## Chairs Comments Sections of 2009 Program Review

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1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

   All five pathways are addressed in the Administrative Justice program. Students follow a given pathway when going through the program. Basic skills such as math, and English are key components of the Administrative Justice curriculum. There are no barriers influencing student access and success. The Administrative Justice program continually updates their curriculum to meet real world work conditions. The Administrative Justice program will be moving to newer facilities as modernization takes place over the next several years.

2. Please comment on 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.

3. Please comment on the faculty and staff sections.

   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.

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

see reports/print section

2. Please comment on 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.

because modernization is replacing much of the equipment required for the fine arts building and as photo will not be moving into the new building it's needs take priority -- this is why we have given a #1 priority to all of photo's requests -- much of their program may not be able to function due to severely outdated equipment

3. Please comment on the faculty and staff sections.

it is vital we continue with hourly staffing in sculpture and ceramics and include our new request for a lb assistant in jewelry due to the recent surge in jewelry students (nearly 100 students in the program) primarily for safety reasons

4. Other comments

I wish to emphasize the fact that the fine arts dept appropriately serves the current demographic within the community it is located -- the department's consistent enrollment figures reflect community support

students in the fine arts program are invited to develop their potential for various careers in: photography, cinematography, as digital photographic artist/technician, master printer, character modeler, set director, conservator, foundry specialist, welder, metalsmith, gallery owner/operator, consultant for private or corporate collectors, model maker for museums/film, museum staff, curator, community arts administrator, art director, artist-in-residence and independent studio artist.
Department Chair Comments  
Auto-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

2. Please comment on 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.

3. Please comment on the faculty and staff sections.

4. Other comments

   Due to the nature of the personal comment included in the Automotive Technology Program Review, I have elected not to offer comments.
Department Chair Comments
ACRT-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.
The Five Pathways are well thought out and make it easy for students to choose a career path. The students in the ACRT program have good access to time and day offerings of courses. This has led to a high completion and success rate. We are looking forward to moving into our new modern facility. Curriculum is current and up to date with industry standards. The SLO’s are aligned with industry standards.

2. Please comment on 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.

3. Please comment on the faculty and staff sections.
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.

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

   English Skills is an important component of the basic skills offerings here at COM. We hope that the College will understand the important role that English Skills plays and can play in the future at COM. In order to move forward, the discipline needs to hire two more full-time faculty.

2. Please comment on 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.

   As department chair, I strongly support these requests.

3. Please comment on the faculty and staff sections.

   English Skills needs to replace the two full-time faculty that have retired in the past five years. It is very difficult for the discipline to stay current with just one full-time faculty, especially when the program is growing by adding the English 98 sections.

4. Other comments
Department Chair Comments
Business-and-Information-System-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.
   It is excellent.

2. Please comment on 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 is excellent.

3. Please comment on the faculty and staff sections.
   It is excellent.

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

2. Please comment on 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 wrote the requests, so please see those. I meant every word I said.

3. Please comment on the faculty and staff sections.
   I wrote the requests, so please see those. I meant every word I said.

WE NEED A NEW LAB TECH NOW!!!

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.
No comment

2. Please comment on 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.
No requests.

3. Please comment on the faculty and staff sections.
No requests

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

2. Please comment on 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 computers in the SC are falling apart. They are very old and we have already lost 5 of them (unrecoverable). We cannot update certain courses because the old computers cannot handle the new software. There has been much talk over the years of a computer rollover plan for the computer labs on campus, but like so many things here it has, to date, not gone beyond the talking stage. This jeopardizes not only the revised comp sci program but also the chemistry, physics and biology students who use the lab on a regular basis. Getting new computers is among the highest priorities for the physical science department.

3. Please comment on the faculty and staff sections.

4. Other comments
Department Chair Comments
COUN-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

2. Please comment on 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 priorities requested in equipment/ technology and other instructional and non-instructional materials request is the major essence to how counseling functions and performs. Counseling Services and Counseling Courses should be placed in the same category as in all instruction. Our instruction takes place either in the classroom or in office and up to date equipment and materials to give to students is equal to what occurs in teaching. We have been fortunate to have had a matriculation budget to share with others; however, with the severe cuts from the Chancellor’s office and from the Governor, the department will need to be considered in PRAC on the same level as all other departments.

3. Please comment on the faculty and staff sections.

   Viewing the number of years the staff have been employed at CoM, many retirements will be upcoming shortly. New energy and new ideas must be incorporated into the department to be engaged not only with students but with the rest of the college community. Counseling services has changed over the last 40 years. Behavior of students have changed and of course academic skills of entering students have been compromised. More time and know how must be spent working with all incoming students and a greater number of inservice programs to educate staff must be given in order to keep up with the changing needs.

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

The Court Reporting program has clearly represented three of the Five Pathways and found two of the Five Pathways to be non applicable. 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 on 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 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. Please comment on the faculty and staff sections.

Currently the Court Reporting program is staffed with one full time instructor teaching a full load and 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.

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

Credit ESL, as well as English Skills, are important components of basic skills. When measuring success, it should be done in light of basic skills and not transfer. At times, it has been mentioned that our program could do better in the area of transfer. While this may be true, transfer should not be the criteria used to assess our success. Many of our students do not transfer because it is not their goal. Some go on to better jobs or certificates.

2. Please comment on 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.

3. Please comment on the faculty and staff sections.

Credit ESL and English Skills are facing a crisis due to the loss of four full-time faculty in the last five years. In English Skills, there is only one full-time faculty and in Credit ESL just two. At this point, there are number of projects that the programs would like to be involved in, such as creating a GED Center to serve ESL, bilingual, and native speakers seeking a GED. However, it is difficult to create such a project without full-time input. Simply put, the full-time faculty is stretched and cannot take on more work. There is much to be done, but the man power is lacking. College Skills is the largest department at College of Marin, but fewer than 20% of the teaching load is covered by our full-time faculty. Also, in English Skills, we need a reading specialist to help develop a strong reading curriculum.

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.
   I did the input on this review so I have no further comments.

2. Please comment on 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.

3. Please comment on the faculty and staff sections.

4. Other comments
Department Chair Comments
DENT-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

The program was awarded a state WIA grant that required a 10% increase in student enrollment. This grant also funded the salaries for extra lab classes, a classroom tutor, a grant monitor and coordinator.

The Dental Assisting Program is successful in providing the student with basic skills for entry level dental assisting employment. It has a 5.5% of students completing their AS degree at College of Marin. There is 1% of the student population that transfers to four year institutions.

They have a 92.9 to 100% pass rate on the State Licensure Examination.

The program has a 91-98% job placement rate for all graduates from the program.

The program also provides community education classes on the weekend which have been very successfully. 79% of the overall student population comes from these skills certificate weekend courses. Initially the program only offered coronal polish and x-ray certification classes 4 times a year. Because of the demand, the program now offers 6 classes of each a year.

DENT has a 100% pass rate on the coronal polish certificate course, ultrasonic scaling certificate course, and pit and fissure sealant certificate course. They also have a 98% passing rate on the x-ray certification class.

1. The program continues to recruit for increased enrollment through contact high school career days, special interest groups such as CalWorks and single parents.

2. The program is waiting for state approval for infection control certification for the day program.

When this approval is obtained, current students will be issued this certificate which would ensure future employers that the student has been trained for infection control measures, engineering procedures to preventing cross contamination, proper waste management and general health and safety for the employee, co-workers and patients.

3. The program is also waiting for state approval for an infection control certificate for an 8 hour weekend course that would training on the job dental assisting students on infection control measures listed in item #2.

4. The program received approval for a weekend pit and fissure sealant course to be offered under community education for the on the job dental assistants or College of Marin graduates prior to 2007 who need this certification to sit for or renew their Registered Dental Assisting State Board. They plan to offer this course Summer 2010.

5. The program has received WIA grant monies to purchase the last two items of equipment needed to comply with the state senate bill #2637, a CAD/CAM digital impression scanner.
90% of the graduates from 2009 have jobs in the dental profession. This is a good percent, especially in a poor economic period that the state is experiencing.

The results from state Registered Dental Assisting Board examination have yet to be sent to the program. These results would help the program assess student preparedness for passing this license examination.

The workforce dean has worked very hard at promoting all allied vocational programs at the college. We have seen promotions of these programs in the Independent Journal newspaper, on radio and television stations. The dental assisting program coordinator also recruited heavily this past year to meet the required 10% increase in enrollment under the state WIA grant. Her recruitment focused on word of mouth of past graduates and dentists who participate in the programs internship, special interest groups such as single parents and CalWorks agency.

College funding for equipment, supplies, contracts, repairs and travel have made it possible to continue the program and to be compliant with accreditation standards.

2. Please comment on 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 program supplements the general fund allotment through grants and classes offered through Community Education. Without these resources the Dental Assisting Program would need much
additional support from the College. Each year the program transfers funds earned from the CE classes into the supplies and equipment budget of the program. Equipment was built into the WIA grant proposal, and the funds have just been approved for the purchase of major equipment to comply with the state senate bill #2637, an a CAD/CAM digital impression scanner. This saved the instructional equipment fund $40,000.

The program annually applies for VTEA funding for additional equipment, tutoring, conference travel and independent contractors to augment the college funding. Tutors are essential to the success of student in this program. Regulations require the assistance of a dentist for evaluation of specific functions of the students. Without VTEA funding the college would need to fund these two expenses. Private donations could help with funding, however, there has been very little response from the dentists during this downturn in the economy and we cannot depend on this as a means of funding.

**one time Mandated Cost:** Accreditation fees will be necessary to maintain the American Dental Association accreditation status in the academic year 2011. A visit is planned for Dental assisting. It is estimated that the cost will be about $1000. We are required to pay for a lunch for the visitors, advisory committee, and staff. In addition production costs for the materials for the visit include hard copies, binders and disks to be sent to reprographics.

Ongoing expenses include:

1. Accreditation fees are necessary to maintain the American Dental Association accreditation status.

2. X-ray registration renewal fee is a fee necessary to operate x-ray units in the state of California

3. Infection Control budget. This is an on going department expense that is necessary to maintain infection control, provide sterilization or disinfection and prevent cross contamination between patients/students.

4. X-ray solution and materials budget. This is an on going expense to operate the radiology courses. Exposed films must be developed, mounted and labelled and archived for storage as required for x-ray certification by the state.

5. Repair x-ray extension arm. This is a safety issue. Presently it has a quick fix so that it can be used by the students, but could present an accident should this unit fall on the student, patient or faculty.
6. Repair budget - This ongoing expense item is needed to maintain equipment in working order. Through both age and excessive student use, equipment does break down. Many times the item can be repaired at a lesser costs than replacing it.

7. Travel/Conference budget - This budget is to provide traveling compensation for internship supervision which is required by the accreditation commission. This budget also allows for the faculty to attend the annual California Dental Assisting Teachers conference in either northern or southern California. This 3 day conference provides invaluable legislative information for dental assisting programs and provides innovated teaching methodologies.

8. Office supplies are needed to maintain the day to day functions of the program with printer ink cartridges, tape, envelopes, paper clips, post notes and scantron answer sheets and test analysis sheets.

9. 2 staff computer replacement. These two computers are over 8 years old and are running very slowly and has limited storage for student records, progress reports, grades, documents, and grades. Other items that need computer storage are accreditation reports, on-line surveys, internship contracts, budget reports and examinations.

10. Classroom computer will reduce the down time waiting around for a class computer that has special dental software in order that the student can complete their assignments and receive a grade.

11. Handpiece conversion will increase the access for students to have working handpieces so that they may practice and complete lab assignments.

12. Self contained ultrasonic scaler will reduce the need for students to wait around for a working ultrasonic unit. This unit is portable and therefore can be moved and used at remote sights other than at the dental unit.

Items 1-9 are essential to run the dental assisting program. Items 10-12 would enhance the program and provide a smoother operation.

VI. Other concluding remarks.

The dental assisting program serves interested students in providing training for entry level position as a chairside assisting, infection control person or the dental office manager or receptionist. The program also prepares the student to pass the state Registered Dental Assisting Board examination after graduation.

Students who successfully complete the program earn the following state approved certificates: Radiation Safety, Coronal Polishing, Ultrasonic Scaling and Pit and Fissure Sealants. Upon approval the Infection Control Certificate will be added to this list.

Although student material fees covers the majority of expendable items that the students need to complete there studies, it does not covered operational expenses and fees, repairs travel/conference, waste/sharps removal, replacing computers and new equipment purchases.
3. Please comment on the faculty and staff sections.

Faculty

The Dental assisting program has grown in the last year and is requesting additional teaching units to supervise students in the clinical setting.

An additional 2.6 teaching units for an extra clinical supervisor at UCSF internship is requested. Accreditation student/instructor ratio is 15 students for one supervising instructor. This past year we had only one instructor for 24-29 students. This could present a violation issue with the commission on accreditation.

Regulations require the assistance of a dentist for evaluation of specific functions of the students. Without VTEA funding the college would need to fund this expense.

Staff

In planning for the relocation to IVC campus, it is imperative to have an administrative assistant to coordinate the health and child care programs at IVC, namely, medical assisting, phlebotomy, EMT, ECE, and dental assisting. These programs require a great deal of administrative work in complying state and facility guidelines and regulations. Correspondence to clinical facilities, doctor’s offices and clinics each rotation, maintenance of student records for background checks, health clearance, and prerequisite completion, and application for state certifications requires a great deal of expertise and time from the administrative assistant. Schedules and rotation lists must be sent to agencies before each rotation. The Website must be updated with current changes for each program, and lastly program approvals and accreditation materials must be prepared for state or national agencies. The program must have clerical support to maintain student records and phone inquiries about the program or skills certificates.

I agree that with the move, the health science programs will need a separate Allied Health Division Manager or Chair separate from the nursing department to oversee the programs at IVC.

4. Other comments
Department Chair Comments  
Distance-Education-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

2. Please comment on 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.

All requests are necessary to increase DE offerings and enrollments, part of the college strategic plan.

3. Please comment on the faculty and staff sections.

4. Other comments
Department Chair Comments
DRAM-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.
   Department chair did the program review. No further comment.

2. Please comment on 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.

3. Please comment on the faculty and staff sections.

4. Other comments
Department Chair Comments

ECE-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

The ECE program students are in several pathways- certificate, degree, transfer as well as basic skills and even some life long learning. The continuing relationship with SF State is providing the avenue for transfer for our students.

Access is addressed by attention to class scheduling utilizing day, evening and weekend classes to accommodate a majority of part time students.

ECE program retention and success rates are consistently above the College overall total retention and success rates. Success is average for the Hispanic population and with the small sample for African American students this does not allow for a valid conclusion.

I agree that ESL and basic skills classes either linked to ECE courses or including specific ECE content would be meaningful for our Basic Skills students and likely increase their success in both the ESL/basic skills classes and ECE classes. I agree that bilingual student support services-counselors and tutors are needed for this program.

More evening GE classes are needed for this group of students as they work during the day.

Facilities: large classrooms with tables and chairs for small group work are not adequate.

With the possible exception of ECE239, all courses will be updated. As coordinator, Peggy Dodge is in the process of working with other faculty to divide up the courses for revision. ECE217 and ECE260 will definitely be revised during the Spring semester. Others may be revised Spring 2010 but some will not be completed until Fall 2010.

Changes to ECE degrees and certificates have been submitted to Curriculum Committee. The revisions were returned with feedback. The large task of specifying General Education classes acceptable for the ECE Career Certificate revision is required before the full revision will be considered in Curriculum Committee. That task will be completed and resubmitted to Curriculum during Spring 2010.

Revisions were undertaken in order to align COM ECE certificates with Commission on Teacher Credentialing requirements for Child Development Permits.

ESL and Basic skills faculty are working together to identify what joint curriculum might be appropriate for the various levels of our students. Contact was initiated by the Math department to begin collaborations this Spring in regard to ECE student success.

Updating and revision of all outdated ECE courses is underway. ECE221 will be revised to add a math component. The class will change from a 2 unit course on Teaching Science to a three-unit class on Teaching Science and Math. The ECE program curriculum currently lacks depth in the area of teaching math to young children and the revision will address that gap.

ECE100, Introduction to Licensing and Permits, is the only course currently approved for Distance learning format.

Fee increase for ECE131 was submitted to Curriculum Committee in Spring 2009. It is not reflected in Spring 2010 schedule so we will need to find out what happened. A fee is now needed to cover the cost of certification cards for First Aid and CPR.

http://programreview.marin.edu/DCReport.jsp
SLO's have been developed for the program and appear in the courses.

2. Please comment on 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.

3. Please comment on the faculty and staff sections.
There are insufficient faculty in the pool to teach the spanish classes as well as the health and safety and the special needs classes. We have been using emergency hires. We requested that interviews commence once the applications are in.

The Health Science Department is in need of one additional full time administrative assistant to take care of the needs of Dental Assisting, Medical Assisting, Early Child Hood Careers, Phlebotomy, and EMT faculty, and students. With the move to IVC, it will be more important to add this additional position.

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

Our pass rate on the national exam has improved over the last few years.

Looking at the student success date it looks like the EMT students having most difficulty with the course are the 20-24 year olds and the Hispanic and African American students though the numbers are small of those students.

Facilities issues continue but should be resolved with the move to the Main Building at IVC.

As Don pointed out the course will need to be revised once the new national regulations are agreed to.

SLO- EMT uses national SLO to teach the course. Assessment of outcomes related to the college SLO's is an area that should be addressed.

Currently the First Responder class is administered by the PE discipline and yet the course is offered in the EMT space and the students are often those that will take the EMT course. Thought should be given to consolidating this with EMT.

2. Please comment on 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.

EMT has not been funded adequately in the roll over budgets. Each year we have had to renegotiate for required funding in the following areas:

We cannot teach skills without skills lab supplies and repairing or replacement old equipment.

Guerneys need yearly service.

New equipment requested is an airway suction unit to teach suctioning skills as well as new airway lary's. This item gets repeated use and needs to be replaced often. My question is whether bond funds will cover these two requests.

Videos are outdated and the request for new DVD's will assist the learner who needs visual materials. They can also be used by the first responder students.

Smart classrooms with computer and projector are necessary to display Powerpoint as well as multimedia in class. This should be resolved with move to Main Building.

3. Please comment on the faculty and staff sections.

We cannot function without lab assistants (law requires a 1:10 ratio in lab classes).

EMT might also benefit from tutors for the students who need extra assistance with theory and lab skills.

This discipline needs administrative assistance in collecting all the prerequisite paperwork: course prereq validation, CPR, and background checks; processing time cards for the lab assistants, website development, EMS county paperwork and phone assistance of students. The phone questions are numerous in spite of a current website. With the move of all but nursing to IVC, it makes sense to have an administrative assistant at IVC who can handle the allied health program administrative needs.

4. Other comments

The instruction in the classroom that I have observed is excellent and I commend the teachers.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

Computers (and monitors and printers and projectors) in BC 101 and LC 110 (The English Writing Lab) are no longer under warranty, monitors are faultering on a daily basis and printers are failing.

Students need appropriate tools with which to participate in English writing courses.

2. Please comment on 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.

Computers (and monitors and printers and projectors) in BC 101 and LC 110 (The English Writing Lab) are no longer under warranty, monitors are faultering on a daily basis and printers are failing.

Students need appropriate tools with which to participate in English writing courses.

3. Please comment on the faculty and staff sections.

We need six full time replacements in English and one in Philosophy.

4. Other comments

Ignoring our previous Program Review and acting unilaterally, the administration has killed any desire or incentive to participate in Program Review.

This year, against the VERY clear finding of the previous English Program Review, the administration chose to move English 98 to College Skills based on a proposal driven faulty research.

The administration has backed plans by Director of Learning Resources to redistribute inequitably and reduce IS support to English students. This redistribution was also based in faulty data.

The administration has announced that it will proceed with its plan to "co-locate" the English writing Lab and the Basic Skills Writing Lab and to relocate the Media Center.

ALL parties involved have argued against these moves but
administrative leaders have closed their eyes and ears to our arguments and pleas. Requests for sample schedules have been promised but never produced.

In early presentations regarding these propositions, the administration announced that its intention was to cut costs. Currently, they hide behind the guise of pedagogy.

The administration's blatant disregard for program review has made it a farce.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

Environmental Landscaping addresses all Five Pathways. They offer instruction to a diverse student population which includes all members of the community, some seeking careers in the industry, others seeking cultural enrichment and lifelong learning and many wanting to further their education at four year colleges and universities. The Environmental Landscaping program needs to continuously explore different ways to offer their classes. Possibilities include nights, weekends, combination of in class and online classes as well as continuing day classes. It is a challenge to calculate when to offer classes with a limited number of available units to teach per semester. Recently, enrollment trends tend to be increasing due to better scheduling and offering of classes. The Environmental Landscaping department needs to continually fine tune their course and time offering to best meet the needs of students.

The Environmental Landscaping department is in the process of revising their degree and certificate offerings. The certificates are aligned with trends in the industry and student needs. The facilities for Environmental Landscape have recently been updated and moved from the Kentfield campus to the Indian Valley campus. The modernization project working collaboratively with the Conservation Corp has developed an Organic Farm, greenhouse and shade structure at the southwest end of the Indian Valley campus. The college is in the process of refitting the old chemistry lab at the Indian Valley campus to be used as a lab facility for the Environmental Landscaping program. The construction class built several structures which include a greenhouse for the storage of exotic plants for the plant identification class. All of the courses in the Environmental Landscaping department are current and up to date. They are continuously evaluating and rewriting courses as necessary to meet the needs of the community and students.

2. Please comment on 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.

Environmental Landscaping has a good working relationship with the Biology department. They share equipment and teaching aids so the district doesn't have to double up on equipment and teaching aids thus saving money for the district. The Environmental Landscaping program needs to acquire the necessary equipment to test
soils. Soil testing is an integral part of the entire Environmental Landscaping program. Since the Environmental Landscaping program is teaching more classes at the Indian Valley Campus, there is a need to invest money to develop a well equipped Environmental Landscaping Lab which can be shared with Biology. They will need compound microscopes and other lab equipment to perform basic biological and plant physiology labs.

3. Please comment on the faculty and staff sections.

Environmental Landscaping has one full time faculty member and a quite extensive number of highly trained part time faculty who have a wide variety of professional and technical skills. Currently the Environmental Landscaping program is offering four classes per semester. All classes are running at full capacity. Enrollment has substantially increased as a result of the move to Indian Valley campus and the attraction of the Organic Farm. Marin County has been looking for a location for a Community Organic Farm quite some time. Another draw towards Environmental Landscaping is the trend towards sustainability and native vegetation.

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

The film program curriculum is in need of serious revisions, but it cannot be a top of the line program without top of the line technology, or at least technology that get us to the year 2000.

2. Please comment on 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.

They are vital if the program is to continue.

3. Please comment on the faculty and staff sections.

No comment.

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

The Journalism program needs to be updated and brought into the 21st Century, but this cannot happen unless we get 21st Century equipment that will allow students the opportunity of working in a converged newsroom.

2. Please comment on 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.

Equipment necessary to make broadcast a possibility.

3. Please comment on the faculty and staff sections.

no comment

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

All five pathways are addressed in Machine Metals Technology. Students have the option of following one of the multiple pathways when going through the program. 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.

2. Please comment on 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 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. Please comment on the faculty and staff sections.

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.

4. Other comments
Department Chair Comments  
MATH-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

2. Please comment on 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.

   We need a stable tutoring budget of $15,000 yearly to operate the Math Lab serving all the students in the Math program. Computers in the Computer Lab in SC need to be replaced. We need a new copier in SC.

3. Please comment on the faculty and staff sections.

   We would like to introduce a Math Instructional Specialist in the Learning Center who can provide quality assurance for the math tutoring. This position can be shared with the Math department.

4. Other comments

   The classrooms in SC building have shredded carpets which creates hazardous working conditions. It is easy to get entangled in the carpet and fall during a lecture. The carpets need to be patched or taped. SC 133 is a perfect example. It is dangerous to teach there.

   The walls in classrooms are dirty and dusty, with traces of chalk and coffee splashes.

   In SC 104 there is a blind covering the door that is disgustingly dirty. It needs to be taken off.

   Examples of this neglect are abundant. We need the building to be clean, professional, and well-maintained.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

The program could benefit from additional career and academic counseling, additional tutoring resources as the program has grown and draws a population of underprepared students.

Curriculum revision of 210L clinical externship- adding the appropriate prereqs will be forthcoming.

Revisions will be done to the following classes:

- MEDA 210L Clinical Externship
- MEDA 125 Financial Procedures
- MEDA 125L Financial Laboratory Procedures
- MEDA 110 Administrative Procedures
- MEDA 110L Administrative Lab. Procedures
- MEDA 136 Medical Laboratory Procedures
- MEDA 136L Medical Lab. Procedures Lab

Evening and Sat classes could be considered.

The program is growing and additional sections of labs and computer lab time is needed.

Computer smart classroom is needed.

The clinical sites for phlebotomy has become an issue with the change in ownership of Marin General Hospital. We have had to cancel the spring and fall sessions.

2. Please comment on 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 Discipline has requested new equipment: a Pulse Oximeter, a Beam scale and a pediatric Scale as well as a breast self exam model. The first can be shared with Dental assisting and all can be shared with EMT.

In addition media requested includes HIPPA video, critical thinking, professional behavior, body systems video and medical terminology tapes. All of these would greatly benefit the program.

Technology requests include a classroom computer and accessories. This should be forthcoming with bond funding in the new main building at IVC.

The program cannot function without skills lab supplies and funding for hazardous waste removal as this is required by OSHA.

3. Please comment on the faculty and staff sections.

The program is greatly in need of tutoring resources, additional administrative assistance and ongoing lab assistance. Currently the Coordinator handles much of this with assistance from a VTEA lab aide.

4. Other comments
Department Chair Comments
Modern Languages-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.
   No comments.

2. Please comment on 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.
   We would like a new computer for FT faculty member Rossana Pagani.

3. Please comment on the faculty and staff sections.
   Modern Languages is in a dire need for a full time position in Spanish and French; it is not possible to do necessary work for the department and College with only one FT of 23 part time faculty members.

4. Other comments
   Please make a Program Review evry two years, so that we have time to collect and compare data in a better fashion.
Department Chair Comments

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

All five pathways are addressed in Multimedia Studies. The use of computers require a high level of basic skills allowing students to work towards many career opportunities. Members of the community can update their computer literacy and learn how to express their thoughts using multimedia presentations. There are many opportunities for students to use the skills they learned in multimedia to transfer to higher education. Classes are offered at a variety of times during the day and evenings. Students have plenty of opportunities to complete degrees in a timely manner. The facility is in good shape with modern equipment and is scheduled to move into the new main building spring 2011. The Multimedia Studies 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 on 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 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. Please comment on the faculty and staff sections.

The Multimedia Studies 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.

4. Other comments
Department Chair Comments
Music-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

There are facilities issues which are NOT being addressed in the Fine/Performing Arts modernization - the primary one is the need to fix the Fine Arts Theater. This facility has been neglected for over 20 years, and needs to be brought up to a functional standard. The problems include need for a new floor, new sound shell, fix the lighting so that it is safe and works properly, acoustical modifications, and numerous other issues.

The music curriculum/student access needs one more unit for the fall semester, and three more in spring to be able to open two new sections. One unit for a new course to serve under-served workforce development and music major populations in the late afternoon, and three units in spring to add an additional section of Music 116/117 which has long wait lists every year.

2. Please comment on 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 are a few areas of the budget where the music department is severely underfunded, as well as ongoing needed upgrades to faculty and staff computers. It is important to note here that music is NOT any longer requesting some of the urgent items that were requested before, such as repair of the concert grand pianos, and requests to provide money to purchase music for the large student performing ensembles. We had to raise money through fundraising to fix the damaged and worn pianos because we could no longer function the way they were. It is unfortunate that the college chooses not to maintain these valuable instruments, which will cost well over one hundred thousand to replace. Secondly, we have been able to establish connections to other libraries, persons, music magazines, and performing groups which enable us to borrow music from them, to avoid having to buy new music. We will continue to do this to save money as much as possible, but this means we must lend out our music in exchange, and the limited selections may not meet our needs, making an increase in budget necessary in future.

**Instructional supplies** - this account should pay for all music for performances, software, audio and video media, small equipment, etc. For many years now, we have had NO money to purchase ANY music for our students, or upgrade the necessary software. But now it is even worse than that. The budget is cut year after year. Right now, all we desperately need the budget to reinstate the money lost when the college moved money from the Prop. 20 account back into the supplies account so that we can have enough money to be able to afford the blank tapes, DVDs & CDs to record our concerts, and the basic needs to keep our program running.

**Non-instructional supplies** - it is gravely important that we receive enough money to keep operating our copy machine. We need the supplies like toner, paper, and enough money for the annual service agreement. We also need an increase in our budget for office supplies.

**Postage** - this request is for all of Performing Arts. Because of increases in postage, and new postal regulations, we are now $2000 short in our postage budget. Help!

**Software upgrades** - we need to ensure that our software programs, operating systems are upgraded regularly so that these computers remain functional for our students in technology courses and other music courses.

**Computers** - both the department chair and the music librarian are requesting new computers to replace old out of date machines.

3. Please comment on the faculty and staff sections.

The most important priority in staffing is for the position of **Theater Manager** to be reopened. This would benefit all of Performing Arts, as well as facilitate outside rentals of the theater. We have been hiring an hourly person, but because of the number and regularity of the hours, this position needs to be put back as a half-time
classified position, as existed before. We need a couple of extra teaching units, but these courses will be taught by existing faculty.

4. Other comments

One positive development is that the college now will provide support for web site development for music. This is greatly appreciated, as we have wanted a good web site for many years now.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

2. Please comment on 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.

3. Please comment on the faculty and staff sections.
   While one full-time position has been filled, there is a need for more. The program represents over 120 units per semester, but there is only one full-time faculty member.

4. Other comments
   Noncredit ESL needs enormous office support. In the COSK office, the staff spends 80% of its energy on Noncredit ESL. The office is involved in registering new students, testing them, and maintaining a database. However, there has been very little money assigned to the non-instructional costs of Noncredit ESL.
Department Chair Comments  
Nursing-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

The RN Program received approval by the Board of Registered Nursing.

The RN Program wishes to keep its National accreditation by the National League for Nursing. the faculty is working in a self study for a Fall 2010 visit. This will allow the program to maintain its excellent reputation in the state and nation.

We are proud to boast extraordinary student success in program completion and passing rates on the licensing examination.

We base our curriculum on seven student learning outcomes and refining and updating the curriculum is our ongoing mission.

2. Please comment on 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 am only commenting on funding that is not currently funded in the RN Program budget.

Our budget been supplemented by state grants for the past several years. In addition augmentations from the general fund have been made in order to accommodate growing needs of the program. Consideration should be made to the following requests.

<table>
<thead>
<tr>
<th>Equipment and Supplies</th>
<th>timeframe</th>
<th>Reason</th>
<th>Current funding</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warranties</td>
<td>yearly</td>
<td>Computerized simulators require yearly warranties.</td>
<td>Capacity grant paid for this but the grant monitor indicated that this cannot be an ongoing grant expense. Grant funding is decreasing in 2010.</td>
<td>$9280</td>
</tr>
<tr>
<td>Skills lab supplies</td>
<td>yearly</td>
<td>Our skills lab budget has been augmented by the Capacity grant for the last several years. The grant funding will be reduced at by almost half next year.</td>
<td>College Grants have paid about 5,000 each year for supplies.</td>
<td>5197</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other expenses</th>
<th>reason</th>
<th>Current funding</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>NLNAC 2010 accreditation costs mandated cost 2010</td>
<td>Visit in 2010 by NLNAC pays for visitor expenses and fees to NLNAC.</td>
<td>Cabinet approved costs associated with maintaining national accreditation for the RN Program.</td>
<td>$5010</td>
</tr>
<tr>
<td>CCPS mandated cost</td>
<td>In order to place students in clinical facilities in the Bay area the program is required to use CCPS.</td>
<td>College augmentations for</td>
<td>$995 yearly</td>
</tr>
</tbody>
</table>
Pinning RN Program graduation costs each year to pay for Fine arts theatre staff.

3. Please comment on the faculty and staff sections.

<table>
<thead>
<tr>
<th>Faculty and Staff</th>
<th>Faculty</th>
<th>Staff</th>
<th>Reason</th>
<th>Current funding</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simulation coordinator</td>
<td>x</td>
<td></td>
<td>The coordinator currently runs the simulations at Kentfield and this offsets the large clinical groups in the hospital. Without this position the program would need to decrease the size of all clinical groups resulting in the need for more sections or decreasing the number of admitted students. IVC cannot handle the volume of students.</td>
<td>Capacity grant</td>
<td>$42,000 per year</td>
</tr>
<tr>
<td>Administrative assistant</td>
<td>x</td>
<td></td>
<td>The work of the Health Science assistant is to voluminous for one person. Currently grant money pays for .4 for additional nursing assistance. Grant funding will be reduced next year and may not pay for this person. With the move to IVC of all allied health but nursing, assistant will be needed on this campus.</td>
<td>New FT requested</td>
<td>$40,000</td>
</tr>
<tr>
<td>Admissions Staff: GPA calc Transcript evaluator Calculate formula for RN applicants</td>
<td>x</td>
<td></td>
<td>Provide all admission tasks for nursing: GPA calculation, evaluate transcripts and calculate formula. Either the college recognizes this need and includes this as part of job requirements of technicians in A and R or funds a new person</td>
<td>VTEA</td>
<td>$1000 plus See below</td>
</tr>
</tbody>
</table>
In addition to the above items the program wishes to continue to receive the 5 coordination units for the RN Program.

If grant funding is drastically cut, we would also request funding for 1 TU each semester for the high risk student advisor.

It is of note that the clinical group size of 12 is too high for current clinical agency contracts. There is no school in California above 10 and most have changed to 8 in each clinical group. The only way that we are maintaining the 12 is through the use of simulation. Some faculty wish to reduce the size of the clinical groups.

<table>
<thead>
<tr>
<th>FT RN Counselor</th>
<th>x</th>
<th>RN program admission and graduation is complex. New collaboration with SSU requires careful advisement of students.</th>
<th>College funds counselors but does not designate program.</th>
<th>$70,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Science Chair or Director</td>
<td>x</td>
<td>With the move to IVC the ongoing management of the program will require an onsite person. The RN program requires a full time administrator at Kentfield.</td>
<td>New request for part time Chair or director.</td>
<td></td>
</tr>
<tr>
<td>Faculty training stipends</td>
<td></td>
<td>RN faculty are required to attend clinical agency training that may be outside of the regular workweek. There needs to be a budget set aside for these training needs.</td>
<td>Augmentation was needed this year.</td>
<td></td>
</tr>
<tr>
<td>Clinical and skills lab reconfiguration</td>
<td>x</td>
<td>BRN recommended that the faculty revise skills lab to be recognized as theory classes as the clinical decision making that is taught and virtual clinical scenarios require lecture preparation of faculty. This project has not started yet but will be undertaken.</td>
<td>This will involve increased pay rate if approved. 4-1 unit labs 9 -.5 units labs</td>
<td>TU are currently at .7. The faculty will be revising them for 1.0.</td>
</tr>
</tbody>
</table>
4. Other comments
1. **Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.**
   - Worked on entire review with the faculty - I have no additional comments

2. **Please comment on 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

3. **Please comment on the faculty and staff sections.**
   - Worked on entire review with the faculty - I have no additional comments

4. **Other comments**
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.
I am agreement

2. Please comment on 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.
These are well done

3. Please comment on the faculty and staff sections.
Accurate.

4. Other comments
Department Chair Comments
Work-Experience-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

All five pathways are addressed in the Work Experience program. Students have the option of taking courses either on campus or on line. Work Experience helps students improve their basic skills by providing them with job training exercises. There are no barriers influencing student access and success. The Work Experience program continually updates their curriculum to meet state and college standards for work experience programs. The Work Experience program will be moving to newer facilities as modernization takes place over the next several years.

2. Please comment on 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.

3. Please comment on the faculty and staff sections.

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.

4. Other comments