# Signature Page

## ESL-Noncredit-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>Sara McKinnon</td>
<td>Primary Team Member</td>
<td><a href="mailto:sara.mckinnon@marin.edu">sara.mckinnon@marin.edu</a></td>
<td>7924</td>
<td>all</td>
<td></td>
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</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>
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</table>

### III. Vice President of Academic Affairs

<table>
<thead>
<tr>
<th>Name</th>
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</tr>
</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>
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</table>
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>B</td>
<td>01</td>
<td>350 Students</td>
<td>Discipline-Related</td>
<td>ESL</td>
</tr>
</tbody>
</table>

Description and part number for ordering. Please include system requirement.
American Speech Sounds Professional Version - Site license for 17-50 students. The cost would be $1900, but the company will give us credit for the 10 seats we already have. So the amount below is from their quote as of Dec. 19, 2011.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
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<tr>
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<td>$81.00</td>
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<td>$981.50</td>
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Type
- College-wide
- Discipline-Specific

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

Credit ESL and Noncredit ESL

Justification for Item (See Rating Rubric)

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

No.

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?
One of the primary outcomes of any ESL class is the improvement of our students’ pronunciation capabilities. Being intelligible is of utmost importance if one is to communicate successfully. All noncredit ESL classes incorporate pronunciation into the curriculum. In addition, we offer four pronunciation classes each semester. Credit ESL offers three pronunciation classes each semester. This program helps students succeed in the entire continuum of ESL courses.

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?

Since the version we are using is from several years ago, it is just barely working with the new operating systems of the lab computers. This upgrade will allow us to continue using this vital program.

8 noncredit pronunciation classes + 6 credit pronunciation classes annually will benefit directly. In getting a newer version, students will be able to use it without having to insert a CD. This will make it much more accessible to other ESL classes using LC 150 and for students individually in HC 128.

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?

The ESL program has used an earlier version of American Speech Sounds for several years. It has been quite successful in supplementing and complementing the curriculum of our classes. Students find it extremely useful since they can not only listen, but record themselves and hear whether or not they are successfully reproducing the sounds.

The following outcomes are supported by this program:

~ distinguish the characteristics of consonants and vowels within words, phrases, and discourse
~ demonstrate intelligibility by using rhythmic patterns in English
~ evaluate oral information
~ reduce stiffness in their production by using connected speech techniques

American Speech Sounds includes the following features:

- 8000+ American English words and expressions
- Guide for 38 language backgrounds: Chinese speakers, Hindi speakers, etc.
- Teaches consonant and vowel sounds with video and audio instructions
- Presents Endings, Intonation, Linking, Shortcuts, Stress exercises
- Includes ABC (Alphabet Letters), Days, Months, See the Sea (Homonyms), Shh! (Silent Consonants)
- Contains a Locator to help you find every word
- Features authoring - create totally customized exercises using professional terms, names, places, slang, jargon, dialogs
- Offers the option to display International Phonetic Alphabet (IPA) symbols
5. Additional Justification for this item:

More information can be found here: http://www.englishtalkshop.com/?page_id=79
Technology Requests
Part II : Hardware for Lab and Classroom

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>
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<tbody>
<tr>
<td>B</td>
<td>02</td>
<td>100 Classes</td>
<td>Monitor</td>
<td>ESL and Modern Languages</td>
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</tbody>
</table>

Description and part number for ordering:
17" Monitors to replace ones that break down in the HC 128 ESL computer lab and the LC 150 Language and Culture Lab.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
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Type
College-wide
Discipline-Specific
New
Open Lab
Lab use

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

We have computers which were put into both of these labs 2-3 years ago. According to the lab tech, monitors are the one area that may go out sooner and having replacements available will speed the process of maintenance.

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

Credit ESL, Noncredit ESL and Modern Languages

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,
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?

Monitors are essential in order to use computers.

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?

Again, monitors are essential. In HC 128 we have 12 computers. These are for the only drop-in ESL lab on campus which is open 20 hours a week and serves about 20 credit ESL classes and students from many noncredit classes. The LC 150 lab is used year round by all NC ESL classes that meet on the KTD campus and the pronunciation and Listening and Speaking Credit ESL classes as well as by many of the Modern Languages classes. When a monitor goes out, a computer station is lost for students to use.

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:

When they break down, there are no spare parts and program review would take 1-2 years in order to get replacements. During this time, the computers will not be usable. We are trying to be proactive and our supplies budget is not big enough to cover th
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

ESL-Noncredit-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: To Support: Category
01 20 Classes Faculty Computer

Type Status
New None

Description and part number for ordering:
Dell Computer + monitor or Toshiba Laptop

<table>
<thead>
<tr>
<th>Qty.</th>
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<th>Tax:</th>
<th>Shipping and Handling:</th>
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<tr>
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<td>$1,200.00</td>
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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?

We will be hiring two new full time faculty in NC ESL for Fall 2012. They will need office space and computers in order to do the work required by the college. Depending on where they are located, access to a printer would be important as well.

2. How will access for students be improved?
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>02</td>
<td>50 Classes</td>
<td>Other Office Equipment</td>
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<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>None</td>
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</table>

Description and part number for ordering:

HP M1536dnf CE538A LaserJet Pro Black and White Printer - 1200 x 1200 dpi, 26 ppm, Duplex, USB, 500 MHz, 128MB, Scan, Fax, Copy + warranty, cable and toner

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping and Handling:</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>$465.00</td>
<td>$35.00</td>
<td>$0.00</td>
</tr>
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</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?

NC ESL has over 35 part time faculty. When we were asked to move much of our program to the portable village area, we asked for a printer or copier for the the PV1 office space created for NC ESL. We ordered such a printer and got a fax machine instead. This fax has now been hooked up to the computer of the PT faculty person who was transferred into NC ESL from DSPS and whose office was moved into one of the cubicles originally slated for PT faculty. The PT faculty who now, after a two-year wait, DO have a computer in PV1 – have NO PRINTER (fax or otherwise) hooked up to their computer.

$250 for printer
$35 for 3 year warranty
$20 for Ultra X-Stream AM to BM USB 2.0 cable 6'
$80 x 2 for two HP LaserJet CE278A Black Print Cartridges
TOTAL: $500


2. How will access for students be improved?

By giving access to PT ESL faculty to develop and prepare materials – you will have increased access for NC students to better instructional materials.
Program Summary
ESL-Noncredit-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?

We received replacements of the computers in LC 150 Language and Culture Lab. These have been used by over 30 NC ESL classes each semester. Students come to the lab twice/month and practice their English while learning how to use a computer. Promotion test scores each semester show that students are making progress in the acquisition of the language.

Our program reviews in the past talked about offering contextualized ESL in the form of Vocational ESL. The NC ESL program has implemented - grant-funded VESL classes over the last two years which have been quite successful. Another recommendation was to create a more visual orientation for new students which we have accomplished. We’ve also updated and expanded our website to provide more information in both English and Spanish.

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.

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

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.

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.

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.

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.