growth.		X	X

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

**Add one FT faculty.** As the MA program grows, the workload for the sole full time faculty expands steadily. Much work remains to be done but is difficult to complete in addition to teaching responsibilities, student counseling and program coordination. Program promotion, marketing and community relations are becoming more important in a competitive job market, especially at a time when program success is in part measured on placement rates and employment of graduates. Adjuncts have limited availability and are not involved in ancillary activities. If accreditation is to be considered, additional duties will fall upon the faculty, including extensive documentation and follow-up. In other words, the job is becoming too big for one person.

## Life Sciences – Ornamental Horticulture

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Purchase CD's for the students to keep up to date with the Horticulture industry. Continue to build a quality horticulture library.	X	X		None set	Division Chair	OG	\$2000
NM	Reinstate Field Trip Budget 5203: replace funds cut from the Horticulture Department field trips budget as field trips are an important part of instruction in these classes.	X	X		None set	Division Chair	OG	\$500

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

These action items were identified in the previous program review annual update, they remain priorities for the success of our ORNH program.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
A	Improve retention and student success.	X			None set	None
A	Improve overall enrollment in underrepresented groups	X			None set	None
A	Improve coordination with other programs on and off campus	X			None set	None
A/IP	Improve involvement with the community by revitalizing our advisory board and engaging in outreach efforts	X			Ongoing	Division Chair
A	Continue to develop the use of computers, power point presentations, and computer programs in our classroom instruction.		X		None set	None

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

The first three goals have been added as inspiration for the division chair and to help guide our planning upon the hiring of a new full-time faculty in this area (in the future, if funding becomes available).

We have successfully created an advisory board for ORNH, we held our first meeting, and we are planning a variety of outreach activities for ORHN.

Incorporating technology into the classroom instruction model for ORNH is identified as a goal in the final program reflection document submitted by Cathy Haas.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
A	Hire a new full-time faculty member to run this CTE program.	X		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

We are requested a full-time faculty member in ORHN as Cathy Haas retired in June 2011. The life sciences division chair is currently responsible for overseeing this area, coordinating advisory committee meetings, scheduling classes, hiring adjunct faculty, managing budgets, completing program review, and representing the interests of ORHN at all levels. We believe that this CTE program is unique, valuable, and deserving of full-time oversight.



## Nursing Program

### Budget-Dependent Items

Status (C,IP,D, A, NM)	Action Item	Supports			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
A	Restore 8:1 clinical ratio (students: instructor) for 1 <sup>st</sup> and second semester to increase “face time” with instructor from 8-9 days per semester to 12-14 days (ratio was increased to 10:1 in the second semester for 2012-2013)	X	X		Fall 2013	Director, Steering Committee (for budget approval)	OG	352 hours (approx. \$34,670 in salary and benefits) has been included in proposed budget and approved by Steering Committee (approx. 0.25 FTE which partially replaces Director’s former teaching load)
A, IP	Upgrade informatics resources in the Simulation Center to include electronic medical record and medication bar coding (hardware and software)	X	X		Summer- Fall 2013	P. Nervino	OT	Private grant funding is pending: \$17,419, plus CHOMP IT donated labor
A	Add NURS 150 course (“Nursing Program Readiness”) to enhance student preparation for the nursing program on many levels, including TEAS proficiency	X	X		Fall 2013	Director; L. Kragelund (instructor of record)	OG	Cost is \$12,630 for instructor salary and benefits, offset by FTES; may net approx. \$43,000 to the college if Perkins grant funds can be used
A	Faculty conference attendance and/or professional consultation for improved exam item writing skills consistent with increased 2013 passing standard on the NCLEX exam	X	X		Fall 2013 or Spring 2014	Director, at least one faculty member from first and second level	OT	Private grant pending. Possible use of Perkins funds.

NM	Utilize automated exam software for mapping to course objectives and NCLEX blueprint, as well as remediating individual exams or specialty course areas	X	X		Consider for 2014-2015	Director	OG	“ExamSoft” product is ultra-expensive (\$50 per student, minimum 200 students). Would provide excellent individualized remediation guidance for NCLEX success. In the meantime will implement a manual remediation plan following ATI Comprehensive Predictor Exam using existing F.A. Davis program in the LRC. Grant funding is not the best solution because if the grant is not renewed then the learning curve to use the software will be energy wasted.
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**Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):**

While the overall retention rate so far this academic year is 88%, it has been below the expected level of achievement of 85% for 4 out of the 5 past years. First level faculty indicate that clinical evaluations are ineffective with less than 12 days of “face time” with each student; the higher ratio implemented this year has resulted in frequent out-rotations in order to keep the number of students on the unit with the instructor at a manageable level and appropriate to patient census. Guided clinical learning is also an integral component of skill mastery and the development of clinical reasoning.

The simulation center has been in need of a modern documentation system which creates the opportunity for students to obtain and engage with patient information in the manner in which it occurs in today’s health care environments. Paper charting doesn’t exist in the healthcare workplace anymore! Barcoding is a state-of-the-art safety strategy implemented by Joint Commission top hospital performers, and students need to be familiar with its appropriate use and limitations.

NURS 150 has been approved by the CAC and the Chancellor’s office to launch in Fall 2013. The course will target pre-nursing students or any student considering a nursing career to better understand the rigors of the nursing program, and the role of today’s nurse, before applying to the program so that students have a realistic self-assessment of their ability as well as concrete tools for success.

**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports			Timeline	Person(s) Assigned
		Goals	PRSL	Regs		
IP	Continue to imbed classroom objectives into syllabi to plan for major curricular change over the next 3-4 years incorporating specific QSEN KSAs.	X	X		Completely infuse the KSA statements by end of fall semester 2013.	All faculty— led by Director
IP	Continue statistical analysis of student data from the last 5 years for the purpose of drafting a tool for Multi-Criterion Selection process (consistent with CCLC model policy, AB 1559 and Chancellor’s Office sample templates).	X	X	X	Approve selection tool through all internal and external processes by end of Spring semester 2013. Post tool to website and include in all public forums by August 2013. Implement new selection process Fall 2014.	Director, Assistant Director

**Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):**

N/A All are continued from 2011-2012 Annual Update and Action Plan

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

**Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):**

(No new positions. Hours included for temporary faculty in first budget-dependent item partially replace Director’s former teaching load)

## Physical Education Division

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
D	Equip PE 107 as smart classroom (formerly PE 104)	1,3,4 VS	Y			L Schutzler	OT	\$7,000
A	Increase supply budget	1, VS	Y			L Schutzler	OG	\$1,000

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

1. Classrooms were updated with technology during lower gym renovation.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP, D	Study course schedule in response to budget cuts				Ongoing	L Schutzler
IP, D	Plan courses at Marina Ed Center	1,2,3,5			Ongoing	L Schutzler
IP, D	Monitor state legislation as it applies to PE courses and in particular, concurrent enrollment, repeatability and life-long learning	1,2,3			Ongoing	L Schutzler
D	Complete planning for gym/pool renovation	1,2,7, VS			Complete	L Schutzler
IP, A	Pursue physical education general ed requirement	1			Ongoing	Mark Clements

### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

1. The department has not been asked to make further schedule reductions. Analysis of course offerings is continual.
2. Courses are being offered. Analysis will continue.
3. Courses have been revised to meet new regulations. Further study will be required during implementation.
4. Lower gym renovation is complete and pool plans are at DSA.
5. The college does not currently have a physical education course requirement for an MPC AA degree.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
NM	PE/PFit/Coach/Instructor position	1,2,3,6		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

1. Recent retirees in the Physical Education Division have not been replaced. Position requests have been submitted yearly.

## Physical Education – Adapted Physical Education

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Instructor budget	1,2	Y		Ongoing	M Clements	OG	\$5,000
NM	Budget for equipment replacement and maintenance	1,2	Y		Ongoing	M Clements	OG	\$5,000

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

1. Courses are full and there are no funds to pay an instructor for additional sections.
2. There are currently no funds for equipment replacement or maintenance.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	In-house staff development opportunities	1,3	Y		Ongoing	M Clements

### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

## Physical Education – Dance Program

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Return discretionary funds	1	Y		Ongoing	Walter White	OG	\$4400
NM	Replace sound equipment	1	Y		Ongoing	Walter White	OT	\$3000
NM	Additional Portable Barre	1	Y		Ongoing	Walter White	OT	\$ 350
NM	Install ice machine in DA Building	1				L Schutzler	OT	\$2000

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Analyze dance trends and community interest for appropriate new courses	1			Ongoing	Walter White
IP/D	Plan/adjust courses at Marina Ed Center	1,4			Ongoing	Walter White
D	Continue to study course scheduling in response to budget cuts	1			Ongoing	L Schutzler
D	Plan for course revisions in response to changes in regulations at the state level.	1				L Schutzler

### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

1. The Division is not planning to add courses at this time due to budget restrictions. The department continues to look at trends that will enhance the department by redistributing funds.
2. The Division is currently offering dance courses at the Marina Education Center. The department will continue to analyze the courses offered and the time schedule.
3. The Division is not currently reducing the department's schedule of classes.
4. Dance courses have been revised and submitted to CAC.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
D	Dance instructor (new position)	1	Y	
	Replacement of dance instructor	1	Y	

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

The department is no longer seeking a new instructor, but rather a replacement for Walter White who has recently submitted his retirement notice.



## Physical Education – Massage Therapy

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Discretionary budget to address needs of the program: linens, software, equipment	1, VS	Y		Ongoing	L Schutzler	OG	\$1,500
NM	Program coordination budget for duties performed outside of instruction	1, VS	Y		Ongoing	L Schutzler	OG	\$10,631

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

2. There are currently no funds budgeted for either item.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Communicate across campus to track student hours for certification	1,3	Y		Ongoing	Paul Tuff
IP	Respond to state mandates regarding CTE program	1	Y		Ongoing	L Schutzler/M Gilmartin

### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

6. State regulations regarding CTE programs are changing.

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

## Physical Education – Physical Fitness

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Increase discretionary funds for equipment, supplies, repair and maintenance of the fitness center	1,3,7 VS	Y		Ongoing	L Schutzler	OG	\$3000
NM	Replace equipment in fitness center	1,3,7 VS	Y		Ongoing	L Schutzler	OT	\$100,000

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP, D	Study the schedule of courses in response to budget cuts				Ongoing	L Schutzler
IP, D	Formulate a schedule for the Marina Education Center	1,2,5			Ongoing	L Schutzler
IP	Continue to study best options for fitness center instruction	1,3	Y		Ongoing	L Schutzler
A	Pursue PE class requirement for MPC General Ed	1			Ongoing	M Clements

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

1. The department is not currently reducing its schedule; however, the department will continue analyzing the courses offered.
2. The department is currently offering courses in Marina and will continue to analyze course offerings.
3. The department continues to make changes in this area.
4. The college does not currently require a physical education course for graduation.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
	PE/PFIT/Coach instructor position	1,2,3	Y	

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

1. The college has not replaced recent physical education division retirees. New positions have been requested through college process but have not been a priority.

## Physical Sciences Division Office

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG	Amount
		Goals	PRSL	Regs				
NM	Restore Physical Science Division Office Instructional Program Materials budget to 2002-2003 level of \$8,152. *As a start, reinstate the 15% cut from two years ago.	X	X		As soon as fiscally possible	Division Office Manager	OG	\$3,222  *\$870
NM	Reinstate and increase Physical Science Division Office Repair budget to allow us to repair equipment whenever possible, instead of replacing it. *As a start, reinstate the original \$1,525 which was cut during the 2003 budget crisis.	X	X		As soon as fiscally possible	Division Office Manager	OG	\$3,000  *\$1,525
<i>(Tech Refresh items)</i>	Provide updated computer equipment to faculty, staff, and students. Many of the computers in the Physical Science Division are far beyond retirement age, worn out, and don't meet minimum specifications for the campus network.	X	X		Hopefully soon	Sciences Laboratory Managers and Tech Refresh Committee	OG	
IP	Obtain 15 replacement computers for faculty and staff through campus cascade program. Seven of these are extremely high priority and eight are not far behind.	X	X		2013	Sciences Laboratory Managers and Tech Refresh Committee	OT	\$0 Cascade
NM	Purchase 10 replacement lab instrument notebook computers to be used by students in the Earth Sciences, Physics, and Astronomy labs. These will replace some of our older machines.	X	X		2013	Sciences Laboratory Managers and Tech Refresh Committee	OT	\$10,000
NM	Purchase new versions of software (Maple, MathCad, etc.) compatible with new operating system.	X	X		2013	Sciences Laboratory Manager Sciences	OG	\$12,000

						Laboratory Manager		
NM	Establish budget and purchase one Nextel cell phone and yearly plan for the Physical Science Technician in order to contact them as they perform their job, which requires working on multiple projects at several locations throughout multiple buildings. Tech will be working in many different buildings on campus.	X	X		2013-2014	Sciences Laboratory Manager	OT/OG	\$400
IP, hopefully	Conserve precious District funds, support student learning and success, and improve faculty/staff health and well-being by installing individually-controlled thermostats in Physical Science classrooms and labs (controlled from within the PS Bldg) and fixing the HVAC system in order to control the noise and air flow and provide adequate heat when it is needed and conserve energy when it is not.	X	X		2013	Bond	OT invest OG savings	Overall Savings
IP, hopefully	Promote good health of faculty and staff by providing clean, palatable drinking water in the Divisional Center. Purchase and install a reverse-osmosis water purification system.	X	X		2013	Bond	OT	\$Minimal Bond
IP	Provide updated, adequate classrooms, labs, lecture space, equipment and furniture, with access to appropriate technology for all Physical Science classes. Complete current Physical Science Building projects successfully.	X	X		2013	Bond	OT	Bond
IP	Replace exterior doors outside of the Physical Science Division Office in order to secure building properly and to avoid injury and possible lawsuit.	X	X		2013	Bond	OT	Bond
IP	Provide instructors with a suitable work area for producing and compiling classroom	X	X		2013	Bond	OT	Bond

	documents. Purchase a work table with riser and sorting rack for the Divisional Center. Install computer work stations and storage.							
IP	Purchase a new conference table and chairs for the Divisional Center to provide proper ergonomics, increase productivity, and give the room a professional appearance.	X	X		2013	Bond	OT	Bond
IP	Continue to improve network coverage and input (Wi-Fi) in Physical Science Building.	X	X		2013	Bond	OT	Bond
IP, hopefully	Improve safety and access for pedestrians and authorized individuals who park in J Lot. Install highly-visible <i>Loading Zone</i> sign in the loading zone.	X	X		2013	Bond	OT	\$Minimal Bond

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

This is not an addition, but it needs to be stated here and remedied soon. In 2003 we were asked to decrease our discretionary budgets Division-wide by a certain percent, due to a budget crisis. In order to assist in attaining that goal, the Division Office relinquished its entire Student Help budget, Travel budget, and Repair budget. It also gave up 29% of its Instructional Program Materials budget. None of these budgets have been reinstated or restored to original amounts. Two years ago we were asked to give up an additional 15% of our discretionary budgets. The only one we have left is Instructional Program Materials, and we agreed to temporarily reduce it by another 15%. This brings the total budget to approximately 60% of its 2002-2003 level, which is extremely inadequate for our needs, especially considering that all of the costs for these materials have increased substantially over the last eight years. We are going to run out of Instructional Program Materials funds.

**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Continue to plan, pack, and prepare for our highly-anticipated return to the remodeled Physical Science Building this summer and then accomplish the relocation successfully.	X	X		2013	All
IP	Monitor the plans and progress of the Math and Science Building projects to ensure all instructional needs are met.	X	X		2013	All

IP	Continue to improve cleanliness inside of the Physical Science Building, and outside, particularly at the west entrance and vending machine area.	X	X		Ongoing	Division Office Manager
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**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
A	Sciences Laboratory Manager	X	X	
A	Temporary Assistant or extra hours for Sciences Laboratory Managers to help with packing and unpacking and the setting-up of laboratories and equipment.	X	X	
IP/NM	The Physical Science Building, the surrounding grounds, and in fact the entire campus would benefit from the hiring of an additional custodian and grounds crew member. Moving into a freshly remodeled building should hopefully remedy some of the issues we have had with the cleanliness of the building.	X	X	

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

The person currently in this full-time 12-month Sciences Laboratory Manager position is retiring before the end of this fiscal year, quite possibly as soon as the end of April, 2013. This position needs to be filled as quickly as possible. The replacement person in this position will be integral in packing and preparing for our move into the remodeled Physical Science Building this summer, and then unpacking and setting-up science laboratories, stockrooms, prep areas, equipment and technology. This will include equipment presently in use, stored equipment and new equipment, and new furniture and fixtures. Testing, trouble-shooting, and fine-tuning will be necessary and time-consuming. All areas will need to be fully-operational, accessible, and most importantly, safe, within a very short period of time.

The temporary assistant will team with our Sciences Laboratory Managers in order to get the tasks listed above successfully completed in a safe and timely manner. (Bond)

## Physical Sciences – Astronomy & Physics

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Restore Astronomy Field Trip Budget	✓	✓		ASAP	HB, TM	OG	\$3,000
NM	Permanent Off-Campus Dark-Sky Observing Site	✓	✓		In perpetuity	HB, TM	OT/OG	??????
NM	Begin to offer Physics 3B and 3C each semester	✓	✓		3B Spr 2014, 3C Fall 2014	HB, LW	OG	??????

#### **Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

A vital part of our astronomy program is our off-campus observing field trips. The light pollution on this campus is terrible, and as a result we can view only the brightest objects – like the nearby planets and Moon. Also, the frequent incidence of fog makes things even worse. To allow out students to directly observe and study a galaxy, we need to go to a place where the sky is dark and there is a good chance of a clear night. We used to be able to do this, using our field trip budget, but now for several semesters that budget has been reduced to ZERO. It needs to be restored.

Even with the restoration of our field trip budget, the logistics of running off-campus field trips are horrendous. Typically, for each night all the telescopes and other equipment must be securely boxed, loaded into a van, unloaded and set up, then be re-boxed, reloaded, driven back to campus, and finally be unloaded and then stored. Since we must run at least three sessions to accommodate the large enrollment in the class, this burden must be repeated three times in a single week, as a result of which our staff is frazzled.

For this reason, we have been requesting for over 30 years that the college find a remote dark-sky site with electricity, toilets, a clear sky view and secure storage to eliminate this enormous waste of effort.

The MPC Foundation might be an ideal way to approach this need.

The enrollments in our engineering physics classes have increased steadily. At the present time, PHYS 3A is offered both fall and spring, but PHYS 3B is offered only in the fall and PHYS 3C only in the spring. The class limit for the LAB in these courses is 24. Last fall we let 35 students into 3B and this spring we let 32 students into 3C. These severely overcrowded lab sections result in very poor learning and make it almost impossible to serve each student adequately.

We propose to begin, starting next spring, to offer 3B and 3C EVERY semester. Even if no additional students take these courses we would then have 16 – 18 students per lab section, which is ideal. We have reason to believe that by offering these courses every semester we might pick up ADDITIONAL students. Since quite a few current students get “turned-off” by not being able to continue into 3B (for example) right after 3A. It needs to be noted that our ability to do this is contingent on getting a replacement for David Michael’s position, as requested below.



**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

We need the new items for improving our physics labs in mechanics, heat and electricity. For example, when we do motion experiments, there are 4 air tracks for about 24 students in each lab. We like to have 8 air tracks for these labs. Many of the electricity and heat lab equipment are simply too old and they do not function very well, such as the DC power supply and many circuit components.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
NM	Restore full-time teaching position which was lost when David Michaels was laid off and refused to be re-instated when he found another job.	✓	✓	

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

We have had a teaching load for three full-time instructors in astronomy and physics for over 30 years. David Michaels was NOT laid off as a result of any program reduction procedure (which is the institutionally approved method) but as part of a plan to force the faculty to take a salary reduction. The intent was always to re-instate these positions once the faculty had accepted the salary reduction. Unfortunately for us, during the time between his being laid off and his invitation for re-instatement, he found another teaching job. We then thought replacing him would be a “gimme”, but instead we were told that we had to apply all over again for his position. As a result we had to (1) reduce the extent of our offerings, just at a time when we were hoping to expand our program, and (2) staff our extremely important Physics 2A/2B course by means of adjunct and overloads, with less than successful consequences for our students. We want to re-emphasize that we are NOT asking for a NEW position, merely a restoration of a position which was abolished via procedures which are totally contrary to our established shared governance model.

## Physical Sciences – Chemistry Department

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Increase supply budget to cover 3-5% annual increases from vendors and to make up for the 15% reduction in the both the 2011-12 and 2012-13 budgets	X			ASAP	Christine Wood	OG	TBD
NM	Create an ongoing budget for our Chemical Hygiene Officer to attend trainings to receive updated information regarding laboratory safety practices and regulations	X		X	ASAP	Christine Wood	OG	\$1500
NM	Establish a STEM or MESA program to provide tutoring and other forms of support to students taking courses in science, technology, engineering, and math. This would require a dedicated space and a director to promote and manage the program.	X	X		ASAP	Various members of the Division	OG	TBD
A	Create a budget for the replacement (as needed) of laptops used in labs	X			2014-15	All members of the department	OG	TBD
A	Create a chemical hygiene budget for annual fume hood inspections, updating spill kits and first aid kits, and providing supplies to meet changing regulations (e.g. new labels to meet new OSHA regs)	X		X	ASAP	Christine Wood	OG	TBD
IP	Update our basic laboratory equipment (hot plates, vortex mixers, etc.)	X			In progress with renovation	Christine Wood	OT	TBD

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

A set of functioning laptop computers to share among our three lab classrooms is a critical component of our program, especially since we lost the computer center in our building due to a higher need for offices and lecture space. We will not currently have the funds in our supply

budget to replace or repair our laptops as they age.

We also don't have enough funds in our supply budget for our campus chemical hygiene needs, such as fume hood inspections and safety equipment updates. These needs must be met to comply with federal, state, and local regulations. Since these needs are shared by both Life Sciences and our Physical Sciences Division, it would be helpful to have a budget that will not draw from a single department to provide for shared campus supplies and inspections.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Continue to offer our full range of ACCESS-funded chemistry tutors to provide assistance for all courses designed for biology, chemistry and engineering majors	X			Ongoing	All members of the department
IP	Promote underrepresented students to transfer and to graduate from a CSU/UC with a degree in the sciences	X	X		Ongoing	All members of the department
IP	Continue our ongoing discussions within our department, within our division, within the sciences, and with sister campuses regarding basic skills, curriculum and assessment	X	X		Ongoing	All members of the department

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

N/A

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
NM	Replace one full-time chemistry instructor by the 2014-15 school year (due to retirement)	X		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

N/A

## Physical Sciences – Earth Sciences

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
IP	Maintain the Earth Sciences field trip budget so that we can transport students into the field to observe, describe, and interpret features in the natural environment.		You Betchya!		Ongoing	Hochstaedter	O(M)G	Depends what happens with the MPC budget
IP	Continue to obtain appropriate equipment and instructional supplies to institutionalize the permanent teaching of Geology +/- Oceanography in Marina.		Of Course!		Ongoing	Hochstaedter	O(M)G	A few hundred
IP	Obtain instructional supplies for the drifter program, while simultaneously investigating ways to make the drifters more environmentally friendly.		Hell Yeah!		Ongoing	Hochstaedter	O(M)G	Not yet determined. This is probably a foundation project.
IP	New computers. This is not needed this year, but the Earth Sciences Department anticipates this need in the future.		Absofrigginlutely!		Ongoing	Hochstaedter	O(M)G	Not yet determined.

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

There are no additions or deletions

**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	PRSL	Regs		
IP	Continue improving the use of Google Earth and Gigapans in the Earth Science curriculum. The next best thing to bringing students into the field, and the best way to support the Earth Science field program is bringing the Earth to the classroom via Google Earth. This effort is now well established in in the Earth Sciences and will continue.		Yes!		Ongoing	Mostly Hochstaedter
IP	Continue to place more overt emphasis on the scientific method in Oceanography and Geology labs. Turrini-Smith has done a great job of this in some of her geology labs, and we plan to use these as an example.		Yes!		Ongoing	Mostly Hochstaedter

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

There are no additions or deletions

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
	None			

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Physical Sciences – Mathematics

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	A prime concern of the Mathematics Department is that we still face a serious lack of facilities for our program. Despite the additional space recently acquired in the renovated Business building, we still only have 6 designated math classrooms when we need at least 7 classrooms. We still lack space for a testing center, and storage space for instructional equipment. We are already feeling the disadvantages of having our faculty offices split between two buildings. The current configuration does not allow for any expansion of our program.	X	X			Math Department Chair	OG	Unknown
NM	13 new computers for faculty offices capable of running the software used in math instruction including the specialized software used for on-line courses. Equip one MATH classroom with student computers for computer-based instruction.	X	X		Unknow n	Math Department Chair	OT	\$1,200 each
A	The 3 new classrooms in the Business building and the 3 new classrooms in the newly remodeled Physical Sciences building are equipped with white boards. Compared to the costs of chalk, we need an increase in our supply budget to cover the significant increase in costs for markers, cleaning supplies, and erasers.	X	X		Immedia te	Math Department Chair	OG	Ask Linda
NM	Reassigned time or equivalent compensation for the MATH Chair	X	X		Unknow n	Negotiated Item	OG	6 TLU/year
NM	Equip one MATH classroom with student computers for computer-based instruction.	X	X		Unknow n	Math Department Chair	OT	\$60,000

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

Three items that were on the 2011-2012 Annual Update/Action Plan are no longer here because they were completed (or duplicated) and we found a non-monetary solution to the item added last year.

**Reported as C on the 2011-2012 Annual Update/Action Plan:**

- Convert all MATH Classrooms to SMART classrooms with appropriate technology and with high quality blackboards.
- A private office (occupied by a single instructor) for every full-time instructor; office space for part-time instructors
- Adequate MATH facilities: We need to monitor the plans and progress of the remodeling project to insure all instructional needs are met. (This is duplicated under “Non Budget-Dependent Items.”)

**Reported as A on the 2011-2012 Annual Update/Action Plan:**

- Software for On Line Homework Assignments  
(Many publishers have the option of on-line homework assignments. If a publisher does not have that capability, there is a good chance that WebAssign—a company independent of publishers—has the online homework assignments. All are free to the college. The access cost is either bundled with the text or can be purchased online.)

**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Work with administration to allow regular use of annualized agreements for scheduling adjunct faculty.	X	X		Ongoing	Math Department Chair
IP	Develop and implement a course to meet the new MATH 263 requirement for the AA degree.	X	X		Unknown	Math Department Chair
IP	Develop and implement MATH 12	X	X		Unknown	Math Department Chair
C	Expedite the move into temporary quarters for the 2012-13 academic year.	X	X		Ongoing	Math Department
IP	Continue to refine the design and monitor the construction of our remodeled facilities.	X	X		Ongoing	Math Department
A	Expedite the move back into remodeled facilities.	X	X		Summer 2013	Math Department

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

The addition is the logical step after the remodeling is completed. It is going to take a lot of effort to get organized and set-up for the fall semester of 2013.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
A	Hire one more replacement position. In the past year, three math faculty have retired, but only two have been replaced. This brings us down to a historic low of nine full-time math instructors, which is not sufficient to meet the needs of our department or our students.			
NM	Hire two net-new full time math instructors to maintain and enhance our current program. Currently the number of classes we need to serve the needs of the community substantially exceeds our supply of qualified instructors. We are forced to cancel classes, as well as turn away students from most classes still being offered because these classes are completely full with not a single seat left. The current economic downturn has only made things worse. In addition, future growth trends, including growth at the Ed Center in Marina and the expansion of on-line offerings, will only make an already bad situation worse.	X	X	
NM	Hire a director for the Mesa Program	X	X	

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

The need to replace retiring Faculty is urgently needed. Our program reflections have continuously requested two new faculty; replacement of retiring faculty will merely bring us up to a barely adequate level of program coverage.

Our department's requests for two net-new teaching positions are well-documented. In addition to these two positions, we are requesting a Mesa Program Director necessary to institute a Mesa Program which will address the discrepancy in success rates by ethnicity.



## Physical Sciences – Math Learning Center

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
NM	Establish supply budget for MLC/Software maintenance.	x	x		ASAP	MLC Coordinator	OG	\$1250 per year
NM	Increase Student Help budget	X	X		ASAP	MLC Coordinator	OG	Up to \$7000 per year increase

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

No new additions. If (when?) MPC switches from Timekeeper software to Santa Rosa software for tracking lab usage, the supply/software budget request will decrease.

The MLC still needs additional student help funding.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP (on hold)	Develop and implement workshops. Development is not budget dependent, but implementing the workshops will only be possible with additional staff.	x	x		Fall 2013 – Spring 2014	MLC Coordinator and staff
IP (on hold)	Develop new curriculum for credit-based classes in the MLC. Also cannot be achieved without additional staff. May also require additional space.	x	x		Fall 2013 – Spring 2014	MLC Coordinator and staff

#### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

Both of these items are “In Progress – On Hold” because the MLC currently does not have a full time faculty Coordinator. Assuming the position is filled for the upcoming academic year and staffing levels are adequate, progress may be made within the next couple of years.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
A	Hire an instructional specialist for summer session	X	x	
NM	Hire a second part-time instructional specialist (18 hour per week position)	X	x	
C	Hire an instructional specialist dedicated to working with Basic Skills students	X	X	

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

The MLC is open during summer 16 hours per week for 7 weeks. Currently the only available staffing is one instructor and volunteer student tutors. Allowing one of our instructional specialists to work the summer session would greatly improve access to tutoring for our students.

## Social Sciences Division Office

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
IP	Redo 2 Smart Classrooms that are quickly breaking down (SS 101 and 102).	X	X		Soon, please	Tom Logan	OT	???
IP	Replace the tablet chairs in SS101, 102, 104, 201, and 202 with tables.	X	X		Soon, please	Tom Logan	OT	???
IP	Repaint the SS building to get rid of the most awful ugly color				When funding is available	?	OT	???

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

Our Division building is the only one that did not receive a real remodel as part of the Bond issue. The wiring our Smart classrooms is gerrymandered and totally insufficient. Tom Logan is forced to use a portable TV in SS102 as the DVD and VHS player usually do not work. We need to be able to continue to give our students the same quality of classroom experience that they receive elsewhere. In addition, Sharon Colton told me that the wiring in our Smart classrooms is a fire hazard. The tables are necessary for active learning strategies, as well as for students in wheel chairs and overweight students.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		

#### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

Course outlines need to be updated for C-ID transferability.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
IP	Woman's Studies full time Instructor	X	X	
IP	Hire Tom Logan's replacement (History Instructor)	X	X	
IP	Hire second Psychology Instructor	X	X	

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

We have been approached by the Baskin Foundation who is willing to fund a full time Woman's Studies Instructor for one or two years. Psychology is the largest FTES producer in the Social Sciences Division and traditionally has had a second full time Instructor.

## Social Sciences – Administration of Justice

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
IP	Hire a full-time faculty instructor to guide this important department.	X	X		Spring, 2013	Tom Logan	OT	95,000

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

Administration of Justice is a CTE department and needs a full-time faculty member to guide this certificated program. It would facilitate Program Review to have a Full-time faculty member in this Department and in this field.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
C	Move ADMJ to the Social Sciences Division	X			completed	Tom Logan
C	Establish an ADMJ Advisory Community Committee	X	X		completed	Tom Logan

#### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

## Social Sciences – Anthropology

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
IP	Update and acquire laboratory materials (bones, artifacts, data analysis equipment, etc.) for purposes of supporting student-learning outcomes in the department's core courses.	X	X		Ongoing	Elias Kary	OG	12, 000
IP	Continue to hire Adjuncts to teach Anthropology courses that are needed to make the program viable.	X	X		Ongoing	Elias Kary	OG	c. 10,000
A	Create a dedicated space for an anthropology museum environment.	X	X		One Time	Elias Kary	OT	c. 20,000

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

The Anthropology Program could benefit from expanding the type of programming that is possible with a large collection of manipulatives. Perhaps expanding the artifact collections and dedicating a space as a museum/exhibit environment can do this. This commitment could be linked to program SLO's or a course in museum studies.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
A	Offer a course in primate behavioral ecology	X			2014	Elias Kary
A	Offer a course in language and culture	X			2014	Elias Kary
A	Assess a demand for a course in visual anthropology and museum studies	X			2013	Elias Kary

#### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

Multi-media projects can be presented as part of an in-class assignment using common methodology in visual anthropology. A curriculum can be developed around a video library and a course in visual anthropology. This will compliment many of the regional four-year programs in anthropology.

The Anthropology Program could benefit from expanding the type of programming that is possible with a large collection of manipulatives. Perhaps expanding the artifact collections and dedicating a space as a museum/exhibit environment can do this. This commitment could be linked to program SLO's or a course in museum studies.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
A	Laboratory Technician	X		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

The department is need of a part-time laboratory technician. The role served by such an individual will be to support student projects, maintain the laboratory, and handle the laboratory materials on a reference (check-out) basis. This will surely complement our ability to serve a higher number of students.

## Social Sciences – Early Childhood Education

### Budget-Dependent Items

Status (C,IP,D, A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
C/D	1. Replace printers in CDC to one printer	CTEA Core Indicator 2, 3,5- Tech. Prep., 4-employment, 5A & B special populations— technical preparation in all core indicators are not meeting state and this will help us to recruit, maintain and increase completion, transfer and employment  College Strategic Initiative for CTE is supported by this need.			Mary Johnson	OT	300.00	C/D
A	2. Lab specialist 1—2 @ 18 hours per week 4 days per week (one in a.m. and one in p.m.) each who are qualified on California Department of Ed. Early Childhood Permit as an Assistant Teacher level— to support lab students in our CDC lab.		ECED 52 SLO's this supports 1, 2, 3, & 4	X This supports our ability to maintain Title 5 requirements while lab mentor teachers work with students as needed – otherwise	Mary Johnson	OG	16,712.64 plus benefits	Do Not know cost of lab techs



				we would be out of ratio per Title 5 early childhood program regs.				
A	3. Purchase of 2-3 laptops in order to meet needs of our grant obligations for online forms that students in our ECED courses must complete and also to increase access to technology in ECED classes since many of the industry pieces we are training on are on-line and this will allow for group and active learning activities with students having access to the tools on-line I groups. Reality we need 5-6 laptops but will start with 2-3.	CTEA Core Indicator 2, 3,5-_Tech. Prep., 4-employment,5A & B special populations— technical preparation in all core indicators are not meeting state and this will help us to recruit, maintain and increase completion, transfer and employment  College Strategic Initiative for CTE is supported by this need.	ECED 1:SLO 1-6; ECED 2:SLO 3; ECED 51:SLO 3 & 5; ECED 55:SLO 1, 2, 6; ECED 56:SLO 1, 2, 4; ECED 61:SLO 2, 3, 5; ECED 52:SLO 2 & 3		Mary Johnson	OT	850.00 ea for a total of 2,550.00	A
A	4.Purchase of Apple TV for CDC classroom to support assessment project with county and CHDV 2 and CHDV 52 students	CTEA Core Indicator 2, 3,5-_Tech. Prep., 4-employment,5A & B special populations— technical preparation in all core indicators are not meeting state and this will help us to	ECED 1:SLO 1-6; ECED 2:SLO 3; ECED 51:SLO 3 & 5;		Mary Johnson	OT	150.00	A

		<p>recruit, maintain and increase completion, transfer and employment</p> <p>College Strategic Initiative for CTE is supported by this need.</p>	<p>ECED 55:SLO 1, 2, 6; ECED 56:SLO 1, 2, 4; ECED 61:SLO 2, 3, 5; ECED 52:SLO 2 &amp; 3</p>						
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**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

1. Purchased one wireless printer in CDC. This has allowed students in practicum and in ECED 2 to print items needed for trainings on tools they are learning in these courses.
- 2.. Due to the restructuring in our CDC lab and the ECED 52 course being 5 credits and increasing lab hours to 96 per semester there is a need for lab techs in our CDC lab to support students in their asynchronous lab schedule while in the classroom. There is a lack of communication, support for our students and time for the CDC preschool teacher/mentors to meet and talk with students due to the cut in hours and restructuring and this has created a hole and need for students to be successful in our lab setting. It is similar to the lab techs that are in other programs of study to support students during their lab hours. This is a crucial need to ensure successful completion for practicum students to meet industry standards and support student completion. This is tied to our ability to stay within the Title 5 child care program guidelines that we must follow for state funding of our CDC and our ability to meet student teachers' needs while in lab.
3. Need to update our technology access for students due to new requirements from our CDTC large program grant from state. They now have online forms only for things students must complete and it is key we have laptops in CDC for student use to complete. Also, will support our industry technology teaching needs to train our ECED students on technology and use of industry based online documents, licensing rules, code of ethics, CDE permit matrix, etc. In order to incorporate hands on group project with technology need laptops available for use during ECED classes in CDC 201.
4. Need to purchase an Apple TV in order to now train our students in ECED 2 and ECED 52 on the state assessment tool we are using ipads for. We have 2 ipads but will be requesting 4 more through CTEA to support this—was not funded last year by CTEA and so am concerned will not have the technology support to implement this technology training in our ECED program without this. With very

limited CTEA funds also need college support for this initiative that we are the model college in the county participating with our program. This fall I hope to integrate the ipad assessment training in ECED 2 and ECED 52 as well as in the introduction course ECED 51. Key is to have the Apple TV in order for interactive training between students and myself or other instructors in use of ipads. Learned this in the county training I participated in this spring.

**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	1.Orientation for counselors at MPC and local high schools	CTEA Core Indicator 1, 2, 3, 4,5A & B in all core indicators are not meeting state % and this will help us to recruit, maintain and increase completion, transfer and employment For all core indicators	IP	1.Orientation for counselors at MPC and local high schools  X: supports Student Success Initiative and completion rates	CTEA Core Indicator 1, 2, 3, 4,5A & B in all core indicators are not meeting state % and this will help us to recruit, maintain and increase completion, transfer and employment For all core indicators	IP
IP	2.Continue to refine student learning outcomes and align assessments		IP	X		IP
IP	3.Work with other departments throughout the college to use our child development center lab school		IP			IP
C/D	4.Complete revision of the Child Development Major, incorporating the Statewide 24 unit CORE and student learning outcomes and assessments		C/D	X SB 1440 and Student Success Initiative as well as CTEA completion rates percentage		C/D

C/D	5. Investigate applying for First 5 Monterey funding for a part-time dedicated academic counselor for Child Development and bilingual math tutors.		C			D
IP	6. Hold two orientations for future teachers for enhanced outreach before Spring semester	CTEA Core Indicator 1, 2, 3, 4,5A & B in all core indicators are not meeting state % and this will help us to recruit, maintain and increase completion, transfer and employment For all core indicators  State Student Success Task Force Initiative on retention	IP	X Student Success Initiative	CTEA Core Indicator 1, 2, 3, 4,5A & B in all core indicators are not meeting state % and this will help us to recruit, maintain and increase completion, transfer and employment For all core indicators  State Student Success Task Force Initiative on retention	IP
On hold	7. Investigate possibility of moving administration of the Child Development Center to the Child Development Department from Student Services			on hold	Mary Johnson	On hold
On hold	8. Work with ESL department to have an ESL class linked to one or more ECED classes			on-hold	Mary Johnson	On hold
IP	9. Work on getting ECED students assessed in English and Math in order to have hard data to work with ESL and Math departments.	CTEA Core Indicator 1, 2, 3, 4,5A & B in all core indicators are not meeting state % and this will help us to recruit,	X State Student Success Task Force Initiative	2013-2014	Mary Johnson and Amber Kerchner	IP

		maintain and increase completion, transfer and employment For all core indicators	on retention			
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**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

4. All Child Development courses were updated (one left and may be deleting this course—need further investigation for need and focus on course). Courses and department will be known as Early Childhood Education to align with AS-T. Will continue to update. In 2013-2014 will work on specialization course electives for our AS degree to increase elective options in AS to align with specializations required by the California Department of Education for Early Childhood permits. We have numerous students returning to complete the specializations and this also will allow students more choice in specializations when completing their AS degree. Hope to have this complete in 2013-2014 school year—to get through curriculum committee. May need to develop a couple new courses to round out the 6 credit (2 course) specializations to align with CDE guidelines on specializations for the Early Childhood Permit.
5. We have a dedicated full-time Child Development Counselor through our First 5 grant. This item can be deleted and will be revisited after grant is done after next school year 2013-2014.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Social Sciences – Economics

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
	None							

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Provide a constant review of economics material and its delivery in comparison to University of California and California State University standards in order to increase number of students who transfer successfully.	1			Ongoing	Albert
IP	Provide a consistent explanation to enrolled students that MPC Economics courses will prepare you well for a four year University in order to increase number of students who transfer successfully.	1 (op goal 3)			Ongoing	Albert
C	Continue to offer courses at the Education center in Marina in order to serve MPCs varied student population.	(op goal 2)	x			Albert
C	Provide adjunct faculty with increased recognition of their contribution to the program.					Albert
IP	Increased one-on-one counseling and outside the classroom instruction for students in order to increase the number of students who successfully complete courses.	1(op goal 3)			Ongoing	Albert
C	Redevelopment of course materials to include current crisis	1			Fall 2011	Albert
IP	Develop an hybrid Macroeconomics and Microeconomics course.	1 (op goal 1)	x		Fall2012	Albert

D	Develop a course designed to attract the wider community.				NA	Albert
C	Trial a course offered in a larger class size lecture format in order to give students a California State University experience to better prepare them to transfer and succeed at California State Universities.	1 (op goal 3)	x			Albert
IP	Integrate Economics courses into the MPC Business programs point of reference, in order to make economics courses applicable to specific student program completion pathways.	1	x		Fall2012	Albert
C	Develop an online micro and macroeconomics course in order to serve MPCs varied student population..	1(op goal 1)	x			Albert
D	Explore possibilities of a Mon, Wed, Fri course approach with Fridays being more tutor oriented.	1			Fall2011	Albert
C	Explore possibilities of a Mon 3 hour evening class in order to serve different aspects of MPCs population.	1 (op goal 3)	x		Fall 2011	
C	Update and or alter course outline to make acceptable for C-ID transferability – specifically the algebra II requirement in order to make economics courses easily transferable to Cal State Universities.	OP goal 3	x		Spring 2011	Albert

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):** No deletions or additions

#### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
IP	Adjunct	x		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

In order to give increased scope in economics teaching to achieve the SLOs as stated in the program reflection. We have found success in delivering economics across many different modalities, and believe increased pedagogical styles would help as well.

## Social Sciences – Education

### Budget-Dependent Items

Status (C,IP,D, A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
A	<p>3. Purchase of 2-3 laptops in order to meet needs of our grant obligations for online forms that students in our ECED courses must complete and also to increase access to technology in ECED classes since many of the industry pieces we are training on are on-line and this will allow for group and active learning activities with students having access to the tools on-line I groups. Reality we need 5-6 laptops but will start with 2-3.</p> <p>Same ones on ECED—just need one set—not two for each program.</p>				Mary Johnson	OT	850.00 ea for a total of 2,550.00	A
A	<p>4. Purchase of Apple TV for CDC classroom</p> <p>Same ones on ECED—just need one set—not two for each program.</p>				Mary Johnson	OT	150.00	A

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

3. Need to update our technology access for students due to new requirements from our CDTC large program grant from state. They now have online forms only for things students must complete and it is key we have laptops in CDC for student use to complete. Also, will support our industry technology teaching needs to train our EDUC students on technology and use of industry based online documents such as California department of ed. documents—K12 academic standards, etc.
4. Need to purchase an Apple TV in order to support our EDUC 1 students use of technology since the state of California requires technology outcomes for their K12 teacher training programs and this is an intro. course that goes to CSU's need to start now with introduction by using with students in classroom they will see how to use with K12 students later.



**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Hold two orientations for future teachers for enhanced outreach				Mary Johnson	IP
IP	Orientation for counselors at MPC and local high schools				Mary Johnson	IP
IP	Continue to refine student learning outcomes and align assessments				Mary Johnson	IP

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Social Sciences – Ethnic Studies

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
IP	Work with History department to reintroduce ETNC/HIST 40 (The African Experience) to the MPC campus after a 10+ year hiatus; and	X			Fall 2013	Tom Logan Kendra Cabrera	OG	1.5 FTE each assigned from HIST and ETNC
IP	Hire adjuncts to teach Ethnic Studies courses proposed to CAC in Fall 2012 to diversify Ethnic Studies program	X			Spring 2014	Kendra Cabrera	OG	\$5000
C	Offer additional ETNC 18 section as mandated by Academic Affairs due to student demand and enrollment	X			Fall 2013 Spring 2014 Summer 2014		OG	\$7500

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

Ethnic Studies courses offered at MPC are applicable for the A.A. /A.S. degree and/or are transferable for a B.A. /B.S. degree.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		

### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
A	Adjunct for new course ETNC 4 Mexican American Art in American Culture	X		
A	Adjunct for new course ETNC 6 Culture in American Film	X		
A	Adjunct for new course ETNC/SOC 22 Asian Americans and Pacific Islanders in American Society	X		

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

Courses proposed to CAC in Fall 2012 to diversify Ethnic Studies program.

## Social Sciences – Gentrain/World Civilizations

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
IP	Develop Continuing Education Courses in World Train and America Train	Academic Affairs 12-13 Component Goal 6.0, In collaboration with faculty, the community, and other constituents, continue the development and expansion of a continuing education program. And <i>Institutional Goal 1 - Promote academic excellence and student success.</i>		X	Develop and offer 2 in fall 2012; 4 in spring 2013.	Gentrain Director	OG	0.00
C: Combined Credit enrollment has exceeded 25 students per unit.	Recruit more Credit, Transfer students to Gentrain/World Civilizations courses. Develop a recruiting strategy.	Academic Affairs Component Goal 1:  1.0 Working in collaboration with Division Chairs and program faculty and staff, implement strategies in alignment with the Educational Master Plan to maintain the integrity of the college's instructional program within the constraints of the current extraordinary fiscal limitations.		X—focus on Transfer students.	Increase average enrollment /unit section from 15 to 25 by fall 2012.	Gentrain Director	OG	0.00
A	Update Technology/Media in	Goal 1: It is difficult to promote			Fall 2013	Steve Ma	OT	\$5,000

	LF 103: Sound system is inconsistent—sometimes too loud and sometimes too weak. Computer needs upgrading.	academic excellence when sound and technology and lighting are unreliable. Goal 4: Promote instructional technology			or spring 2014?			
A	Mentoring Program	Integrate Older Adult lifelong learners and transfer students and leverage talents of Lifelong Learners to help Transfer students achieve better success in course and at MPC more broadly.		X—promote student success and course completion	Develop plan in spring 2013. Implement plan in Fall 2013.	Gentrain Director in consultation with Gentrain Society Board	OG	0.00
A	MPC Certificate Program for World Civilization	Give students an incentive to take more Gentrain and reward those who do. This is consistent with state mandate to promote certificate and degree completion.		X—responds to state emphasis on degree and certificate completion	Develop plan in summer 2013 Propose Program Certificate in fall 2013	Gentrain Director	OT	0.00

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

**Non Budget-Dependent Items**

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Social Sciences – Geography

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
IP	Hire a full-time faculty instructor to guide this important department.	X	X		ongoing	Tom Logan	OG	95,504

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

We have too long allowed this important discipline to be led by adjuncts, or not led at all. Students going on to four-year colleges are negatively impacted by the lack of a full complement of course in geography.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Continue to offer a variety of classes in GEOG. Therefore, we will offer GEOG 5 for the first time in many years.	X	X		Fall 2014	Tom Logan

#### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

## Social Sciences – History

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
A	Hire Tom Logan’s History Replacement when he retires	X	X		Fall 2014	Mullins		97,000
IP	Continue to hire adjuncts to teach history courses that are needed to make the History program viable.	X	X		OG	Logan/Mullins	OG	c. \$15,000

### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

The History Department in Spring of 2012 offered 19 courses, taught 663 students, and generated 68.38 FTES. These numbers are very robust and will be hurt with only one full-time faculty member if Logan is not replaced.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
C	Develop major in HIST to articulate with transfer institutions & SB 1440	X	X		done	Logan/Mullins
C	Schedule additional courses at Marina: MPC Education Center.	X	X		OG	Logan/Mullins
IP	Develop new courses in the HIST Dept to reflect changing student body and times	X	X		OG	Mullins
IP	Develop revised curriculum for History 7 and 4 to teach online and face to face in Spring 2013	X	X		done	Elizabeth Mullins, Dan Kotin
IP	Incorporate service-learning options for students in History 12 by working with Cooperative Education	X			OG	Elizabeth Mullins

### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):



**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Social Sciences – Political Science

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
A	Purchase bookshelves, secure horizontal files and several small tables to create a clean and functional social sciences lab in SS103	X	X	X	2013-2014	Committee established by division	OT	\$750
A	Purchase NES data set for PS 7	X	X	X	Fall 2013	Lauren	OT	\$500

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

SB 1440 requires a methods class for nearly all social science programs.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
C	Forster student interest in Young Rep, Dem and Greens in time for 2014 elections	X			2013-2014	Lauren
A	Host majors meeting each semester	X	X		2013-2014	Lauren

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

Encourage community involvement per the MPC and Political Science Mission statements

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs
C	Secure adequate adjunct faculty as required.	X		X

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Social Sciences – Psychology Department

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
A	Hire 2nd full-time faculty instructor	X	X		Fall 2014	Simpson	OT	95,000
IP	Hire adjuncts to maintain program viability	X	X		OG	Simpson	OG	15,000

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

The Psychology Department continues to generate the highest FTES in the Social Sciences Division. One full-time faculty instructor (Department Chair) has been recently hired to replace 2 recently retired full-time faculty members in psychology. An additional full-time faculty instructor is needed to maintain the long-term viability and growth of this important department.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
C	Develop major in psychology to articulate with transfer institutions and SB 1440	X	X		Completed	Simpson
C/IP	Schedule additional courses at Marina: MPC education center	X	X		OG	Simpson
C/IP	Develop new courses to reflect changes in the field and needs of the students	X	X		OG	Simpson
C/IP	Develop and schedule additional online courses to meet the changing needs of students	X	X		OG	Simpson

#### Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

## Social Sciences – Sociology

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
C	Hire new Department Chair to Replace Dennis Johnson.	X	X	X	Spring 2012 for Fall 2012	Tom Logan	OG	95,504
IP	Creation of new courses and program, AA for Transfer.	X	X	X SB1440	Ongoing, Fall 2013, Spring 2014	Anthony Villarreal	OG	TBD
IP	Creation of Social Science Research Laboratory, and implementation of student research and service learning component.	X	X	X	Ongoing, Fall 2013, Spring 2014	Anthony Villarreal	OG	TBD
IP	Hire adjunct instructors	X	X	X SB1440	Spring 2013 for Fall 2013	Anthony Villarreal	OT	15,000

#### Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):

SB 1440 compliance necessitates offering new courses, and at least one new adjunct instructor is needed to teach several sections, allowing department chair and/or current adjunct to pilot new courses.

Administrative mandate to meet UC and CSU lower division requirements.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		
IP	Implementation of student research and service learning component, now that our division has secured equipment for mobile research lab.	X	X	X	Spring/Summer 2013, ongoing Fall 2013 pilot research methods course	Anthony Villarreal
IP	Schedule additional courses at Marina: MPC Education Center	X	X	X	OG	Anthony Villarreal
IP	Develop a new SOCI Research Methods course to satisfy lower Division requirement in SOCI, PSYC, and other SS Majors	X	X	X	2013	Anthony Villarreal

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

Administrative mandate to meet UC and CSU lower division requirements.

**Faculty and Staff Positions**

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

## Social Sciences – Women’s Studies

### Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports (Check all that apply)			Timeline	Person(s) Assigned	OT or OG?	Amount
		Goals	PRSL	Regs				
IP	Hire full time Instructor/Department Head	X	X		2014	Tom Logan	OT	95,000

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**

This is an important program that cross lists with several other Departments, has a robust FTES, and needs direction.

### Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports (check all that apply)			Timeline	Person(s) Assigned
		Goals	IPRSL	Regs		

**Rationale for Additions or Deletions (refer to your Instructor Reflections and/or Program Reflections forms as appropriate):**

### Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports (check all that apply)		
		Goals	PRSL	Regs

**Rationale for Additions or Deletions (refer to your Program Reflections forms as appropriate):**