Business & Technology – Division Office

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
C	1 office Computer to replace 5+ year old PC-Division Office Manager	1		Spring 2011	Leandro Castillo	$1,000
C	1 computer for adjunct station	1		Fall 2010	Leandro Castillo	$904
D	HP Cartridges	1		Fall 2010	Leandro Castillo	$900
NM	Increase Student Help to cover the office manager	1		Fall 2010	Leandro Castillo	$1,000
NM	Scantron Machine upgrade	1		Fall 2010	Leandro Castillo	$795

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

This item was deleted based on the acquisition of the new Cannon All-in-One machine, the new campus standard.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
N/A					

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

N/A

Faculty and Staff Positions

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

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

N/A

Business & Technology – Business Department

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
IP	Implement a Bookkeeping Mastery course sequence			End of Spring	Jon M.	0
D/IP, system developed & implemented & ready for next candidate	Ongoing training, course development, and support for building online instruction targeted toward adjunct faculty.			Ongoing implementation	Jon M./ J. Timm	$5,000
D	Professional development					$6,000
IP – ongoing	Develop a more consistent working relationship between MPC and CSUMB, small business development center and the Marina business incubator.			Ongoing	Jon M.	$500
D	Replace two 5-year old faculty computers			End of Spring		$2,000
NW	Cut windows into new BUSI faculty offices.					$8,000
IP	Begin information gathering for upcoming program review.			Program review begins next Fall	L. Castillo	0

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
Our program reflections focused on the narrow area of Financial Accounting project redevelopment, which did not involve the goals on our action plan.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		

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
NM	Hire a full-time business vocational/entrepreneurship instructor.	1,2,3,4,5,6	
NM	Hire a part-time position to develop and administer an internship program with local businesses.	1,2,3,4,5,6	

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
Our program reflections focused on the narrow area of Financial Accounting project redevelopment, which did not involve the goals on our action plan.

Business & Technology – BUSC Department

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
NM	QuickBooks Accounting Software upgrade	1		End of Spring	R. Smith	$3,000
NW	Teaching Substitutes: Provide coverage for staff during unplanned absences.	1		Ongoing implementation	E McKay	$2,000
NM	4312 Instructional supplies: Increase supply budget to accommodate needs for items such as: printer drum replacements, laser toners, B&W and color cartridges, CD-ROMs, and additional office supplies.	1			E. McKay	$2,000
NW,NM	Marketing budget set aside: Increase supply budget to accommodate needs for items such as: printer drum replacements, laser toners, B&W and color cartridges, CD-ROMs, and additional office supplies.	1		Ongoing	R. Smith	$5,000
A	Technology refreshment set-aside for replacement of lab computers (46 systems/4)	2		Ongoing	R. Smith	$14,000
A	Student-aide additional lab hours	1		Fall 2011	E. McKay	$1,600

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

Technology refreshment set-aside is funds allocated to replace lab computers on a rotating 4-year cycle. The lab currently has 46 systems, all over three years old. IT and Technology Committee recommends replacement on a 3-4 year cycle, but recent budget constraints require longer cycle. Allocations are necessary to anticipate replacement in near future.

Additional Student-aide hours are requested to partially replace staff shortage exacerbated by loss of Instructional Aide.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
IP	Support BUSC operations in Marina Education Center.	4		Ongoing	E. McKay

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):

Business & Technology – CSIS Department

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
A	Implement the security component to the CSIS program. Purchase of maintenance contract for next year for routers & Switches			Next year	DJ Singh	$12,000
IP	Fuser, carbon Cartridges, and printer supplies			Ongoing	R Smith JC Prado	$ 2,000
IP	Software updates & new software			On going	R Smith	$ 3,000
IP	Purchase of Hardware for class CSIS 75			On going	JC Prado	$ 800
A	Upgrade of 1 Faculty computer			Summer	Steve Bruemmer JC Prado	$ 5,000
A	Noise reduction in Lab (1 time)					$ 3,000
A	Computers lab replacement (25% for 4 year cycle)				JC Prado	$15,400

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

The purchase of the new Cisco routers requires the choice of a warranty in a yearly basis
Or if we need to repair them without the warranty, a sum of money able to cover all expenses

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Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
A	Implement the security components to the CSIS program			End of year	DJ Singh
C	Networking CISCO program				DJ Singh
IP	Change for CSIS 10A, B, and C to the Programming language JAVA			On going	T Rebold
IP	Upgrade CSIS 75 for the A+ Certification Window7 upgrade			On going	JC Prado
IP	Review of the curriculum - courses & programs			On going	JC Prado T Rebold DJ Singh R Smith

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

Based on the CSIS committee, there is a need to add a Security component to the Networking program

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
A	Hire a full-time faculty for the networking/security Program & languages	1 2 3 4 5 6	

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

Creative Arts – Art Department

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
	I. Health and Safety Issues	x				
IP	a. Ceramics; seal clay and glaze mixing areas from the rest of the classroom	x		Bond dependent	John Anderson, Jamie Dagdigian	Bond dependent
NM	b. Sculpture; seal and soundproof wood workshop	x		Bond dependent	John Anderson, Jamie Dagdigian	Bond dependent
NM	c. Jewelry/Metals: replace wooden lockers for storing acids,	x				
NM	d. Jewelry/Metals; Remove instructor's office from the middle of the classroom. The current configuration blocks the instructor's view of the room when welding and other potentially hazardous operations are taking place.	x		Bond dependent	John Anderson, Jamie Dagdigian	Bond dependent
NM	e. Improve lighting and electrical wiring in all Art classrooms	x		Bond dependent	John Anderson, Jamie Dagdigian	Bond dependent
	II. General Issues					
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	Approx. $25,000
IP	Convert all classrooms to "smart" rooms to allow for all digital image delivery	x	x	Bond dep.. Some progress has been made by using "smart" carts.	John Anderson, Jamie Dagdigian, Steve White	Bond dependent
D	Consider addition faculty member in the area of design					
D	Develop funding basis for student art supplies					
NM	Address marketing needs			On hold	Jamie Dagdigian	unknown

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 Goals	Supports PRSL	Timeline	Person(s) Assigned
IP	Complete reorganization and update of the course numbering system and update of all course outlines	x	x	Will be completed by end of Fall '11 semester	Jamie Dagdigian
IP	Secure funding source for the ongoing operation of the Art Gallery	x		End of Spring '12	John Anderson, Robynn Smith, Gary Bolen

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	Supports PRSL
IP	Replace Art History Instructor	x	x
IP	Replace Graphics/Fine Art Instructor	x	x

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

Creative Arts – Music

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
IP	Completely refurbish and modernize the Music Buildings	x	x	Bond depend.	John Anderson,	Bond dependent
NM	Reinstatement of all discretionary budget monies previously cut from the department's budgets	x	x	unknown	John Anderson, Sal Ferrentalli	Approx. $10,000
IP	Modernize the music tech lab with newer computers, internet connectivity and the ability to integrate music theory and keyboard instruction	x	x	Beginning of Fall 2011 semester	John Anderson	Computers cascaded. Internet and software approx. $6,000

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	Update/revise music curriculum to reflect music technology offerings	x		End of Fall, 2011	John Anderson
	Update/revise all music department course documentation			End of Fall, 2011	John Anderson, Sal Ferrantelli

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
MN	Restore previously unfilled Music position (Don Schamber) as a music tech/keyboard position	x	

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

Creative Arts – Theatre Arts

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
IP	Completely refurbish and modernize the Theatre Building	x	x	Anticipated in 2012-2013	John Anderson, Gary Bolen, Dan Beck	lots
NM	Reinstatement of all discretionary budget monies previously cut from the department's budgets. Use monies to restore the production schedule to 5 main stage productions per year.	x	x	unknown	John Anderson, Gary Bolen	Approx. $50,000
NM	Establish a theatre venue and program at the Marina campus	x	x	unknown	John Anderson, Gary Bolen	unknown

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		

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
NM	Add 1 technical staff (classified) position.	x	x

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

Humanities – Division Office

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
C	Make IC 104 a smart classroom.			Fall 2010		

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	Create binders for each new faculty member to include general information, forms, course outlines, sample syllabi.				Rosa Arroyo
IP	Encourage adjuncts to provide feedback through conversation and written surveys.				Diane Boynton
C	Create professional development activities (including mentoring) especially designed for adjunct faculty.				Diane Boynton
A, IP	Improve IC 102.	1		Spring 2011	Diane Boynton, Michele Brock

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
One of the division's instructors was frustrated by the size and function of the classroom she had to use. After Math instructors moved their classes to BMC, the Humanities Division worked with Information Technology, Facilities, and Purchasing to furnish and clean the room. The room still needs whiteboards, but it is currently in much better shape than it was.

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):

Humanities – English

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
C	Add staff to the Reading Center: In fall 2011 we will have three 20-hour faculty members in the RC, and the management of that Center has been turned over to Adria Gerard. Future needs in this area will be included on the Reading Center's Action Plan.	Y	Y	Ongoing	Adria Gerard	$30,000/semester
IP	Continue to develop our Creative Writing Program	Y		Ongoing	Henry Marchand	$750 for each issue of the new campus literary magazine
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		Ongoing	Henry Marchand	$10,000/year
A	Purchase campus-wide plagiarism software	Y	Y	Ongoing	Jon Osburg	$10,000/year
A	Reinstate the requirement that students take the English Placement Test before they register. Money to do this should be restored to the Matriculation Office, as the MPC EPT is crucial to student success.	Y	Y	Ongoing	Stacey Jones	?
A	Make English 112 a prerequisite to ENGL 1A. This is a new request, and it will mean offering as many ENGL 112 sections as we have ENGL 111 sections.					

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
The past two Program Reflection discussions have focused on two areas: mounting problems with student understanding of what constitutes plagiarism and how serious plagiarism is, and an increase in the number of unprepared and under-prepared students on our campus.

Up to this point, instructors have been able to catch and punish plagiarism, but it is becoming increasingly difficult. Purchase of a campus-wide plagiarism software package such as TurnItIn would include the ability to review students' drafts and catch possible plagiarism, as well as to check papers easily for plagiarized passages.

The number of unprepared and under-prepared students at MPC continues to rise. When these students are allowed to register without taking the English Placement Test, they self-enroll in classes for which they are not at all prepared, and their frustration with the work assigned in these classes means that they drop the class, drop out of school, and never come back. Our developmental instructors in both reading and writing are trained to work with these students. One of the worst things MPC can do to these students is not to require the EPT before registration. Please reinstate it.

When those students get here, one of their biggest problems is the inability to read an academic text properly. We MUST make ENGL 112 a prerequisite for ENGL 1A, which will mean hiring at least one more full-time Reading instructor and several more Reading adjuncts.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports Goals	Supports PRSL	Timeline	Person(s) Assigned
IP	Continue to offer English courses (all levels) at the Education Center in Marina. Low enrollment in the basic skills-level classes there means we will not offer them in fall 2011, but the 1A and 111 classes will continue.	Y		Ongoing	Beth Penney
IP	Continue to add to our online offerings	Y		Ongoing	Beth Penney
IP	Continue to work closely with counselors to improve student matriculation and advisement processes. ***Not budget-dependent in itself but wholly dependent on the reinstatement of the requirement of the EPT to register.***				

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
The past two Program Reflection discussions have focused partly on the increase in the number of unprepared and under-prepared students on our campus.

The number of unprepared and under-prepared students at MPC continues to rise. When these students are allowed to register without taking the English Placement Test, they self-enroll in classes for which they are not at all prepared, and their frustration with the work assigned in these classes means that they drop the class, drop out of school, and never come back. Our developmental instructors in both reading and writing are trained to work with these students. One of the worst things MPC can do to these students is not to require the EPT before registration. Please reinstate it.

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports Goals	Supports PRSL
A/NM	Replace Eleanor Szaszy as a reading/composition instructor	Y	Y
A/NM	Add a Reading instructor	Y	Y
IP/NM	Add a Basic Skills (writing) instructor	Y	Y
IP/NM	Add a Composition instructor	Y	Y

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
The number of composition classes offered in the English Department at MPC has risen exponentially in the past several semesters. We must replace Eleanor as our 12th full-time English and Reading instructor.

As mentioned above as one of the topics in the Program Reflections, the number of unprepared and under-prepared students at MPC continues to rise. When those students get here, one of their biggest problems is the inability to read an academic text properly. We MUST make ENGL 112 a prerequisite for ENGL 1A, which will mean hiring at least one more full-time Reading instructor and several more Reading adjuncts.

Humanities – ESL Department

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
D	Expand ESL lab technician position from 9 to 11 months.					
D	Increase ESL lab budget to properly update software, pay site licenses.					
IP	Systematic advertising plan for program, including a budget for Spanish language ads.					
IP	Pay faculty to participate in student assessment.	1		2011-2012	Penny Partch	$3,000
A	Purchase ESL assessment software/materials.	1		2011-2012	Penny Partch	$3,000

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
1. The ESL Department has made program changes in keeping with CB21. It has decided to close the open lab portion of the ESL Center. Some classes will still use the space for designated lab. 2. It was determined that the ESL instructional lab technician will be able to complete his/her duties using a 9 ½ month position if allowed to change to 36 hours per week. This change would allow the position to be a 10 month position. 3. The ESL Department will work to enhance lab materials for the lower level classes. Online lab materials will be developed for higher level classes using Moodle. 4. A more accurate ESL assessment tool is necessary for proper student placement.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
NY (not yet)	Support relationship with local adult schools; site visits, shared marketing.				
IP	Maintain ESL website for program.	1		Ongoing	Anne Marie Illien
C	Review, revise curriculum to prepare for enhanced noncredit funding	1	X		Penny Partch
NY	CTE/ESL/Math collaboration	2			
IP	Review assessment tools to ensure students are appropriately placed, especially in pronunciation and speaking classes.	1	X	2011-2012	Penny Partch

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
	Full-time ESL instructor	1	
A	ESL Instructional Lab Technician		
D	Full-time ESL Lab Director		

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
1. Anne Marie Illien, current ESL Instructional Lab Technician, is retiring July 28, 2011. 2. ESL Center will no longer offer open lab. No full-time ESL Lab Director will now be necessary.

Currently there is no "systematic" advertising plan for the ESL Department. However, the Public Information Office will create Spanish commercials for Fall.

Humanities – English and Study Skills Center

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
C	Replace ESSC Director	1		Summer 2010	Academic Affairs, Humanities Div. Chair	~$100,000/yr
A	Establish an optimal configuration of the ESSC and RC, in regards to student space, staff space, technology needs, and instructional supply needs	1		Fall 2011	ESSC Director, Paula Norton, Brian Streetman	??
IP	Continue to provide for staffing, curriculum, and technology needs at the Marina Education Center	1, 3		Ongoing	Academic Affairs, ESSC Director	Variable
A	Provide faculty line-of-site for students transitioning from the soon-to-be-former ESL Center	1		Summer	ESSC Director	?? hours/wk @ ~$60/hr
NM	Restore one week per semester (Finals Week) to an existing Instructional Specialist's contract	1		Spring 2012	Barbara Lee, CSEA, ESSC Director	36 hrs total @ ~$20/hr = ~$720
D	Improve efficiency and accessibility of the first floor of the Library Technology Center			Ongoing	Susan Steele, Paula Norton	
D	Review Director workload and work schedule (add four weeks in summer and early spring)			ASAP	P/VP, faculty union	

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

A: Establish an optimal configuration of the ESSC and RC, in regards to student space, staff space, technology needs, and instructional supply needs. While many of the issues in the Reading Center have been resolved by the addition of a Director (to provide a clearer supervisorial structure), and instructors (to provide faculty line of site), these are still items that need to be addressed before the Reading Center can function fully and independently from the ESSC.

D: Improve efficiency and accessibility of the first floor of the Library Technology Center. As a new Director, I have not noticed an issue in this area, nor have I been privy to conversations on this topic.

D: Review Director workload and work schedule (add four weeks in summer and early spring). As the new Director, I do not wish to add to my yearly contractual obligation and would prefer to have the option to assign those hours to other faculty in the ESSC.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
C	Revise English 335	1		Summer 2010	ESSC faculty
C	Publish lab text for English 301/401	1		Fall 2010	ESSC staff and Director

A	Work with ESL Department to ensure ESL students are effectively transitioned into the ESSC, in terms of space, technology, and pedagogy	1		Fall 2011-Spring 2012?	ESSC staff and Director, ESL Dept. faculty
A	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 staff, ESSC Director, and Eng. Dept. faculty
A	Explore ways to incorporate more open-ended or generative questions into the ENGL 401 sequence of lab activities and quizzes, to the extent possible within the confines of *My Writing Lab* and current lab procedures in place	1	X	Fall 2011-Spring 2012	ESSC staff and Director
A	Explore ways to incorporate more interaction between ENGL 401 students and staff as students work through the sequence of lab activities and quizzes	1	X	Fall 2011-Spring 2012	ESSC staff and Director
A	Revise the English 400 course outline to address issues regarding methods of evaluation, repeatability, and hours requirement	1		Fall 2011	ESSC Director, Academic Affairs
A	Reinstate pink "Writing Conference Progress Record" policy and procedures	1		Fall 2011	ESSC staff and Director
A	Expand ESSC Workshop offerings, to the extent possible with existing staffing resources	1		Ongoing	ESSC faculty and Director
A	Revise English 300 Assessment Essay prompts	1		Summer 2011	ESSC faculty and Director

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
A: Work with ESL Department to ensure ESL students are effectively transitioned into the ESSC, in terms of space, technology, and pedagogy. As the ESL Center will be closing, and in light of programmatic changes occurring in the ESL Department, the ESSC needs to ensure that the students formerly served by the ESL Center will get the service and instruction they need.

A: Work with English Department toward more cooperation, collaboration, and cohesion between English 301/321 and the lab co-requisites 401/421. Currently, there is little crossover, except in isolated incidents, between assignments done in English classes and assignments done in English labs. Also, each semester, due to (mostly understandable) classroom instructor objections and/or feedback, we have difficulty enforcing a strict attendance or drop policy.

A: Explore ways to incorporate more open-ended or generative questions into the ENGL 401 sequence of lab activities and quizzes, to the extent possible within the confines of *My Writing Lab* and the current lab procedures in place. Some staff in the ESSC feel that the results of the exercises in *My Writing Lab* are not always reflective of students' actual mastery of the material, that some students may achieve the required percentage, but may not be able to carry those skills over to a novel assignment or to their own writing.

A: Explore ways to incorporate more interaction between ENGL 401 students and staff as students work through the sequence of lab activities and quizzes. While "check-ins" with staff are built into the lab process, not all students fully avail themselves of the help provided by ESSC staff and faculty. There is a need, then, to create more opportunities for interaction with faculty and staff as an additional measure to ensure that students are indeed mastering grammar material.

A: Revise the English 400 course outline to address issues regarding methods of evaluation, repeatability, and hours. Currently, no items are listed in the course outline under methods of evaluation. Furthermore, as the state is currently examining repeatability for non-credit courses, it seems pertinent to address the issue ourselves now.

A: Reinstate pink "Writing Conference Progress Record" policy and procedure. In response to requests from ESSC staff, this procedure is to emphasize the importance of global over local revisions in a writing conference and to allow for better communication of previous topics covered in writing conferences as students move from one staff/faculty member to the next.

A: Expand ESSC Workshop offerings, to the extent possible with existing staffing resources. Based on feedback and current campus activities, the ESSC workshops could be expanded to include one or more of the following topics: personal statements (for college applications), scholarship essays, Kurzweil training, scientific writing, and ESL book club discussions.

A: Revise English 300 Assessment Essay prompts. The existing prompts have been in use for some time.

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
A	Replace the permanent part-time Instructional Specialist position vacated by Jill Jessen	1	

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

A: **Replace the permanent part-time Instructional Specialist position vacated by Jill Jessen**. Due to the current budget crisis, we have not been approved to fill this vacant position, leaving a gap in the staff schedule during some peak hours.

Humanities – Humanities Department

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	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		
A	Revise HUMA 10, creating HUM A 10A and HUMA 10B	1	X	2011-2012	Sidney Ramsden-Scott, Jo Van Dam
A	Meet on a semi-annual basis to discuss instruction.	1	X	Ongoing	Sidney Ramsden-Scott, Jo Van Dam, Elayne Fitzpatrick

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
Revise HUMA 10: Breadth of HUMA 10 information is too great; creating a HUMA 10A and HUMA 10B course would allow students to appreciate greater depth of information related to the Humanities.

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
	Full-time Humanities instructor	1	

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

Humanities - Linguistics

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
IP	Add an additional linguistics course offering	1	X	Spring 2012	R. Abend	$3,600

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
1. 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. X. The LING Department SLO is to create "awareness of linguistic principles in one or more areas of linguistics." Linguistics is an exceptionally wide field of study incorporating many other fields and to date, MPC has been able to offer students an overview of the field (Introduction to Linguistics - LING 15) and more focused looks at Syntax (Foundations of Language – LING 10) and Language and Gender (LING/WOMN 25). I would very much like to offer either LING 30 – The History of the English Language or LING 45 – Psycholinguistics next. Either of these courses will further the Linguistics Department SLO.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
D	Add Linguistics as a degree program	1		2010-11	R. Abend
C	Add an additional linguistics course offering	1	X	2010-11	R. Abend

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
D. I formed an advisory board (two managers from the AT&T Language Line and one coordinator from DLI) to discuss the need for a degree program in Linguistics. They advised that it was not necessary. C. An additional linguistics course (LING/WOMN 25) was added for Spring 2011 and was well received.

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):

Humanities - Philosophy

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	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		
A	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	1		Todd Weber

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
These changes in Phil 6 will make the course material more inclusive and intuitive. It will strengthen coverage of classical logic, which is presupposed in the Great Books curriculum.

Faculty and Staff Positions

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

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

Humanities – Reading Center

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports Goals	PRSL	Timeline	Person(s) Assigned	Amount
C	Increase budget to cover staff sufficiently to meet the educational demands of MPC students who need the Reading Center. This will be addressed if the pending conversion from temporary staff to permanent Instructional Specialists takes place	1		Spring 2010	Paula Norton, Susan Joplin	$40,000
A	Establish an optimal configuration of the ESSC and RC, in regards to student space, staff space, technology needs, and instructional supply needs	1		Fall 2011	RC Director, Paula Norton, RC faculty, Brian Streetman	??
A	Secure faculty line-of-site for the Reading Centers on both MPC campuses	1, 3		Ongoing	RC Director	~$60/hr up to 20 hours per week per PT instructor
A	Refresh computers in the Reading Center	1, 4		Spring 2012	RC Director, Brian Streetman, IT Dept.	13 computers @ ~$750/each
IP	Establish a facility at MPC's Marina Education Center in order to work with students there who need the Center's services	1, 3		Fall 2011	RC Director, Paula Norton	$50,000
IP	Maintain currency of CRLA Level I Certification and move towards Level II Certification	1		Fall 2011- Spring 2012	RC Director, Paula Norton	$150/yr
A	Create and pilot a set of Kurzweil lessons to augment the current curriculum in the Reading Strategies Lab	1		Fall 2011	RC Director, Paula Norton, Kathleen Rozman	BSI funding proposal in progress
A	Investigate and possibly purchase reading comprehension assessment materials to evaluate new Kurzweil and V&V delivery models in RS Lab.	1	X	Fall 2011- Spring 2012	RC Director, Paula Norton	??
IP	House books and other materials to enrich students experience in the Reading Center	1		Ongoing	RC Director, Paula Norton	$113.00
A	Upgrade TimeKeeper to the current version	4		Spring 2012	RC Director, Brian Streetman	~$450/1st year and ~$300/yr annually

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

A: Establish an optimal configuration of the ESSC and RC, in regards to student space, staff space, technology needs, and instructional supply needs. While many of the issues in the Reading Center have been resolved by the addition of a Director (to provide a clearer supervisorial structure), and instructors (to provide faculty line of site), these are still items that need to be addressed before the Center can function fully and autonomously.

A: Secure faculty line-of-site for the Reading Centers on both MPC campuses. Currently, there is a dearth of qualified reading instructors in the Monterey Peninsula area to meet the needs of the Reading Centers on the main campus and at the Marina Education Center. This is confounded by the same need in the English Department.

A: Refresh computers in the Reading Center. The Reading Center was able to secure cascaded computers from the former World Languages Lab, but these computers are now aging. The cost of new computers is variable and dependent upon the possibility of a thin client model, which is currently being discussed in the IT Department. The need is heightened as we install programs (like Microsoft Office 2010 and Kurzweil version 12), which require computers that can optimally run these programs.

A: Create and pilot a set of Kurzweil lessons to augment the current curriculum in the Reading Strategies Lab. In light of recent budget constraints, the Reading Center would like to experiment with alternative instructional delivery methods for Reading Strategies Lab students.

A: Investigate and possibly purchase reading comprehension assessment materials to evaluate new Kurzweil and V&V delivery models in RS Lab. As new delivery models are developed, it will be important to accurately target a student population who will most benefit from these delivery models and evaluate these models' success in advancing students' reading comprehension.

A: Upgrade TimeKeeper to the current version. The current version of TimeKeeper used in the RC is becoming increasingly outdated. Upgrading to a new version will allow for better and more consistent backing up of data, multiple stations to be used at one time (based on the needs and growth of the Center), and access from multiple sites (as needed by RC instructors and staff). Moreover, the company that created TimeKeeper, Academic Programmers, is moving toward web licensing and access, and, ultimately, we will need to be in line with the direction the company is heading.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
C	Establish clear pedagogical boundaries within the Reading Center and as part of the Humanities Division for adjunct Reading Lab instructors assigned to the Reading Center	X		Spring 2011	Susan Joplin, Diane Boynton, Beth Penney, Laura Franklin
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	Spring 2012	RC Director, Paula Norton, Rosaleen Ryan
IP	Participate in collaborative efforts to strengthen students success through BSI and other projects on campus	1		Ongoing	RC Director, Paula Norton
IP	Seek out possible collaborative efforts within the wider community, including alliances with CSUMB's Reading Center/Program, the Chartwell School, and Adult Ed., for example, to address literacy needs of a possible wider range of students and with a broader base of resources	1, 2		Ongoing	RC Director, Paula Norton
IP	Expand 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	1		Fall 2011	RC Director, Paula Norton

	module over current Reading Strategies or Reading Café modules				
A	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
A	Examine the effectiveness of *My Reading Lab* for ENGL 320/330 and make adjustments accordingly.	1		Fall 2011	RC Director, RC faculty
A	Develop a repository of handouts on various reading topics for reading instructors to use as they work with students in the Reading Center	1	X	Spring 2012	RC Director, RC faculty
IP	Film an informational video about the Reading Center to put on the web site.	1		Fall 2011	Paula Norton, RC staff
A	Explore the possibility of including reading topics as a part of the ESSC workshop series, to the extent possible with current staffing resources	1		Spring 2012	RC Director, RC faculty
A	Develop a packet of training materials to assist new adjunct instructors in the Reading Center	1		Summer 2011	RC Director, RC faculty

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

A: Work with English Department toward more cooperation, collaboration, and cohesion between English 302/322 and the lab co-requisites 402/422. Currently, there is crossover between assignments done in English classes and assignments done in English labs, but we could improve in this area. Also, each semester, due to (mostly understandable) classroom instructor objections and/or feedback, we have difficulty enforcing a strict attendance or drop policy.

A: Examine the effectiveness of My Reading Lab for ENGL 320/330 and make adjustments accordingly. Summer 2011 will be the first semester the Reading Center will be using *My Reading Lab* instead of *Another Page* for its 320 and 330 courses. Moreover, the courses have undergone revisions to account for changes in content and to revise the units. As these courses and the associated computer program are new, we will need to assess how well it functions as a part of the Center's workflow, and how well it succeeds in improving students' reading skills, and make adjustments accordingly.

A: Develop a repository of handouts on various reading topics for reading instructors to use as they work with students in the Reading Center. There is a repository of handouts in the ESSC that students and staff find useful and valuable, and a similar repository in the RC could work just as well. Handouts would include information on summary writing, annotating, identifying cause and effect, using context clues to decipher meanings of vocabulary words, mapping strategies, SQ3R, and more. This would be separate from the repository of materials already in use in the Reading Strategies Lab.

A: Explore the possibility of including reading topics as a part of the ESSC workshop series, to the extent possible with current staffing resources. We currently offer a workshop on textbook reading strategies as part of the ESSC workshop series, but we could possibly expand further to include summary writing, note-taking strategies, and others. This is largely dependent, however, upon Reading Center instructor workload.

A: Develop a packet of training materials to assist new adjunct instructors in the Reading Center. As the nature of a Reading Center instructor position is complex and detail-oriented, and as turnover in these positions can be high, a packet of training materials will be helpful in orienting new faculty members and ensuring that no details are left out of the training process.

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports Goals	PRSL
A	Replace the permanent part-time Instructional Specialist position vacated by Morag Elizabeth	1	
A	Replace the permanent part-time Instructional Specialist position soon to be vacated by Veronica Sosa	1	

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

A: Replace the permanent part-time Instructional Specialist position vacated by Morag Elizabeth. Due to the current budget crisis, we have not been approved to fill this vacant position, leaving fewer staff to accommodate students (both 402/422 and 351/352 students) in the Reading Strategies Lab.

A: Replace the permanent part-time Instructional Specialist position soon to be vacated by Veronica Sosa. Due to the current budget crisis, we may or may not be approved to fill this vacant position, leaving fewer staff to accommodate students (both 402/422 and 351/352 students) in the Reading Strategies Lab.

Humanities – Speech Communication

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
D	Purchase posters or work with Interior Design instructor to enhance classroom.					

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
Humanities building will undergo renovation 2012. Classroom will be enhanced at that time.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
C	Add Oral Interpretation of Literature.	1			
IP	Add Instructional Communication.	1		2012	Dan Fox
C	Add Communication in the Workplace.	1			Diane Boynton
A, C	Add Introduction to Communication Theory.	1			Diane Boynton
IP	Review and revise as needed grading criteria for SPCH 3 essays.	1	x	2011-2012	Diane Boynton
A	Review and revise as needed instructional methods used to prepare students for exams and/or review/revise exams.	1	x	2011-2012	Diane Boynton
A	Establish yearly department meeting to discuss instructional methods and course expectations.	1		2012	Dan Fox, Diane Boynton

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
1. Introduction to Communication Theory (SPCH 10) was designed in part to support AB 1440, which requires a Communication Studies Transfer Program.
2. Grades on the first exam in SPCH 3 are often less than satisfactory.
3. Full-time instructors confer fairly consistently. Adjunct faculty are often unable to connect with full-time faculty, as they often are employed elsewhere. More efforts need to be made in this area.

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
IP	Speech Communication Instructor	1	

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

Humanities – World Languages

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
C	Address full-time faculty workload inequities.	1		Fall 2010		
D	Purchase language – placement exams	1				$500
A	New computers (4) in full time faculty offices	4		Fall 2012		$3,500

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
Faculty computers are outdated (No USB port, slow speed, no microphone, no camera)

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
C	1. Remove all but 11 computers to make lab into a classroom with 10 available computers.				
A	2. Access to computer equipped classroom for student instruction	1,4		Spring 2012	Full Time WL Faculty
A	3. Change department FSA from "Foreign Languages" to "World Languages" and incorporate ASL (Sign) into World Languages FSA	1		Fall 2011	Carolyn Hansen and Lisa Gonzales
A	Share best practices for keeping students in the target language with all faculty in the World Languages Department.	1	X		Lola Jerez-Moya and Carolyn Hansen
A	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.	1	X	Spring 2012	Sonia Lizano and Lisa Gonzales
A	Advertise WL major information through handouts and posters.	1		Spring 2012	Carolyn Hansen
A	Create brochures with French and Spanish major information, then place brochures in Humanities hallway rack.	1		Spring 2012	Carolyn Hansen
A	Create SIGN 50 course.	1		Spring 2012	Carolyn Hansen

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
1. Access to a computer equipped classroom would enable students to speak/sign while watching /listening to online course components and allow instructors to model and encourage correct speech/sign. 2. FSA's are outdated 3. The most common concern in the World Languages classrooms is students' use of English rather than the target language (see program reflections spring 2011). 4. Many students are not prepared to participate, perform and/or succeed at the post-secondary/college level. Students lack the preparation of important study

skills (listening, note-taking) to be effective and successful in using a language (see program reflections spring 2011).
5. Many students request information related to WL majors.
6. SIGN 50 will allow students who wish to practice their American sign language skills more opportunity to do so.

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
IP	Full-time American Sign Language Instructor (additional to the ASL instructor currently employed)	1	
IP	Full-time Spanish Instructor	1	
IP	Compensate current instructors who teach Independent Study courses.	1	

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

Library

Budget-Dependent Items

Number	Status (C,IP,D,A, NM)	Action Item	Supports		Timeline	Person(s) Assigned	Amount
			Goals	PRSL			
1	NM	Hire an Associate Dean of Library and Learning Resources	X			Administration	$107,000 + benefits
2	C (modified)	Add 2 part-time Instructional Technology Assistants	X	X		Administration	$24,112 est.
3	C (modified)	Add 2 Library Specialists for Circulation	X	X		Administration	$23,503 est.
4	NM	Increase the amount for subscriptions for databases	X	X		Administration	$34,647 (see note below)
5	NM	Restore District funds for library materials	X	X		Administration	$34,850 (see note below)
6	C	Upgrade to server at CSUMB	X	X		Technology Coordinator	$7,000
7	NM / C	Add adjunct librarians for Ed Center and additional sections of LIBR 50	X	X		Administration	$12,000
8	NM	Add federated searching software	X	X		Tech services	$7,500 est.
9	D / NM	Add another section of LIBR 80	X	X		Librarians	$6,120
10	A / IP / NM	Upgrade 57 obsolete workstations and 20 monitors (8 years old)	X	X		Technology Coordinator	$45,750
11	A / IP	Upgrade study room monitors	X	X		Technology Coordinator	$4,000
12	A / IP / NM	Upgrade software licenses (incl. for wireless printing)	X			Technology Coordinator	$700
13	A	Training for library systems technology coordinator and instructional technology specialist on new technology used for thin client implementation	X			Technology Coordinator	$3,000 est.
14	A	Replace study room computers with laptops	X	X		Technology Coordinator	$26,000 est.
15	A	Training for new Tech Services librarian related to archives and special collections	X			Librarian	$2,500 est.

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

1. Due to budget constraints, the library has undertaken a trial period as an academic division in an effort to provide year-round supervision of the library operation and to facilitate decision-making.

2. The need for the part-time positions we requested has been met, to a great extent, by the permanentization of the temporary part-time staff working in the open lab and at circulation. The lab positions are Instructional Assistants, working a total of 30 hours per week (rather than the Instructional Technology Specialists working a total of 38 hours per week); the Circulation staff is library specialists working a total of 28 hours per week rather than

the requested total of 38 hours per week.

3. The need for the part-time positions we requested has been met, to a great extent, by the permanentization of the temporary part-time staff working in the open lab and at circulation. The lab positions are Instructional Assistants, working a total of 30 hours per week (rather than the Instructional Technology Specialists working a total of 38 hours per week); the Circulation staff is library specialists working a total of 28 hours per week rather than the requested total of 38 hours per week.

4. The amount in the budget for subscription-based online databases is $2,600. The library is currently relying on donations from the Foundation to support having any databases for the coming year. (These are resources such as Lexis-Nexis, EBSCO Academic Search Premier, ARTStor, etc.)

5. The amount in the budget for library materials is zero. In addition, when library materials are lost and paid for, borrowers pay a replacement cost plus a processing fee. In the past, these have gone into the General Fund. Because the library has not received these funds, when we need to replace an item, we not only have to pay for the cost of a replacement, we also no longer have that amount available to order new materials. While we do not order replacements for every lost item, it still is a significant problem.

    We have repeatedly been told that these funds could be returned to the library's materials budget (the reason for the delay has been presented as something that needed to be set up in Fiscal). We are requesting that this be done so we will have the funds received as payment for lost library materials available to us to buy replacements.

6. Completed.

7. Additional sections of LIBR 50 and 80 were added and funded out of the adjunct/overload budgets. Staffing for service at the Ed Center at Marina is not possible due to lack of funds.

8. The library is exploring new technologies to enhance research and access to materials. This is limited by lack of funds.

9. We added another section of LIBR 80 in an online format. We are being directed to reduce sections for Fall 2011, so will only offer one section of LIBR 80.

10– 14.
    With our 8+ year old PCs needing replacement, and with funds available, the library attempted to order new PCs. We were told that we had no choice other than to go with thin clients. We were also told that IT was going to manage the new technology. Then we became aware that there was a change to a distributed model of implementing the thin clients. In this new model, staff outside of IT is required to manage the new technology in addition to their work with the regular labs, servers, classrooms, etc. Library technology staff will now have the added work of a new server (with brand new technology, just weeks old, from Microsoft) and the thin clients, with separate images, etc., in addition to managing the open labs, classrooms, LTC servers, etc.

    Although the tech staff in the library has not been able to have any training related to the new technology (and IT has the only budget for tech training), there is bound to be a learning curve, which may affect the implementation schedule. Library staff will be configuring, installing, and managing new hardware and software, and we are scrambling to figure out how to do that with the least disruption to students and the least amount of delay.

    While we were given one thin client machine for a brief testing period (which revealed some issues, all seemingly manageable), we have not had the opportunity to do a meaningful test of this technology in a lab environment. Because MPC has elected to go with Microsoft's brand-new technology to implement the thin clients, new technological details are cropping up. There are so many unknowns at this point that we are optimistic but concerned about this process. The lack of institutional planning has complicated the library's ability to provide the best service to our public.

In addition to the lab machines, we have study rooms that are equipped with monitors that are failing, and classrooms with printers that have outlived their projected lifespans. We also have been exploring the option to replace the study room computers with laptops or netbooks as a way to maximize the use of the rooms and the technology. We have begun testing the circulation of a netbook for use in the library, and would like to use donated funds for this purpose in the coming year.

Upgrading software licenses has become a lesser priority until we can deal with the replacement of obsolete equipment.

15. New Tech Services librarian was hired with responsibility for special collections and archives and without experience or training in these areas.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
IP	Analyze collection	X	X		Librarians
IP	Review learning outcomes and assessments	X	X		Librarians
IP	Update website	X	X		Librarians
IP	Evaluate options for technology modifications	X	X		Staff
IP	Increase interest and awareness of Family History Studies program	X	X		Librarians

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

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
	See budget dependent items above		

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

Life Science – Administration of Justice

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Timeline	Person(s) Assigned	Amount
N/A				

Rationale for Additions or Deletions:
N/A

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Timeline	Person(s) Assigned
D	Co-locate ADMJ/SBRPSTC	2010-2011	A.J. Farrar

Rationale for Additions or Deletions:
The administration did not support this initiative and has decided to eliminate/reduce the current program beginning in the fall of 2011.

Life Science - Automotive

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Timeline	Person(s) Assigned	Amount
NM	Create five advanced automotive diagnostic tool carts with wireless capability. These will incorporate laptop computers, digital oscilloscopes and basic hand tools.	For spring 2012 semester	James Lawrence	$15,000
NM	Full time faculty member	ASAP	James Lawrence	$95,000
A	Purchase six cars of same make and model to be used as training aids in various automotive classes (including spare parts for each)	Fall 2011	James Lawrence	$20,000
A	Purchase training aids and tools to be used in hybrid and electrical vehicle training program.	Spring 2011	James Lawrence	$20,000
A	Purchase tools required to maintain national accreditation through NATEF	In next 2 years	James Lawrence	$9,000

Rationale for Additions or Deletions:
- The purchase of six cars was added because we finally came to the conclusion that trying to piece together junk yard donations for use in our classes was much too time consuming and the vehicles were falling apart faster than we could fix them.
- The purchase of training aids for hybrid vehicle training program is necessary to further develop our hybrid training program. We currently have one vehicle and several major components to teach a class of 20 students.
- The tools were added as the result of our NATEF on-site evaluation in October 2010. The team identified several pieces of equipment we were lacking and they also noticed that we do not have enough hand tools for the students we serve.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Timeline	Person(s) Assigned
A	Expand our relationship with the COOP Program in offer at least 4 internships per semester.	Over next year	James Lawrence

Rationale for Additions or Deletions:
- The expanded relationship with COOP was added because we realized work experience is a very important compliment to the formal training we offer. Helping students develop entry-level automotive service and repair skills (our program SLO) requires a close working relationship with industry. This important relationship can be developed through the COOP Program.

Life Science – Biology

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Timeline	Person(s) Assigned	Amount
NM	Applications of new technology within the laboratory	Ongoing	Durstenfeld, Raskoff, Fail	Undetermined at this time
NM	New course offerings (photography, evolution), Environmental Science program, Clinical Laboratory Sciences certificate	Ongoing	Durstenfeld, Raskoff, Fail	Undetermined at this time

Rationale for Additions or Deletions:

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Timeline	Person(s) Assigned
IP	Improve retention and success rates.	Ongoing	Durstenfeld, Raskoff, Fail
IP	Improve overall enrollment in underrepresented groups / Support student equity.	Ongoing	Durstenfeld, Raskoff, Fail
IP	Complete and/or revise SLOs for courses, certificates, and/or degrees.	Ongoing	Durstenfeld, Raskoff, Fail
IP	Improve coordination with other programs on campus	Ongoing	Durstenfeld, Raskoff, Fail
IP	Improve involvement with the community	Ongoing	Durstenfeld, Raskoff, Fail

Rationale for Additions or Deletions:

Life Science – Dental

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Timeline	Person(s) Assigned	Amount
NM	Staffing: 1 additional full time DNTL faculty	ASAP		$94, 859
A	New or refurbished dental chairs	ASAP		$24,000

Rationale for Additions or Deletions:
2 dental chairs hydraulics not working, chairs will not go up or down. Students need working chairs to practice skills in prior to DNTL 116, Supervised Clinical Experience

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Timeline	Person(s) Assigned

Rationale for Additions or Deletions:

Life Science – Family and Consumer Science

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Timeline	Person(s) Assigned	Amount
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.			
NM	Benefits for Hospitality instructor			
NM	Benefits for Hospitality instructor – Health and Welfare			
IP	Replace small culinary equipment	Rqst for Foundation grant to cover the replacement of this equipment	Paul Lee	
NM	Maintenance and upkeep of laboratory equipment – increase in repair budget.			
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 15/wk.			
NM/D	Replace one sewing machine that needs constant repair due to age and use.			
NM	Upgrade PW Studio software to be compatible with Windows XP 5 @ $795			
D	Build outdoor classroom space to include built-in grill, seating for students, and plantings to use in the culinary courses.			
A	Videos & posters for NUTR courses		Sylvia Langland	
A/NM	Increase in HUMS courses from 2 per semester to 3 because it is taking students too long to complete program.			
A/NM	Increase in HUMS adjunct hours because class enrollments have increased			

Rationale for Additions or Deletions:
- Not sure which sewing machine this is, haven't had a problem with it since Mary retired. Maybe she put it away somewhere that I don't know about…sewing classes are being taught less frequently so maybe there is less noticeable wear and tear on the machines.
- The outdoor classroom seems like a frivolous endeavor at this point when the full-time instructor has been pink-slipped and the course offerings are constantly being cut. Mary Nelson is worried about where the trust fund money will go (this is the money set to pay for the outdoor kitchen) if Sunshine's position is cut. This worry will be explored further.
- Sylvia requested funds for purchasing updated videos and posters to be used in the NUTR course. I asked her to submit her particular requests and then we could see if funds could be found. One option may be a Foundation request like Paul Lee made for the replacement of culinary equipment.
- While meeting with the HUMS adjunct during the spring 2011 Flex Days, I asked if there was anything they would like added to the Action Plan for the coming year. They requested an increase in courses and hours due to the growth in enrollment in the current offerings. I put it on the plan knowing that there is no money for this to occur but to acknowledge the request.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Timeline	Person(s) Assigned
C	Work on certificate programs in Green Building Design.	In CurricUNET 'pipeline' awaiting approval	Sunshine Giesler
IP	Continue cataloging of historic textile and costume collection to maintain currency of the collection.		Mary Nelson
C/IP	Implement new and revised programs in all areas of the FACS discipline	Those that are not complete are in the CurricUNET 'pipeline' awaiting approval	Sunshine Giesler & adjunct
D	Develop strategies for improving core indicators, especially gender enrollment.		
A/C	Showcase display for NUTR in the month of March	March 2011 and ongoing…	Sylvia Langland
A/C	Extra copies of textbooks for all HUMS courses on reserve in library		Sunshine Giesler

Rationale for Additions or Deletions:

- Gender enrollment seems a small worry when compared to entire programs being cut but the core indicators looked a little stronger this year than last.

- Sylvia made a request to use the FACS building display case during the month of March in order to create a display highlighting nutrition awareness.

- HUMS instructors requested money for an additional copy of each of the texts used in the HUMS courses so that they could be put on reserve on the library for student use. As Department Chair, I requested a review copy of each of the texts and have given them to the instructors to put on reserve.

Life Science – Health

Budget-Dependent Items

Status (C,IP,D,A, NFAY)	Action Item	Timeline	Person(s) Assigned	Amount
NFAY	Supply budget for First Aid class	2011/2012	Heather Faust, Kevin Raskoff	$500

Rationale for Additions and Deletions
:   The first aid class is currently being taught in IC, where the EMMS classes are also taught. First Aid instructors are able to use some supplies that were bought several years ago for the class, but these are mainly used up. They are now sharing supplies with EMMS instructors. I think it would be reasonable to consolidate the budgets for these two types of classes. They are all taught in the same room, which has locking cabinets for storage. There is a fair amount of crossover between the classes (the same instructors in both programs.) We gave up the small health budget due to budget shortages, but eventually there will be a need for more bucks to manage first aid.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Timeline	Person(s) Assigned
IP	Meetings of health faculty to discuss SLOs. The instructors in First aid are not available for such meetings, and so there has been no discussion of SLOs with them.	2012	Kevin Raskoff

Rationale for Additions or Deletions:

Life Science – Ornamental Horticulture

Budget-Dependent Items

Status (C,IP,D,A, NFAY)	Action Item	Timeline	Person(s) Assigned	Amount
NFAY	Purchase CDs for the students to keep up to date with the Horticulture industry. Continue to build a quality horticulture library.	None set	Division chair, since the full time teacher has retired	$500
NFAY	Reinstate Field Trip Budget 5203: Replace funds cut from the Horticulture Department Field Trips Budget. Field trips are an important educational component to our department because of the subject matter	None set	Division chair	$500

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Timeline	Person(s) Assigned
	All the non-budget action items are on hold due to program hiatus.		

Nursing – Nursing Program

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
A,C	Simulation Enhancement (course offering and equipment)	X	X	Spring 2011	P. Nervino and level faculty	$112,000 already funded be special bequest for equipment; $8630 for summer courses with sims
IP	Identify successor for retired Director	X		Spring 2011	(per CHOMP hiring procedure and Nursing Steering Committee)	Minimal budget impact (see "Faculty and Staff positions)

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

Simulation Enhancement: Faculty have considered adding contracted simulation experiences for students who are not meeting clinical outcomes (Class of 2011 has a 28% attrition rate). Enhanced offerings may take the form of revised/additional course(s), or be part of current nursing course; optional summer courses (e.g. Nur 70 and Nur 252) require summer funding.

Successor for Director: A designated director with adequate release time is required by the Board of Registered Nursing for all schools of nursing.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
IP	Assessment of NCLEX pass rates and QSEN competencies	X	X	Annually in June	All faculty and Director
IP	Enrollment number: Continue to accept 32 students for Fall as optimal number for positive outcomes given current complement of faculty	X	X	Annually in Spring	Director
A, IP	Statistical Analysis of student achievement scores and data with assistance as needed from the Office of Institutional Research	X	X	Spring-Summer 2011	All faculty and Director at works sessions

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

NCLEX rate and QSEN Competencies: The Quality and Safety Education for nurses (QSEN) competencies are national standards for nursing graduates in the areas of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. They must be assessed in conjunction with NCLEX pass rates as outcome indicators for the school of nursing in order to meet accreditation criteria

Enrollment Number: Current complement of faculty is consistent with accepting 32 students (rather than 50) in the Fall. This number was implemented in Fall

2010 and has resulted in an increased number of days spent on the unit with a clinical instructor because of the resulting 8:1 ratio. As patient care has become more complex, time spent with the instructor is increasingly valuable.

Statistical Analysis: Data from the last 3 years will be analyzed with assistance from the Office of Institutional Research to compare descriptors of students who were not successful in meeting the outcomes (e.g. TEAS score; Success Index Score; participation in study group; completion of Nur 70, number of clinical days with instructor present, etc.). This data to be reported at the annual program review.

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
D	1 full time faculty member	X	

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

Preferred appointment of new Director from within would allow attrition of the current Asst. Director's position, and that load would be absorbed by remaining faculty (i.e. duties of the Assistant Director). Simulation enhancement provides technology that allows f or just one faculty member to operate many of the simulations, and therefore eliminates some of the faculty load formerly required for simulations.

Physical Education – Adapted Physical Education

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
NM, A	Instructor budget to add courses	1,2	Y	Ongoing	Mark Clements	$5,000
NM, A	Budget for equipment replacement and maintenance	1,2	Y	Ongoing	Mark Clements	$5,000

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
Items are the result of discussion regarding student achievement.

Non Budget-Dependent Items – Adapted PE

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
IP	In house staff development opportunities	1,3	Y	Ongoing	Mark Clements

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

Faculty and Staff Positions

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		

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

Physical Education – Dance

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
NM	Return discretionary funds	1,3		Ongoing Request	Walter White	$4,400
NM	Replace sound equipment	1,3,7	Y	Ongoing Request	Walter White	$3,000
NM	Purchase additional portable barre	1,3		Ongoing Request	Walter White	$ 350
NM	Install Ice Machine in Dance Building	1,27			L Schutzler	$2,000

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

Non Budget-Dependent Items – Dance Department

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
D	Analyze dance trends and community interest for appropriate new courses	1,2,3		Ongoing	Walter White
IP	Plan courses at Marina Ed Center	1,2,3,5		Fall 2011	Walter White
IP	Continue to study course scheduling in response to budget cuts			Ongoing	Walter White

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
No new courses are being entertained at the time because of budget restrictions.

Faculty and Staff Positions

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
NM	New dance instructor	1,2,3,6	Y	Ongoing request	Administration

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

Physical Education – Massage Therapy

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
NM	Discretionary budget to address program needs such as equipment, linens, software, etc.	1,3	Y	Ongoing	Lyndon Schutzler	$1,500

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
For Program Review, Massage is included as a program/department.

Non Budget-Dependent Items – Massage Therapy

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
A	Communication across campus for tracking student hours for certification	1,3	Y	Ongoing	Paul Tuff

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

Faculty and Staff Positions

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
NM	Program coordination budget for duties performed outside of instruction	1,6		Ongoing	Paul Tuff

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

Physical Education – Physical Education

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
NM	Equip PE 104 as smart classroom	1,3,7	Y	2012-13	L Schutzler	$7,000

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

Non Budget-Dependent Items – Physical Education

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
IP	Study course schedule in response to budget cuts			Ongoing	L Schutzler
IP	Plan courses at Marina Ed Center	1,2,3,5		Fall 2011	L Schutzler
IP	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
IP	Complete planning for gym/pool renovation	1,2,7		Ongoing	L Schutzler

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

Faculty and Staff Positions

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
NM	PE/PFIT/Coach Instructor position	1,2,3,6	Y	Ongoing request	Administration

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

Physical Education – Physical Fitness

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
NM	Increase discretionary funds for supplies, equipment repair, and maintenance of new Fitness Center in response to enrollment growth.	1.3.7	Y	Ongoing	L. Schutzler	$3,000
NM	Replace aerobic fitness equipment in Fitness Center due to increase in use.	1,3,7	Y	Ongoing	L. Schutzler	$50,000

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

Non Budget-Dependent Items – Physical Fitness

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
IP	Study course schedule in response to budget cuts			Ongoing	L. Schutzler
IP	Formulate a schedule for Marina Ed Center	1,2,5		Fall 2012	L. Schutzler
IP	Continue to study best options for Fitness Center instructions	1,3	Y	Ongoing	L. Schutzler
D	Study community interest for development of new courses	3		Ongoing	L Schutzler

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

There are no plans to offer new courses because of budget restrictions.

Faculty and Staff Positions

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
NM	PE/PFIT/Coach Instructor Position	1,2,3	Y	Ongoing	Administration

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

Physical Science – Division Office

Budget-Dependent Items

Status (C, IP, D, A, NM)	Action Item	Supports Goals	PRSL	Timeline	Person(s) Assigned	Amount
IP	Provide updated, adequate classrooms, labs, lecture space, equipment and furniture, with access to appropriate technology, for all Physical Science classes. Proceed with Math and Science Building projects.	X		2011-2013	Bond	
C	Part of this project has been completed with the recent remodeling of the BC Building.	X		2010-2011	This portion completed.	
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		2012-2013	Bond	
IP	Improve safety and access for pedestrians and authorized individuals who park in J Lot. Install highly-visible *Loading Zone* sign in the loading zone.	X		2011-2013	Bond	
IP	Install individually-controlled thermostats in Physical Science classrooms and labs (controlled from within the PS Bldg) in order to provide adequate heat when it is needed and conserve energy when it is not.	X		2012-2013	Bond	
IP	Provide instructors with a suitable work area for producing and compiling classroom documents. Purchase a work table with riser and sorting rack for the Divisional Center. Install work stations and storage.	X		2012-2013	Bond	
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		2012-2013	Bond	
IP	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		2012-2013	Bond	
IP	Continue to improve network coverage and input (Wi-Fi) in Physical Science Building.	X		2012-2013	Bond	
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 located all across campus during Physical Science remodel.	X		2012-2013	Physical Science Technician Bob Otter	$400
(*Tech Refresh items*)	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	X		Hopefully soon	Bob Otter and Tech Refresh Committee	

Status	Action Item	Goals	PRSL	Timeline	Person(s) Assigned	
IP	meet minimum specifications for the campus network: Obtain 15 replacement computers for faculty and staff through campus cascade program. Seven of these are extremely high priority.				IT	$0 (cascade)
NM	Purchase 26 replacement notebook computers to be used by students in the Earth Sciences, Physics, and Astronomy labs. These will replace the 26 desktops currently in use in PS 205.				Phys. Sci. Lab Managers	$28,000 (computers)
NM C	Purchase new versions of software (Maple, MathCad, etc.) compatible with new operating system. Purchase 8 data collection interfaces compatible with new computers.			This portion completed	Phys Sci. Lab Managers	$12,000 (software)
NM	Reinstate and increase Physical Science Division Office Repair budget to allow us to repair equipment whenever possible, instead of replacing it.	X		As soon as fiscally possible	Linda Logsdon	$3,000
A	Restore Physical Science Division Office Instructional Program Materials budget to 2002-2003 level of $8,152.	X		As soon as fiscally possible	Linda Logsdon	$3,222

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
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. This year we've been asked to give up an additional 15% of our discretionary budgets. The only one we have left is Instructional Program Materials, and we have 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.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports Goals	Supports PRSL	Timeline	Person(s) Assigned
C	Observe any possible traffic or safety conditions resulting from recent installation of drive-by library book-return box, and relocate if necessary. Observation has shown that relocation is not necessary.	X		Completed	Linda Logsdon
IP	Monitor the plans and progress of the Math and Science Building projects to ensure all instructional needs are met.	X		2008-2013	All
IP	Continue to improve cleanliness inside of the Physical Science Building, and outside, particularly at the west entrance and vending machine area.	X		Ongoing	Linda Logsdon

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
NM	The Physical Science Building and the entire campus would benefit from the hiring of an additional custodian and grounds crew member.	X	

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

Physical Science – Chemistry

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
A	Create an ongoing budget for our fume hoods to be inspected on an annual basis and for repairs as needed.	x		ASAP		$1,500/yr.
NM	Create an ongoing budget for our Chemical Hygiene Officer to attend trainings to receive updated information regarding laboratory safety practices and regulations.	x		ASAP		$1,200/2 yrs.
NM	Create a yearly equipment replacement budget for laboratory equipment broken by students (since we can no longer charge students).	x				$1,500
NM	Increase supply budget to cover 3-5% annual increases from vendors and to make up for the 15% reduction in the 2011-12 budget.	x				TBD
IP	Update our basic laboratory equipment (hot plates, vortex mixers, etc.)	x				$10,000
NM	Acquire the portable fume hood previously requested from an Instructional Block Grant. In addition to its uses in classroom demonstrations, this item also would support departmental/campus outreach to local middle and high schools.	x				$3,800
NM	Add computers to each laboratory station in our labs.	x				$84,000 Bond?
D	Obtain respirators for staff in the event of a spill of hazardous materials.	x				$2,000
C	Adjust fume hood fans in the stockroom and labs to decrease flow rate to meet standards.	x				$200
C	Update safety and chemical storage equipment, such as purchasing a separate nitric acid storage chamber.	x				$200
C	Purchase a conductivity meter to monitor our de-ionized water system.	x				$500
NM	Bring our lecture facilities up to the standards needed to provide for an effective, ergonomic, quality learning environment.	x				$100,000 Bond (?)
NM	Purchase computers/multimedia equipment to be used in labs for lectures/demonstrations.	x				$12,000

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
We added the budget request for fume hood repair and inspections because we need to have our fume hoods monitored annually by an outside vendor and because our repair budget is currently too small to allow for fume hood repairs.

We deleted the request for respirators because we have a contract with All-Chem for obtaining help with the clean-up of hazardous materials.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
C	Install an eyewash/shower station in the stockroom (already purchased).				
IP	Continue to offer our full range of ACCESS-funded chemistry tutors to provide assistance for all courses designed for chemistry majors.				
IP	Meet with other ACCESS faculty members from neighboring community colleges and UCSC to discuss course expectations, philosophy, and content that will help our students succeed at UCSC and in graduate or professional degree programs.				
IP	Promote underrepresented students to transfer and to graduate from a UC with a degree in the biomedical sciences by accompanying ACCESS students for fall and spring graduate lab tours at UCSC and by encouraging students to apply for summer research internship programs at UCSC.				
NM	Explore the possibility of adding additional courses offered by the Chemistry Department to meet the needs of the Public Safety Officer Academy in such areas as Fire Science, Forensic Chemistry, Drug Identification, and other areas in which chemistry is applicable, such as water treatment, environmental chemistry, etc. The potential for increasing FTES is obvious and substantial. Subsequent implementation would require additional staffing and supplies.				

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
IP	Replace our full-time instructor for Chemistry 1A (due to retirement) beginning FY 2011-12		

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

Physical Science – Earth Sciences

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
NM	1. 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.		Yes!	Ongoing	Hochstaedter	Bus rental is in increments of ~$1,000
NM	2. Obtain appropriate equipment and instructional supplies to institutionalize the permanent teaching of Geology +/- Oceanography in Marina.		Yes!	Ongoing	Hochstaedter	Variable amounts
NM	3. Obtain instructional supplies for the drifter program.		Yes!	Ongoing	Hochstaedter	Each drifter costs ~$700

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	1. Improving the use of Google Earth or other such virtual globes. The second best thing to bringing students into the field is bringing the globe to the students via the internet and virtual globe or virtual field trip experiences.		Yes!	Ongoing	Hochstaedter
IP	2. To address the difficulties in interpreting geology from a photograph, we will include a drawing of a geologic scene on the final so that students can interpret the geologic history from a drawing rather than a photograph.		Yes!	Ongoing	all
IP	3. We will continue to place more overt emphasis on the scientific method in oceanography labs.		Yes!	Ongoing	Hochstaedter
IP	4. Individual instructors will consider alternatives to each student presenting posters in front of the room.		Yes!	Ongoing	all
IP	5. Effort continues in Oceanography to add more Google Earth to the labs.		Yes!	Ongoing	Hochstaedter
IP	6. Effort continues in Oceanography to heighten student interest in ocean currents and SSTs earlier in the semester.		Yes!	Ongoing	Hochstaedter

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
	None.		

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

Physical Science – Engineering

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
A, NM	Purchase latest edition of SolidWorks (Current copy is 2007) for ENGR2 and future ENGR SolidWorks short course.	X	X	needed for Fall 2011	Rebold	$1500
A, NM	Purchase Camtasia Screen Capture Software with web-cam and/or smartboard for recording ENGR8/12 lectures and posting online for students who cannot attend class every day. A low cost Wii-based smart board option is being investigated and developed by the MPC Computer Science Club.	X		needed for Fall 2011	Rebold	$400
A, NM	Purchase latest edition of MATLAB (Current copy is 2007)	X		Spring 2011	Rebold	$2000
C	Purchase 5 electronic component kits	X		12/2009	Rebold	

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

Addition: SolidWorks is used in ENGR1, ENGR17 and a future ENGR54 short class. Current version is 2007 and will not support running on 64bit Windows. The CAD lab GA103 is currently transitioning to 64 bits for the fall to fully use their 5GB RAM machines. In lieu of an upgrade we risk losing or at least diminishing the quality of performance of this important software tool.

Addition: Camtasia Screen Capture software, to improve retention and provide alternative access to classroom experience for students. Requires softwar. Will enable recording of ENGR8/12 lectures and posting online for students who cannot attend class every day.

Addition: Purchase latest edition of MATLAB (Current copy is 2007) for ENGR17. Current edition is adequate but showing signs of being dated.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
IP	Collaborate with Carmel Robotics Center to develop short courses utilizing their state of the art facility – in electronics, prototyping, as well as explore ways to incorporate facility into existing ENGR classes	X		9/2011	Rebold
IP	Improve Articulation with regional and statewide universities: Upcoming efforts will focus on the feasability of bringing in a Materials course to be offered at NPS (our students would enroll in an MPC class that is the same as that offered at NPS).	X	X	Ongoing	Rebold
IP	Advocate the installment of a MESA program office – Hartnell and other neighboring schools consider this a crucial factor in their	X	X	Ongoing	Rebold

programs' success. Formerly this has been considered not cost effective or restricted due to our small program size. Current increased demand for engineering classes suggests the time is ripe to re-examine the issues.				

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):

Physical Science – Math Department

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
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 part-time offices, a conference room, a workroom, 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	Unknown	Math Department Chair	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	Unknown	Math Department Chair	$1,200 each
A	The 3 new classrooms in the Business building were equipped with white boards against the wishes of the Math Department. 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	Immediate	Math Department Chair	To be determined from this semester's experience.
NM	Reassigned time or equivalent compensation for the MATH Chair	X	X	Unknown	Negotiated Item	6 TLU/year
NM	Equip one MATH classroom with student computers for computer-based instruction.	X	X	Unknown	Math Department Chair	$60,000
C	Convert all MATH Classrooms to SMART classrooms with appropriate technology and with high quality blackboards.					
NM	Above item completed except for Blackboards in PS 102 and PS 104 which are dilapidated and need replacement with high quality blackboards	X	X	Unknown	Math Department Chair	$4,000 (less if we can use skins)
C	A private office (occupied by a single instructor) for every full-time instructor; office space for part-time instructors					
NM	Above item completed except for office space for part-time instructors	X	X	Unknown	Math Department Chair	Unknown
A*	Software for On Line Homework Assignments	X	X	Unknown	Math Dept. Chair	Unknown
C	Adequate MATH facilities: We need to monitor the plans and progress of the remodeling project to insure all instructional needs are met.					

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

*Encourages better understanding and completion of homework. See Program Reflections for Fall 2010

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
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

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
NM	Hire two 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 into cancelling classes, as well as turning away students from most classes still being offered because these classes are completely full with not a single seat left**. The huge surge of students attempting to enroll in math classes in 2010 – 2011 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

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

Physical Science – Math Learning Center

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
NM	Establish supply budget for MLC/Software maintenance.	X	X	Immediate/Ongoing	MLC Coordinator	$1250
C	Expand and upgrade the Math Learning Center – a larger space is needed to provide support for more students.					Bond

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
The new facility required an upgrade to Version 11 of Time Keeper. There is an annual cost of approximately $250 for using the newer version, which is the reason for increasing the needed supply budget from $1000 to $1250.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
A	Develop and implement workshops. Development is not budget dependent, but implementing the workshops will only be possible with additional staff.	X	X	Fall 2011 – Spring 2012	MLC Coordinator and staff

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
The MLC would like to offer specific workshops to help our students with particularly problematic topics similar to how the ESSC offers their workshops. This has been discussed and supported by the Basic Skills taskforce, Basic Skills committee, and the Math Department.

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
D	Hire a full time instructional aide for MLC		
A	Hire three part-time instructional assistants for MLC	X	X

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
The MLC is growing every semester both in number of students enrolled in Math 440 and in number of hours logged by the enrolled students. We have seen additional growth just in the short time since moving to the new facility. It is crucial that the MLC be properly staffed in order to keep up with the demand from the students. We are currently operating with close to sixty hours per week of temporary classified staff. These hours need to be maintained which is the reason for switching from one full time instructional assistant to three part-time positions.

Social Science – Anthropology

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports Goals	PRSL	Timeline	Person(s) Assigned	Amount
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	12/01/2011	Elias Kary	$12,000
IP	Continue to hire Adjuncts to teach Anthropology courses that are needed to make the program viable.	X	X	Ongoing	Elias Kary	c. $10,000

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

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports Goals	PRSL	Timeline	Person(s) Assigned
IP	Make images of the department's fossils available online	X	X	5/01/2012	Elias Kary
IP	Continue to refine student learning outcomes and align assessments	X	X	5/01/2012	Elias Kary
C	Create a mentorship program that coordinates successful anthropology students with students enrolled in core courses.	X	X	12/01/2010	Elias Kary
A	Add a course in primate behavioral ecology	X		5/01/2012	Elias Kary
D	Write the course outline for Anthro 6L: Laboratory in Field Archaeology	X		9/1/2011	Elias Kary

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
I surveyed students and there appears to be a greater demand for a biological elective then there is for archaeology. Primate behavioral ecology is an appropriate addition to our course offerings in that it will provide an additional elective in biological anthropology. A lab class in archaeology will be reassessed when a demand becomes apparent.

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):

Social Science – Child Development

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports Goals	PRSL	Timeline	Person(s) Assigned	Amount
IP	Hire new Child Development Instructor to replace retiring faculty member	5		who knows	Doug Garrison	$95,504
C	4 1 unit modules (2 face to face and two online) added to Spring schedule -- course has been approved to be offered in Fall semester	5		Fall semester	Caroline Carney	$1,000

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
The Reggio Emilia course has not yet been scheduled for Fall semester. The Child Development search has been completed and is waiting for a decision from the President as to whether we can fill it or not. If the position is not filled, we will need to come up with a way to meet some of the necessary duties the chair of the department does.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports Goals	PRSL	Timeline	Person(s) Assigned
C	1. Complete revision of the Child Development Major, incorporating the Statewide 24 unit CORE and student learning outcomes and assessments	5			
IP	2. Work with other departments throughout the college to use our new child development center	5		on-going	New Chair
On hold	3. Investigate possibility of moving administration of the Child Development Center to the Child Development Department from Student Services	5		on hold	New Chair
On hold	4. Work to develop Spanish Core courses with co-requisite ESL courses	5		on hold	New Chair
C for Counselor part IP for tutors	5. Investigate applying for First 5 Monterey funding for a part-time dedicated academic counselor for Child Development and bilingual math tutors.	5			New Chair
C	6. Complete revision of the Child Development Major, incorporating the Statewide 24 unit CORE and student learning outcomes and assessments	5			

on hold	8. Work with ESL department to have an ESL class linked to one or more CHDV classes offered at Marina Education Center	5		on-hold	New Chair

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
IP	Hire new Child Development Instructor to replace retiring faculty member	5	
	1 unit class added to Fall schedule	5	

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

Social Science – Economics

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
	None					

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
Campus wide need to reduce budget.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
IP	Provide a constant review of economics material and its delivery in comparison to University of California and California State University standards.	1	1-4	Ongoing	Albert
IP	Provide a consistent explanation to enrolled students that MPC Economics courses will prepare you well for a four year University.	1 (op goal 3)	1-4	Ongoing	Albert
C	Continue to offer courses at the Education center in Marina.	(op goal 2)	1-4		Albert
C	Provide adjunct faculty with increased recognition of their contribution to the program.		1-4		Albert
IP	Increased counseling and outside the classroom instruction for students.	1(op goal 3)	1-4	Ongoing	Albert
C	Redevelopment of course materials to include current crisis	1	1-4	Fall 2011	Albert
IP	Develop an hybrid Macroeconomics and Microeconomics course.	1 (op goal 1)	1-4	Fall2012	Albert
D	Develop a course designed to attract the wider community.		1-4	NA	Albert
C	Trial a course offered in a larger class size lecture format.	1 (op goal 3)	1-4		Albert
IP	Integrate Economics courses into the MPC Business programs point of reference.	1	1-4	Fall2012	Albert
C	Develop an online micro and macro-economics course.	1(op goal 1)	1-4		Albert
D	Explore possibilities of a Mon, Wed, Fri course approach with Fridays being more tutor oriented.	1	1-4	Fall2011	Albert
A	Explore possibilities of a Mon 3 hour evening class	1 (op goal 3)	1-4	Fall 2011	

A	Update and or alter course outline to make acceptable for C-ID transferability – specifically the algebra II requirement.	OP goal 3	1-4	Spring 2011	Albert

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

Deletions pertain to the budgetary aspects of supporting certain types of students.
Also, adding a class to help working students attend face to face.
With C-ID and other transferable issues for Econ, econ department must keep its eye on the algebra II requirement.

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
	None		

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

Budget difficulties.

Social Science – Education

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
	None					

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	Hold two orientations for future teachers for enhanced outreach			before Spring semester	New CHDV Chair
on hold	Orientation for counselors at MPC and local high schools			on hold	New CHDV Chair
IP	Continue to refine student learning outcomes and align assessments			on going	Bill 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
	None		

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

Social Science – Ethnic Studies

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
C	Offer additional ETNC 18 section as mandated by Academic Affairs	X		Spring 2011	Dept. Chair	$2,500
IP	Continue to hire adjuncts to teach Ethnic Studies courses that are needed to make the Ethnic Studies program viable.		X	Ongoing	Kendra Cabrera	c. $10,000

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
Most of the Ethnic Studies that are 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		Timeline	Person(s) Assigned
		Goals	PRSL		
IP	Develop Chicano Culture Class to meet Community Mandate	X		ongoing	Dept. Chair

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
There has been an interested expressed by the Latino community for a Chicano Culture Course.

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
C	Adjunct Instructor offered an additional course in Spring 2011	X	

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
Academic Affairs mandated an additional course offering of ETNC 18 to meet community demand and student interest.

Social Science – Gentrain/World Civilizations

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
						$

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate)
Gentrain Program made NO Budget requests in 2010-2011 in response to budget crisis.
It should be noted that the Gentrain Program was cut in half in 2010-2011. The previous year we offered 32 sections; this year we are offering 16 sections.
These cuts were on top of previous cuts in previous years. In 2007 we cut 16 planned sections of World Train after successfully offering it in the fall semester of 2006 to over 150 students.
In 2006 we cut 12 sections of GENT 99. These were special topics courses on topics related to Gentrain but went into more depth and complexity. These classes also drew over 100 students each.
Since 2006 our course offerings have been cut by 75%.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
No requests being made in deference to the budget crisis.
Gentrain Program made NO Budget requests in 2010-2011 in response to budget crisis.
It should be noted that the Gentrain Program was cut in half in 2010-2011. The previous year we offered 32 sections; this year we are offering 16 sections.
These cuts were on top of previous cuts in previous years. In 2007 we cut 16 planned sections of World Train after successfully offering it in the fall semester of 2006 to over 150 students.
In 2006 we cut 12 sections of GENT 99. These were special topics courses on topics related to Gentrain but went into more depth and complexity. These classes also drew over 100 students each.
Since 2006 our course offerings have been cut by 75%.

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):

Social Science – Geography

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
IP, NM	Hire a full-time faculty instructor to guide this important department.	x	x	Ongoing	Division Chair	$95,504

Rationale for Additions or Deletions (refer to your Program Reflections form 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		Timeline	Person(s) Assigned
		Goals	PRSL		

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):

Social Science – History

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
IP	Hire a full-time historian to fill the vacancy recently created by Richard Kezirian's retirement and that is needed to make the History program viable.	x	x	Immediate	Tom Logan	c. $95,504
IP	Continue to hire adjuncts to teach history courses that are needed to make the History program viable.	x	x	Ongoing	Tom Logan	c.$15,000

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
Most of the history courses that are offered at MPC are mandatory classes for an A.A./A.S. degree and/or a B.A./B.S. degree. As a result, it is imperative to have at least two full-time instructors in the department. When one adds the need for creating online courses and new courses at the Marina campus, the reality is that there is enough work for three full-time history instructors. In fact, when Richard Kezirian first joined the History Department in 1971, there were three full-time faculty in the department. Quality has been undermined with budget cuts ever since 1971, the key turning point being the passage of Proposition 13.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
C	We recently updated all of the regular history course data sheets and online course data sheets, and wrote SLOes for each.	x	x		Tom Logan
C	We recently completed a review of the Gentrain travel-study courses that Tom Logan conducts, deleted many, and have updated the course outlines for those that need to be updated.	x	x		Tom Logan
C	We have increased the number of history transfer courses.	x	x		Tom Logan

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):

Social Science – Political Science

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
C	Hire new full-time faculty.	x	X	Completed		
IP	Continue to hire adjuncts to fill the many POLS courses that are needed to make the Political Sciences program viable.	x	x	Ongoing	Lauren Handley	c. $15,000

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
Most of the POLS courses that are offered at MPC are mandatory for an A.A./A.S. degree or are transferable to a B.A./B.S. degree.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
A	Sponsor Young Republicans, Young Greens and Young Democrats clubs, so as to ensure a politically active student body before the 2012 elections.		X	Before Fall 2012	Lauren Handley
A	Undertake curricular review updating both course offerings and SLOs.	#3	X	As allowed by SB1440 and CAC	Lauren Handley

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
MPC has diverse extra-curricular offerings for students, but lacks those designed to promote political education and active citizenship.   Party- oriented clubs are an excellent way to begin to rectify this deficit because the possess well-recognized names and principles and because of the upcoming national elections. Curricular review is necessary to update the program, keeping it in line with state government regulations and the field of political science itself. The goal is to shift the focus of the program so that there are more offerings about global politics, which takes advantage of regional resources (DLI, MIIS, etc) and speaks to students wider interests

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
	NONE		

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

Social Science – Psychology

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
D, NM	Replace Gary Jepson with full-time psychology instructor. *	X	X	Fall 2008	Department Chair	$95,504
D, NM	Hire additional full-time psychology *	X	X	Fall 2008 or Fall 2009	Department Chair	$95,504

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
The highest priority in the most recent program review was the hiring of two additional full-time psychology instructors. One of the hires was a replacement for Gary Jepson when he retired, just to be able to maintain the quality and course offerings of the department. The hiring of the second instructor would have made it possible to offer additional sections of existing courses on the main campus and at Marina: MPC Education Center. Also, dependent upon their expertise, the hiring of additional instructors would make it possible for the department to develop new courses, making it possible to expand and diversify the department's course offerings.   It is extremely important for the school to hire a new full-time instructor ASAP. The department chair one adjunct instructor will be retiring at the end of this semester, and there is the possibility other adjuncts will be retiring in the near future. It will be difficult to maintain the viability of the department if there is are no replacements for those full-time and adjunct faculty planning to retire

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
IP	Develop major in psychology to articulate with transfer institutions	X	X	Dependent on hiring of new psychology instructor(s).	Chair of psychology department and new instructor(s).
C	Schedule additional courses at Marina: MPC Education Center.	X	X	Dependent on hiring of new psychology instructor(s).	Dependent on hiring of new psychology instructor(s).
D	Offer General Psychology at area high school	X	X	Dependent on availability of instructor	Department Chair and appropriate school administrator

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
No staff – Refer to note above**.**

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
	Replace Gary Jepson with full-time psychology instructor. *	X	X
	Hire additional full-time psychology *	X	X

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

Social Science – Sociology

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
C	No budget dependent items to list, assuming status quo of adjunct budget for fiscal year 2010/2011					

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		
C	Course revisions: Convert Sociology 1 and Sociology 2 to on-line courses	X	X		Dennis W. Johnson
IP	Development of Research Methods course to satisfy lower division requirements in Sociology, Psychology, and other Social Sciences majors	X	X	September 2011	

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
Administrative mandate to meet UC and CSU lower division transfer requirements.

Faculty and Staff Positions

Status (C,IP,D,A)	Position	Supports	
		Goals	PRSL
NM	Assuming status quo budget for adjuncts remains the same as fiscal year 2010/2011. There may be a substantial saving to this cost center if the only full time instructor, Dennis Johnson, retires within the next few months. In the event that he retires, the Sociology department will be staffed by adjuncts, including maintaining continuity by employing Dennis as an adjunct at the maximum level allowed by MPC and STRS.	X	

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

Social Science – Women's Studies

Budget-Dependent Items

Status (C,IP,D,A, NM))	Action Item	Supports		Timeline	Person(s) Assigned	Amount
		Goals	PRSL			
IP	Replace Sarah Mawhirter with full-time Women's Studies instructor.	x	x	Ongoing	Division Chair	$95,504
IP	Continue to hire Adjuncts to teach WOMN courses that are needed to make the program viable.	x	x	Ongoing		c. $10,000

Rationale for Additions or Deletions (refer to your Program Reflections form as appropriate):
Most of the WOMN courses that are at MPC are mandatory classes for the A.A./A.S. degree and/or are transferrable to a B.A./B.S. degree.

Non Budget-Dependent Items

Status (C,IP,D,A)	Action Item	Supports		Timeline	Person(s) Assigned
		Goals	PRSL		
IP	Develop major in WOMN to articulate with transfer institutions	x	x	Ongoing	Chair of Women department or Division Chair.
C	Schedule additional courses at Marina: MPC Education Center.	x	x		Chair of Women department or Division Chair.

Faculty and Staff Positions

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

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