## I. Team Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Type</th>
<th>Email</th>
<th>Contact Phone</th>
<th>Responsible for what part</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Ransom</td>
<td>Primary Team Member</td>
<td><a href="mailto:mike.ransom@marin.edu">mike.ransom@marin.edu</a></td>
<td>x7579</td>
<td>All</td>
<td></td>
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</tbody>
</table>

## II. Program Review Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee (Chairs)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Schultz</td>
<td>Curriculum Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blaze Woodlief</td>
<td>Educational Planning Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laura McCarty and Erik Dummire</td>
<td>Facilities Committee Co-Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara McKinnon</td>
<td>Planning and Resource Allocation Committee Co-Chair/Academic Senate President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Planning and Resource Allocation Committee Co-Chair/Instructional Equipment Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara McKinnon, Yolanda Bellisimo and Anne Gearhart</td>
<td>Program Review Committee Chair and SLO Coordinators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Student Access and Success Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Irvine</td>
<td>Tech Committee Chair</td>
<td></td>
<td></td>
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</tbody>
</table>

## III. Vice President of Academic Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nick Chang</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## IV. Board of Trustees President

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eva Long</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Technology Requests

Part I: Software

Business-and-Information-System-2011

I. Technology/Software Requests

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, IPC and Budget.

Importance:
• 'A' means that your discipline cannot teach your course(s) without the requested equipment.
• 'B' means that your course(s) would be greatly enhanced with the requested equipment.
• 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>60 Students</td>
<td>Discipline-Related</td>
<td>BUS</td>
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</table>

Description and part number for ordering. Please include system requirement.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
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<tbody>
<tr>
<td>1</td>
<td>$399.95</td>
<td>$31.77</td>
<td>$9.95</td>
<td>$441.67</td>
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</table>

Type
License Renewal

Discipline-Specific

College-wide

Open Lab

Lab use

Item to be shared with the following Department/Program: (Include any shared expenses)

Used only by students enrolled in BUS 114 - Beginning Computer Accounting

Justification for Item (See Rating Rubric)

1. Is this software required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
2. Is this software required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

It is the subject of the class and without the software, the class cannot be taught. This software license has been renewed each year for as long as the course has existed (approximately 11 years.)
2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

This course allows students completing BUS 112 - Financial Accounting the opportunity to apply the theory gained in that class in practical business situations and scenarios. Career students develop the skills necessary to function accounting positions.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

The software is installed in a teaching lab and available for student access five days and a number of nights a week. There are three sections of 30 students scheduled each semester.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Mastery of QuickBooks for business accounting purposes.

5. Additional Justification for this item:

The continual high enrollment in the class and completion of the class directly indicates the effectiveness and necessity of this class.
I. Technology/Software Requests

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, IPC and Budget.

Importance:
- 'A' means that your discipline cannot teach your course(s) without the requested equipment.
- 'B' means that your course(s) would be greatly enhanced with the requested equipment.
- 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>02</td>
<td>100 Students</td>
<td>Online Subscription</td>
<td>CIS</td>
</tr>
</tbody>
</table>

Description and part number for ordering. Please include system requirement.
Microsoft Developer Network Academic Alliance (MSDNAA) membership

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Type</th>
<th>College-wide</th>
<th>Discipline-Specific</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Renewal</td>
<td>Open Lab</td>
<td>Lab use</td>
</tr>
</tbody>
</table>

Item to be shared with the following Department/Program: (Include any shared expenses)

Justification for Item (See Rating Rubric)
1. Is this software required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

MSDNAAA provides operating systems and development software to the CIS Networking and A-Plus classes. For instance, a class in Operating Systems implementation and control requires individual copies of current and past Operating Systems for students to install and modify in laboratory experiments and homework assignments.

These Networking courses prepare students for employment in various entry level business computer systems jobs. It is not practical to expect students to understand how to install software without having actually done it.
4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

The software is installed in a teaching lab and available for student access five days and a number of nights a week. There are three sections of 30 students scheduled each semester.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

One aspect of this particular license is that students are able to install various Operating Systems and utility software on their own machines. This greatly improves their access to the information and accommodates flexibility in their personal schedules.
4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Students will have mastered the skills required to install and maintain Operating Systems and other utility programs in business computer networks.

5. Additional Justification for this item:
Technology Requests
Part II : Hardware for Lab and Classroom

Business-and-Information-System-2011

I. Technology Requests-Hardware for Lab and Classroom or other student use

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, IPC and Budget.

Importance:
• 'A' means that your discipline cannot teach your course(s) without the requested equipment.
• 'B' means that your course(s) would be greatly enhanced with the requested equipment.
• 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>600 Students</td>
<td>Computer</td>
<td>BIS/BOS/BUS</td>
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</table>

Description and part number for ordering:
Replace existing Laser printer in LC 35 with HP LaserJet 5200dtn Printer.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
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</tr>
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<tbody>
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<td>$212.50</td>
<td>$50.00</td>
<td>$2,762.50</td>
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</table>

Type        Description
 Replace  College-wide
 Open Lab  Discipline-Specific
 Lab use

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

The existing HP 8150 Laser printer in the LC 35 lab is more than ten years old and not compatible with Windows 7. Costly periodic maintenance and repair has been required a number of times in the past three years.

Item to be shared with the following Department/Program: (Include any shared expenses)

The LC 35 BIS computer lab is an open lab (never exclusively used by a single class) which is used by CIS, BUS and BOS students.

Justification for Item (See Rating Rubric)

1. Is this hardware required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
2. Is this software required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
The equipment is required to keep the CIS, BOS and BUS courses viable for printing necessary laboratory and homework assignments.

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

The equipment is essential for the success of students in the CIS, BOS and BUS disciplines that are training for entry level jobs or improving their business computer skills to hold the jobs they currently have.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Approximately 600 students are enrolled in courses each year that will use this lab. Since the LC 35 lab is an 'open lab' and not scheduled to be exclusively occupied by any one class, student access is the highest level on the campus. Five days a week it is available to student use from 8 a.m. until 10 p.m. and from 9 a.m. until 2 p.m. on Saturdays. One mainstay of the computer lab is the ability to produce quality black and white hardcopy listings and is essential to attract and retain students through the program.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

All student learning outcomes associated with the manipulation of data and production of reports and presentations using the MS Office application software are effected by the ability to quickly produce high quality listings. The consistent class enrollments and completion rates are a good measure of how well the equipment is being utilized to meet student needs.

Ultimately, the number of certificates awarded in each of the application areas measures the success of the program.
5. Additional Justification for this item:

BIS has maintained student computer labs for over 30 years. Equipment is the foundation for BIS courses. Providing reliable high quality speedy printing is essential for program success. Replaced printer can be recycled to a less demanding lab.
Program Summary
Business-and-Information-System-2011

Instructions: after reviewing your data and reports from all other sections of your program review, use this form to briefly summarize all of the information you have provided by closing with your concluding remarks (e.g. an executive one-page summary) for your entire program review.

I. Assessment of Previous Program Reviews:

1. What resources have you been granted from your previous program reviews?
2. Please assess how these resources have been used to improve access, learning outcomes and student success in your program?
3. What changes have you implemented based on previous program reviews?
4. What results have you found?

The last BIS Program Review focused entirely on the need to recruit a full time faculty for the Accounting discipline. Happily we did get authorization to replace the two retired FT faculty with a new hire. When that person joins the staff in Spring 2012, we will not be in the position of having to cancel courses for the transfer and career education Accounting programs for the lack of available faculty.

II. Requests Summary:

1. Please summarize the main requests you have made in this program review in order of your priority starting with the most important one.
2. Summarize briefly why you want each one.
3. Summarize your overall rationale.

This year’s request is for continued funding of the Microsoft Developer Network Academic Alliance (MSDNAA) membership in support of the CIS Networking program and the QuickBooks software required to teach Computerized Accounting. In addition we are requesting funding to replace the BIS Open Computer Lab’s mainstay laser printer that is more than ten years old and no longer receiving software support.

III. Other concluding remarks.
1. Please rank the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

The three items listed are essential for the continued success of the CIS, BUS and BOS programs within the BIS department. The two software requests are most important as they are absolutely required for the course content. The ten year old laser printer is a disaster waiting to happen, but could be postponed another year.

2. Please comment if additional units, faculty, or staff have been requested.

No additional units, faculty or staff have been requested.

3. Other comments