# Modern Languages-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>Michele Martinisi</td>
<td>Team Member</td>
<td><a href="mailto:michele.martinisi@marin.edu">michele.martinisi@marin.edu</a></td>
<td>7359</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michele Martinisi</td>
<td>Primary Team Member</td>
<td><a href="mailto:michele.martinisi@marin.edu">michele.martinisi@marin.edu</a></td>
<td>415-713-0169</td>
<td>Entire Program 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 Dumiere</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>
</tr>
</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>
Program Review for Budget Requests
2011/2012

Non-Instructional Requests
Part I : Non-Instructional Equipment and Supplies

This section will be filled out by the Department Chair

Modern Languages-2011

I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, PRAC.

Priority: 01  
To Support: None  
Category: Office Computer

Type: New  
Status: New and will be ongoing

Description and part number for ordering:

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

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

Harlan Center 115 is in need of a new Computer and a Printer

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

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

This new Computer and Printer will be used by approximately 17 Modern Languages Part-time Faculties. The equipment that we currently use is obsolete and very, very slow.

2. How will access for students be improved?

Our Part-time Use HC 119 for office hours and to email students while on Campus. We have one room/office space that is shared by many Part-time faculties. Having a new Computer and Printer will enhance enormously the response time...
that faculty usually takes to respond to students via email.

I. Non-Instructional Equipment and Supplies

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

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>0 None</td>
<td>Faculty Computer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
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<tr>
<td>New</td>
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</table>

Description and part number for ordering:

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</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$1,350.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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

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

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

1. Who will use these supplies or equipment?

   The ML Part-time faculty will be using the new Computer/Monitor/Printer.

2. How will access for students be improved?

   New technology will enhance student/teacher communication.
Faculty Members
Modern Languages-2011

I. Program Faculty

Additional Teaching Unit Requests

II. Additional Unit requests for NEW classes or extra sections
(requests for returned units has different process).

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Units/Class</th>
<th>Number of Sections/Year</th>
<th>Existing or New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN 108A: French Culture and Literature Go to the Cinema</td>
<td>3</td>
<td>1/2012</td>
<td>Existing Course</td>
</tr>
</tbody>
</table>

To meet Program requirements for the following:
- Health/Safety
- Scheduling
- Title 5/Ed.Code
- Waitlists

Other:

If it is for a new course, has the outline been submitted and approved by curriculum, UDWC and the Board?

Justification for new units:
1. Why do you feel this is an important addition to your overall curriculum and/or number of offerings?
2. Is it or will it be required for a degree or certificate?
3. Is it a new state law requirement?
4. How will this improve access, student learning outcomes and success?
5. Do you have evidence to support the need for your request? If so, please explain and/or attach.

In the French discipline there is a need of additional units in order to offer French 108A. This is a cinema course that has been requested by our students and faculty for some time. In the fall of 2011 the department received a petition signed by 15 students requesting the ML department to add a cinema course. The ML currently has a 16 Unit total allocation for the French Discipline. We are, therefore requesting an additional 3 Units to be allocated for the purpose of offering a cinema course in this Discipline. The French Discipline, like the Italian Discipline has been historically strong with a healthy student following. We believe that this course will enhance the variety of courses offering here at CoM.

Shared Resources: If you have requested additional units that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.
<table>
<thead>
<tr>
<th>Specialty</th>
<th>Units/Class</th>
<th>Number of Sections/Year</th>
<th>Existing or New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italian</td>
<td>4</td>
<td></td>
<td>Existing Course</td>
</tr>
</tbody>
</table>

**To meet Program requirements for the following:**
- Health/Safety
- Scheduling
- Title 5/Ed.Code
- Waitlists

**Other:**

If it is for a new course, has the outline been submitted and approved by curriculum, UDWC and the Board?

**Justification for new units:**
1. Why do you feel this is an important addition to your overall curriculum and/or number of offerings?
2. Is it or will it be required for a degree or certificate?
3. Is it a new state law requirement?
4. How will this improve access, student learning outcomes and success?
5. Do you have evidence to support the need for your request? If so, please explain and/or attach.

This request for additional Units for the Italian Discipline comes for the need to help students have a sequence of courses at the IVC Campus. This passed Fall semester we have offered a successful Italian 101, however we could not offer Italian 102 for lack of units. Italian has historically been a strong discipline within the Modern Languages and we currently have receive a petition signed by 18 students requesting a 102 course offering at the IVC Campus. 40% of the students come from high school. My understanding is that CoM strives to attract high school students when looking at long term "student body" investment. We have an opportunity to accomplish two important tasks. One, to help the ML program grow at the IVC Campus. Two, to serve high school students as well as regular students to complete a language cycle.

**Shared Resources:** If you have requested additional units that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

**II. Additional Unit requests for NEW classes or extra sections**
(requests for returned units has different process).

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Units/Class</th>
<th>Number of Sections/Year</th>
<th>Existing or New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italian 102</td>
<td>4</td>
<td>1/2012</td>
<td>Existing Course</td>
</tr>
</tbody>
</table>

**To meet Program requirements for the following:**
- Health/Safety
- Scheduling
- Title 5/Ed.Code
- Waitlists

**Other:**

If it is for a new course, has the outline been submitted and approved by curriculum, UDWC and the Board?
Justification for new units:
1. Why do you feel this is an important addition to your overall curriculum and/or number of offerings?
2. Is it or will it be required for a degree or certificate?
3. Is it a new state law requirement?
4. How will this improve access, student learning outcomes and success?
5. Do you have evidence to support the need for your request? If so, please explain and/or attach.

This request for additional Units for the Italian Discipline comes as a need to assist students with a sequence of courses at the IVC Campus. In the fall 2011 semester we offered Italian 101 successfully, however we could not offer Italian 102 for lack of units. Italian has historically been a strong discipline within the Modern Languages and we have received a petition signed by 18 students requesting an Italian 102 course at the IVC Campus. For this course 40% of the students come from high school. CoM strives to attract high school students when looking at long term "student body" investment. We have an oppurtunity to accomplish two important tasks: to help the ML program grow at the IVC Campus and to serve high school students and regular college students to complete a language cycle.

Shared Resources: If you have requested additional units that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

III. FT Faculty Needs (Please fill this out ONLY if you are stating a need for new full time faculty in your area.)
1. Please indicate if there are NO FT faculty in your discipline. Please provide data regarding the length of time this discipline has been without a full time instructor.

2. Non-availability of part-time instructors in a subject area. Please provide evidence demonstrating the difficulty in finding part-time instructors to teach in the subject area.

3. New FT Faculty: How many NEW FT faculty have been hired in past 10 years? Please list each faculty name and the year of employment. If this instructor is shared with another department, please list the equivalent FTE% for your department. Please list instructional equivalencies as necessary and if faculty member was the result of retreat rights.

The Modern Languages Department has only one FT Faculty that was hired 10 years ago. However the Department is finally in the process of hiring a new FT Faculty in Spanish/Italian.

4. Reduction in department TUs as a result of FT Faculty retirements or other significant causes? Please provide data that illustrates a change in teaching unit allocation as a
direct result of FT faculty retirements within your department and how this may change in the coming year(s).

In recent years the Department has lost units that were used for conversational courses. However we maintain a strong Unit allocation in Spanish (65 units average) per semester in order to justify a FT Faculty hiring in Spanish. This FT hire can be achieved by Unit conversion.

5. Other reasons: Have there been other causes for a reduction in units in your discipline? If so, please explain and provide evidence.

In the past 10 year abut 6 FT Faculty retired in the ML without having been replaced. There has been only one FT Faculty replacement since.

6. Changes in Student Demand: Recent or forthcoming growth as a result of added sections due to enrollment demands. Provide evidence that illustrates the need for additional faculty due to increased student demand such as numbers of sections added and/or courses with waitlist totals showing a need for additional sections. What is the % of FTEF for this increase in units? If there has been a decline in student growth, please explain why.

The Spanish Discipline has always been the strongest ML Discipline. The number of students that take Spanish is consistent and in the past three years we have had longer wait list sections. This can be attributed to the fact that in today’s workforce the demand for bilingual expertise has grown exponentially.

7. Current of forthcoming changes that illustrate the immediate need of additional FT faculty within this department. Please outline all relevant circumstances that justify the priority of a FT hire in addition to those already outlined above. Consider changes in the field, changes in the job market and population shifts.

Having a new FT Faculty in the Spanish discipline would help consolidate the responsibility within the discipline. Currently we have about 7/8 part-time instructors that by contract are not mandated to do any additional task apart from teaching. This new FT Faculty in Spanish would help the other FT Faculty with tasks and the responsibilities such as course outline updates, program review and new course development.

8. Program Review Findings: Indicate what trends you identified in your last program review that support the need for full time faculty hires. Tie these to the department and college mission.

9. Other considerations: Include such information as matriculation needs, changes in student demand or community and job market needs, response to legislation, or rapid growth of the discipline.

10. Shared Resources: If you have requested FT faculty that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.
Program Summary
Modern Languages-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?

This is a first program review, therefore resources have not been previously granted.

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.

1. Additional 3 Units to be allocated for the purpose of offering a cinema course in the French Discipline, 4 Units for the Italian Discipline (to be offered at IVC), upgrade to computers.

2-3. The French cinema course that has been requested by our students and faculty. In the fall of 2011 the department received a petition signed by 15 students requesting the ML department to add a cinema course. The request for additional Units for the Italian Discipline is to help students have a sequence of courses at the IVC Campus. In the Fall semester we have offered a successful Italian 101 course, however we could not offer Italian 102 due to the lack of units. The request for FT Spanish faculty via unit conversion is due to the department demand and greater responsibility that is placed on FT hires. FT faculty can assist with SLOs, course outline update and program review - functions that cannot be completed by part time faculty members.

The request for new computers is due to the incoming of a new full time faculty to the ML department and an upgrade for the ML part time office. New computers will improve student/teacher communication and will enhance individual teacher performance.
III. Other concluding remarks.