# Signature Page

## MACH-2011

### 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>Stephen Peterson</td>
<td>Team Member</td>
<td><a href="mailto:steve.peterson@marin.edu">steve.peterson@marin.edu</a></td>
<td>415-883-2211</td>
<td>Budget/Equipment review</td>
<td></td>
<td></td>
</tr>
</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 Dunmire</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>
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</table>

### III. Vice President of Academic Affairs

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

College of Marin Program Review Signature Page• CG v.I February 2008
# Instructional Equipment

## MACH-2011

This section will be filled out by faculty and reviewed by the Department Chair, the ARea Dean, the Instructional Equipment Committee, IPC and Budget.

Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests".

Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

### 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>I. Instructional Equipment/Materials Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Importance:</strong> A</td>
</tr>
<tr>
<td><strong>Annually:</strong> Under $200</td>
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</table>

**Description and part number for ordering:**

LCD Projector

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping: Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,500.00</td>
<td>$0.08</td>
<td>$0.00 $1,500.08</td>
</tr>
</tbody>
</table>

**One-time expenses:** (e.g. construction, electrical, installation)

**On-going Expenses:** (e.g. maintenance, repairs, staffing, and/or upgrades)

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

**Do you have space for this equipment?**

**Justification for Item (See Rating Rubric)**

1. Is this equipment 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?

   Used to project new CAD-CAM software set-up and operational instructions

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 CAD-CAM process is increasingly becoming the norm in the machining industries.

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?

5. Additional Justification for this item:
### Instructional Operating Supplies

**MACH-2011**

#### I. Consumable Instructional Operating Supplies

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

Note: Please group requests into broad categories of items required to teach a class. Make ONE entry for each category. Please enter only if your costs have gone up or down or you need additional funds for some reason. Don't fill out if your supply budget has not changed.

Note: These are generally ongoing costs. One-time items go under Instructional Equipment.

**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?

**Importance:**
- **Priority:**

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually:</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>4 Classes</td>
<td>Machine and Metals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Technology - Welding</td>
</tr>
</tbody>
</table>

**Broad Category (for example in Chemistry - "Chemicals")**

Welding Gases / Tank Rentals Account # 56700

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
<th>Amount of Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>440.0</td>
<td>400.0</td>
<td>40.0</td>
</tr>
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</table>

**Type**

Increasing Cost

**How Long?**

Ongoing/Recurring

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

**Justification for Item (See Rating Rubric)**

1. **Is it necessary for students to succeed in a series of courses?**

   This is to cover the increase in gas tank(s) rental fees from our suppliers

2. **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?**
3. 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?

I. Consumable Instructional Operating Supplies

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

Note: Please group requests into broad categories of items required to teach a class. Make ONE entry for each category. Please enter only if your costs have gone up or down or you need additional funds for some reason. Don't fill out if your supply budget has not changed.

Note: These are generally ongoing costs. One-time items go under Instructional Equipment.

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?

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<tr>
<th>Importance:</th>
<th>Priority:</th>
<th>To Support Annually:</th>
<th>Discipline Area</th>
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<tbody>
<tr>
<td>A</td>
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<td>Machine and Mettals Technology - Welding</td>
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Broad Category (for example in Chemistry - "Chemicals")

Consumable Instructional Supplies - Sheet and Bar Stock Steel, Sheet Aluminum, Welding Rods and Wire Account # 43000

<table>
<thead>
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<th>Annual Cost</th>
<th>Previous Cost</th>
<th>Amount of Increase</th>
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<tbody>
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<td>3000.0</td>
<td>300.0</td>
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Type | How Long?
--- | ---------
Increasing Cost | Ongoing/Recurring

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

Justification for Item (See Rating Rubric)

1. Is it necessary for students to succeed in a series of courses?

Increase in budget to cover rising costs for metals and welding consumables. These costs have increased from 10% to 25%+ over the last five years while the budget has remained unchanged over the same period.
2. 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?

This will help to cover the rising cost of materials per student due to the increase in class sizes. This will benefit the 80 - 100 students that regularly attend class.

3. 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?

With the 10% increase in the budget will allow each student to further their hands-on training and increase their skill levels in order to gain their AWS welding certification and enter the welding industries.

I. Consumable Instructional Operating Supplies

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, PRAC.  
Note: Please group requests into broad categories of items required to teach a class. Make ONE entry for each category. Please enter only if your costs have gone up or down or you need additional funds for some reason. Don't fill out if your supply budget has not changed.  
Note: These are generally ongoing costs. One-time items go under Instructional Equipment.

Importance:
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- ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
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<table>
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<tr>
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<th>Priority</th>
<th>To Support Annually</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
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<td>5 Classes</td>
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**Broad Category (for example in Chemistry - "Chemicals")**
Machine and Metals Technology - Contract Services Account # 56700

<table>
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<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
<th>Amount of Increase</th>
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Type
Increasing Cost
How Long?
Ongoing/Recurring

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

Justification for Item (See Rating Rubric)
1. Is it necessary for students to succeed in a series of courses?

This is to cover the increase in supplies and materials which are needed to teach this course to industry standards.

2. 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?

This will help to cover the cost of materials per student due to the increase in class size.

3. 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?

With the 10% increase in the budget will allow each student to further their hands-on training and increase their skill levels to enter the industries.

I. Consumable Instructional Operating Supplies

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

Note: Please group requests into broad categories of items required to teach a class. Make ONE entry for each category. Please enter only if your costs have gone up or down or you need additional funds for some reason. Don't fill out if your supply budget has not changed.

Note: These are generally ongoing costs. One-time items go under Instructional Equipment.

Importance:
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• ‘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>
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<tr>
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<th>Priority:</th>
<th>To Support Annually:</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
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<td>5 Classes</td>
<td>Machine and Metals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Technology</td>
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 Broad Category (for example in Chemistry - "Chemicals")
Machine and Metals - Laundry Account # 56550

<table>
<thead>
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<th>Previous Cost</th>
<th>Amount of Increase</th>
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<td>57.0</td>
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Type  
None

How Long?  
Ongoing/Recurring

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

Justification for Item (See Rating Rubric)
1. Is it necessary for students to succeed in a series of courses?
Increase in cost of services

2. 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?

3. 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?

I. Consumable Instructional Operating Supplies
This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, PRAC.
Note: Please group requests into broad categories of items required to teach a class. Make ONE entry for each category. Please enter only if your costs have gone up or down or you need additional funds for some reason. Don't fill out if your supply budget has not changed.
Note: These are generally ongoing costs. One-time items go under Instructional Equipment.

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equipment.

• ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
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In addition, how many times have you requested this item, but you have not received it?

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<th>Priority:</th>
<th>To Support Annually:</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>01</td>
<td>5 Classes</td>
<td>Machine and Metals Technology</td>
</tr>
</tbody>
</table>

Broad Category (for example in Chemistry - "Chemicals")

Account #43000 $1633.00

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<tbody>
<tr>
<td>None</td>
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Item to be shared with the following Department/Program: (Include any shared expenses)

Justification for Item (See Rating Rubric)
1. Is it necessary for students to succeed in a series of courses?

This is to cover the increase in supplies and materials which are needed to teach this course to industry standards.

2. 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?

This will help to cover the cost of materials per student due to the increase in class size.

3. 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?

With the 10% increase in the budget will allow each student to further their hands-on training and increase their skill levels to enter the industries.
I. Consumable Instructional Operating Supplies

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

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<th>Priority</th>
<th>To Support Annually:</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>01</td>
<td>5 Classes</td>
<td>Machine and Metals Technology</td>
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</tbody>
</table>

**Broad Category (for example in Chemistry - "Chemicals")**

Machine and Metals Technology Account# 45000 - $2000

<table>
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<th>Annual Cost</th>
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<table>
<thead>
<tr>
<th>Type</th>
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<tbody>
<tr>
<td>Increasing Cost</td>
<td>Ongoing/Recurring</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 it necessary for students to succeed in a series of courses?

This is to cover the increase in supplies and materials which are needed to teach this course to industry standards.

2. 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?

This will help to cover the cost of materials per student due to the increase in class size.
3. 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?

With the 10% increase in the budget will allow each student to further their hands-on training and increase their skill levels to enter the industries.
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.