Department Chair Comments
ACRT-2011

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 instructional equipment requests for ACRT are important to make the discipline function properly. The technology requests are important to keep the ACRT program current with industry standards. Students need to know how to use the most modern electronic equipment to diagnose and repair automobiles. The modernization project fell short of funds for fully equipping the Transportation Technology complex. The Automotive Collision Repair program will have to continue to seek other funding to outfit the facility so that it meets ASE and NATEF standards for certification. The ACRT department has prioritized the needed equipment list. It is unclear at this time, how many items on the list will be purchased by the modernization project and how many items will remain unfunded. All equipment listed is required for ASE and NATEF certification. The ACRT department will have to search for additional funding to cover the shortfall of the modernization project. I support the ranking of the supplies and equipment requested by the ACRT department.

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

There is no need for additional faculty in ACRT. We have a well rounded part time faculty pool for staffing. We are in need of additional "lab tech" hours. The modernization process has left us with an incomplete Auto Tech lab and Auto Collision Lab. We are asking for an additional 10 hours per week to help with the construction of new tool boards, organizing of tool storage areas and placement of equipment. We have been struggling for the past year and a half with items not properly stored and equipment not fitting where planned.

3. Other comments

The faculty and staff in the ACRT program typically work fairly well together. Their teaching philosophies and teaching styles are aligned with one another. The ACRT program works and operates smoothly. The ACRT staff is working with the Electronics and Machine Metals program on the electric vehicle and alternative fuels project which is a cross curricular activity.
Department Chair Comments  
Auto-2011

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.

I recommend we support their needs for equipment and supplies so they can continue with their successful work. I support the ranking that the instructional staff has submitted.

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

I'd like to take this opportunity to respond to some points made in the Auto Tech 2011 Program Review. In the Faculty Members section, item numbers 4 & 5 and in the Program Summary, there is reference to the Auto Tech program only having one full time instructor since 1997. This is not entirely correct. There have been two full time faculty members since then. There are also inaccurate comments about hiring practices and comments questioning instructor qualifications. Currently, both instructors in Auto Tech are ASE certified master techs undergoing at least 20 hours of update training per year. Each teaches at least 15 units of Auto Tech per semester. In addition, there are two part time instructors. They teach the remainder of the units allocated to the Auto Tech department (approximately 10 units.) Both the full time and the part time instructors bring a great wealth of knowledge and experience.

I'd like to point out that in today's automotive repair shop, it is important for Auto Technicians and Auto Collision Repair Technicians to work together. For example, an Auto Technician, working in a dealership may be expected to remove an interior door panel or a bumper assembly (considered Auto Collision) while performing warranty work. On the other hand, a technician in an Auto Collision Repair facility may find it necessary to remove the front suspension when repairing a car sustaining front end damage. The two industries are growing closer together rather than farther apart and a growing number of students are electing to take courses in both disciplines.
great efforts to insure that hiring practices are fair and follow all legal guidelines. College of Marin follows state and federal guidelines for hiring its employees. The comments made in Faculty Members, item number 5 are unprofessional and uncalled for and do not belong in Program Review. They are solely the opinion of the person preparing the document.

The district supports all Career Education programs by sending any instructor who wishes to attend a conference to receive update training to help them stay current in their field. In addition, the district has hired a support staff to help with recruitment and student success. These positions have been funded by the district in response to Program Revitalization.

At the most recent Advisory Committee Meeting, it was agreed to change the skill certificates into certificates of achievement. This will have a positive influence on the number of graduates from the program.

3. Other comments

Other areas of concern needing to be addressed in Auto Tech are the cracked floors and improper countertop material. The floors need epoxy coating and the counter tops need an overlay of stainless steel. These issues should have been dealt with through the modernization process but have not been resolved. If the modernization funds do not cover these issues then the district will need to resolve these matters.
Department Chair Comments
Business-and-Information-System-2011

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
Department Chair Comments
Basic Skills-English-2011

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.

1. Request for $250 in instructional costs to cover lab materials.

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

When English 98 classes were moved to Engish Skills, the discipline grew by almost one third. Therefore, there is a need to ensure that these students can be served in our lab. In order to do so, we request the 4.2 units to be used in the lab. Also, we feel that the dedicated tutor program has been so successful that it should be broadened and institutionalized to include all English 62 and 92 sections. To do so would require additional IS hours.

3. Other comments

Since there will be two new faculty, I would request that there offices be in the proximity to that of Michael Timmel. If they are near one another, the chance for collaboration is greater. Also, I would like the College to consider offering the GED test. The College discontinued offering that service a couple of years ago. Many of our basic skills students hope to complete their GED, so it would benefit them if the College offered it.
Department Chair Comments
CHEM-2011

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.

Our supply budget(s) are essential to the program. Without them we cannot offer the lab courses. One major concern is the increased chemical costs and enrollment over the years. We requested a moderate increase in supply budget. If necessary this increase can be allocated in increments over two to three years. The second major concern is that a major portion of our supply budget comes from lottery money. In the past this money has been withheld by a certain CoM administrator for reasons unknown. We do not really care where the money for supplies comes from, but the fact that the initial intent of lottery funds were to enhance programs, as opposed to fund them in lieu general fund money, and the fact that lottery money is not guaranteed makes us wonder if in fact department budgets, for all departments, should come out of general funds, and lottery money should be used as it was initially proposed, for one time enhancements, special equipment etc. that could not otherwise be purchased from general funds. (Just a thought.)

Also, we have a number of very expensive items requested in our equipment list. The main reason we are doing this is because no one ever informed us when it was time to use some of the FF&E money to put new, updated equipment into the new building. Since this is the last time we will do PR before moving, we thought it would be a good idea to add these items. We also think it a good idea for someone, anyone, to have thought of this before us, and told us whether this is the correct venue for these requests.

The fact that we are to move in less than a year, the budget for next year is going to be approved soon, and there has been no mention of how or when to spend our allotment of equipment money (or even what that allotment is) is just plain irresponsible! So, in order to not miss out as we did last year, we have requested a number of expensive and yet necessary items in both chemistry and physics.

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

We would like a 0.4 part time lab tech, or a permanent allocation for work study to hire a student lab assistant(s). (The latter being the desirable.) With the move to the new building and the fact that we are, absurdly, going from three labs to two (even though our growth has been nearly 140% over the past 10 years) we will have to schedule classes in a way that would cause our current, and only, lab tech to work about 60 hours a week.

3. Other comments

Have a nice day!
Department Chair Comments

COMP-2011

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.

There is a major computer and printer request coming from Alice Dieli, et al that we strongly support. Also, putting in and regularly updating computers in all smart classrooms in the science building is essential.

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

Yes, we have requested a full time computer science instructor be hired immediately!

3. Other comments

Have a wonderful day!
Department Chair Comments
COUN-2011

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.

It goes without saying that as stated in the program summary page, counseling department has NO ongoing budget and has relied heavily since 1986 on the matriculation funding from the state. The previously funded ongoing funding requests are the elements that support the services of the counseling department, an education code requirement.

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

The addition units should be funded in order to finalize the recommendations of the Student Success Initiative Task Force. If we are not funded, we cannot move forward as we are limited to the existing staffing which barely gets us through registration for new students.

3. Other comments

As chair for the counseling Department for many, many moons, this template assumes our department already have a budget and funds that roll over each semester. Since 1986 with the infusion of the matriculation funds for student services, the Counseling Department has had no budget and all funds were controlled by the Dean of student services. Whenever we needed materials, part time faculty and other student service expenses, we would request the Dean of student services and requests were fulfilled. No need to ask the District for any money except to cover the payroll for tenure faculty as it is practiced presently.

With the categorical budget cuts from the chancellor's office, the Counseling Department is finding it more and more difficult to function and serve students. As an advocate for our department, I am requesting our department be given equal consideration for budget requests as other departments and to be given a "budget" per this program review's request that will roll over each year so I will not have to ask for dollars to even buy paper for our copier or replace our printer cartridge when the ink runs out. Title 5 requires counseling services at CoM and the services should be considered equal in budgeting yearly needs to any other discipline.

The matriculation funds that are granted to CoM should be used as a start up for any new student success initiative. If data proves programs derived from this special funding are successful, then the budgeting for these programs should be merged into the general fund for future funding.

Please consider this budget and staffing request as a yearly on-going normal budgetary need as in instruction. Our services provide support for students outside of the classroom which is just as important as in the classroom.
Department Chair Comments

COUR-2011

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.

Career and Technical Education is the primary goal. Basic Skills and Transfer are also important in the Court Reporting program. Cultural Enrichment and Lifelong Learning are not applicable because of the specialized skill needed in Court Reporting. There is very little use of court reporting skills outside of the courtroom. The Court Reporting program understands they could attract more students in the 25 to 29 age group if they were to offer classes in the evenings. The Court Reporting program does not have enough unit allocation to offer both day and evening courses. It appears the single most important indicator of success is time on task. The Court Reporting program will move into the new main building next year. This will provide a modernized facility for instruction. The COM Court Reporting Program meets all Court Reporters Board of California requirements and regulations necessary for learners to achieve licensure. All courses have well thought out Student Learning Outcomes which prepare them for working in the field of court reporting.

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

It appears that the court reporting program needs to continuously update their DVD library so they can stay current. They need 3 stenotype machines to replace older machines which are no longer serviceable.

3. Other comments

acts as program coordinator. There are also four part time instructors. At the end of this year, the full time instructor will be retiring. It will be best if the district will consider replacing the retiring instructor with another full time instructor. This will keep the program running smoothly as it has in the past. The Court Reporting program is very labor intense to track number of hours students participate. This has been the job of the program coordinator.
Department Chair Comments
Credit-ESL-2011

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.

1. Funds for ESL adapted books and dictionaries. Our students use these materials and, therefore, they must be replaced. These are not books that simply sit on a shelf.

2. A computer and printer for Wendy Walsh. This request has been made previously. She is currently using an old, refurbished computer to replace her old computer that "died" before this request could be approved. She has also had to bring her own printer to school since she has never been provided with one.

3. Printer cartridge for Blaze Woodlief. It seems obvious that faculty needs to be able to print in order to work efficiently.

4. Turnitin. The discipline does not need this program, but it would like to try it out.

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

The discipline is requesting lab coordinator units again this year. These are units that exist for most every other lab at the College. The discipline is also requesting IS hours. Instructional specialists play an important role in English and English Skills. Credit ESL also believes that IS's could contribute to student success in its discipline.

3. Other comments
Department Chair Comments
DANC-2011

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.

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

3. Other comments

Dance has not asked for instructional equipment for some time. In fact the last time we did was for a stereo and that request was denied. We actually were denied a stereo without which we could not teach even one dance class. We ended up buying it with our OWN funds and I was not happy about it!!!
Department Chair Comments

Distance-Education-2011

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.

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

3. Other comments

Comments from Ingrid Kelly, instructor of English, former chair of the DE Committee:

As we continue to plan for DE, which involves increasing online offerings and improving rate of student success in DE courses, we need to keep in mind that the strategic plan and any DE plan should be connected to a budget. So far, there has been no direct budget for DE. I have been filling out the DE program review, but it seems as if the DE and the technology plan are not specifically connected to any particular department or program, so a program review does not seem to apply. Still, it's the only place to request funding, so I asked Sara McKinnon, a few years ago to create a Program Review form/template for DE.

It also seems as if the Technology and DE committees should be making these recommendations but there seems to be a disconnect since there is really no structure in place to request these funds. There is also not yet a place to request funding for computer classrooms and labs. These classrooms are not program specific. The college shares these resources, including the Writing Center and other labs on campus. I could be way off here, I know some current funding comes from somewhere, but we really need a steady source of funds to keep the DE program and the technology on campus up-to-date and in sync with the planning we do. I hope the DE Committee and the Technology Committee take on this important issue to insure the longevity of these important campus offerings and services.
Department Chair Comments
DENT-2011

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.

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

A full time administrative assistant to serve the faculty, staff and students of this program along with Medical Assisting, Fire Technology and ECE has been requested. It is critical that consideration to this request be given a high priority as at present there is inadequate support for the programs based at IVC. With the Health Sciences Department director and administrative assistant based at Kentfield, it is difficult to provide the quantity and quality of services necessary for this important programs.

3. Other comments
Department Chair Comments
ELEC-2011

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.

With the growing popularity of solar energy, it is important for College of Marin to support programs on the leading edge of technology and community interest. Since these courses are new to College of Marin, we do not have many supplies or equipment. Because of the large community interest and involvement in these courses, it is important to support them by providing instructional equipment and supplies. The electronics program in cooperation with the ACRT program are community leaders in teaching electrical conversion and hybridization. I recommend we support their needs for equipment and supplies so they can continue with their successful work. The program cannot exist without a supply and equipment budget. I support the ranking that the instructional staff has submitted.

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

No faculty needed at this time. We have one part time faculty member who is doing an excellent job of providing instruction in solar power, electrical vehicle conversion and electronics.

3. Other comments

This program has been growing in popularity over the last several years. We are in the process of developing new certificates of achievement for both solar and electric car technology.
Department Chair Comments

English-and-Humanities-2011

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.

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

The request for additional faculty is requested on behalf of the College at large, since the faculty request is for a Full-time Director to run the Writing Center which is a resource for all disciplines on campus. We are including it in the English Department Program Review since there is no other place to request such a position.

Additionally, we are also requesting a full time Distance Education position, a faculty member to organize the DE program at COM. This position is also requested as part of the English Department Program Review since traditionally these positions have been filled by English Department faculty, both at COM and at other institutions.

Both positions are presented here as rotating faculty positions, where a faculty member would take on these duties for a short term, then return to teaching and another faculty member could take the position; however, these positions have a variety of other models from which to choose. Nonetheless, full time positions in these areas are requested to foster continuity and growth of these programs.

3. Other comments
Department Chair Comments

MACH-2011

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.

Most of the students choose the career path while others choose to further their education at a four year institution. There are also students in the program taking courses in the program for cultural enrichment or life long learning. Basic skills such as math, measurement, critical thinking and problem solving are a key component of the Machine Metals curriculum. There are no barriers influencing student access and success but the Machine Metals program does need to continually work towards updating equipment and curriculum to meet real world work conditions. The facilities are well maintained with good working equipment. The building had a new roof put on it last year. There may be a need to address some of the heating and lighting systems in the future.

I recommend we support their needs for equipment and supplies so they can continue with their successful work. I support the ranking that the instructional staff has submitted.

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

There is a need to update equipment and continuously maintain equipment to stay current with industry standards. As the facility and machinery age, it may require additional funds to keep the current machinery operating.

3. Other comments

The Machine Metals program has one full time instructor and three part time instructors. The full time instructor teaches machining and the part time instructors teach the welding courses. The Machine Metals program is running smoothly because the full time and part time instructors work cooperatively.
Department Chair Comments

MMST-2011

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 Multimedia faculty continuously update their curriculum to stay current with industry trends. All course curriculum has been updated within the last five years. The Multimedia Studies department has well developed SLO’s for each of their courses. Students know what is expected of them as they progress through the courses and programs. Students use critical thinking and problem solving techniques on a daily basis while working on assignments in multimedia courses.

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

It is important to understand that computer technology and software changes rapidly. Multimedia Studies is highly dependent on modern and up to date computers and software so that students prepare themselves for the work force. Multimedia needs a budget that keeps their software and hardware needs up to date.

3. Other comments

The Multimedia program currently have two full time faculty members and four part time faculty. The faculty seems to be well diversified in all areas of multimedia and work together to provide a well rounded curriculum.
Department Chair Comments
ESL-Noncredit-2011

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.

1. Software: We have requested a site license for American Speech Sounds - a pronunciation software used by both Credit and noncredit ESL classes.

2. Hardware: We have about 44 total computers between the two labs. We have requested funding for 4 replacement monitors in the event some break down.

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

3. Other comments

3. Non-Instructional:
Printer/Scanner for the NC ESL part timers computer in PV 1.
2 computers for the 2 new FT instructors who begin in fall 2012.
Department Chair Comments
Physical-Education,-Health-&-Athletics-2011

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.

-Worked on entire review with the faculty – I have no additional comments

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

-Worked on entire review with the faculty – I have no additional comments

3. Other comments

-Worked on entire review with the faculty – I have no additional comments
Department Chair Comments

Physics-2011

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.

An excel file with a major request for new physics equipment has been sent to AS President Sara, McKinnon and Dean Jim Arnold. It will be attached as a hard copy to the printed version of this PR.

Also, we have a number of very expensive items requested in our equipment list. The main reasons we are doing this are because: 1) currently we have anywhere from 4 to 8 people trying to perform one lab experiment as a group and it doesn't take a rocket scientist or even a physics major to realize that for some of these students there is going to be very little interaction with the equipment they are supposed to be learning with, 2) no one ever informed us when it was time to use some of the FF&E money to put new, updated equipment into the new building. Since this is the last time we will do PR before moving, we thought it would be a good idea to add these items. We also think it a good idea for someone, anyone, to have thought of this before us, and told us whether this is the correct venue for these requests. The fact that we are to move in less than a year, the budget for next year is going to be approved soon, and there has been no mention of how or when to spend our allotment of equipment money (or even what that allotment is) is just plain irresponsible! So, in order to not miss out as we did last year, we have requested a number of expensive and yet necessary items in both chemistry and physics.

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

3. Other comments

Have a glorious day!
Department Chair Comments
Administration-of-Justice-2011

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 Administrative Justice program will be moving into new facilities as the modernization project continues. They will not need any specific equipment for their curriculum that is not addressed in the modernization program.

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

The Administrative Justice program has one full time instructor shared with several departments and several very knowledgeable part time instructors. These part time instructors teach classes in their area of expertise. The Administrative Justice program is running smoothly because the full time and part time instructors work cooperatively.

3. Other comments
Department Chair Comments

Work-Experience-2011

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 Work Experience program will be moving into new facilities as the modernization project continues. They will not need any specific equipment for their curriculum that is not addressed in the modernization program.

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

The Work Experience program has one full time instructor shared with Administrative Justice and Political Science. The Work Experience program is running smoothly because the faculty member keeps the courses up to date and in line with state and college standards.

3. Other comments
Department Chair Comments
Speech-2011

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.

I completely concur with the comments on the Summary Page prioritizing our requests.

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

I completely concur with the comments on the Summary Page prioritizing our requests. We worked diligently to create a new transfer degree that complies with SB-1440, yet we do not offer the full breadth of courses making this a true and viable option for students.

3. Other comments

One of our full-time faculty is out on sick leave for the semester and possibly more and one other is looking to possibly retire in 1.5 years.