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Area Directors and Deans Comments  
Administration-of-Justice-2009  

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

The Administration of Justice continues to enjoy a positive trend in enrollment.

Courses are continually updated and held to the POST (Peace Officers Standards and Training) external content standard for AJ curriculum. The pathway in this sector of "Public Safety" continues to maintain a foundation in career, certificate and degrees that remains stable.

Basic Skills: Students demonstrating need for basic skills education are referred for support and provided support during classes as advised.

CTE: Certificates in AJ are generally the first step in advancing through the program.

Cultural Enrichment?: n/a

Lifelong Learning: n/a

Transfer: Transfer for degrees in public safety careers are pursued. Student with a goal for 4 yr transfer are encouraged to seek counseling to assure requirements are met for efficient ed program while at CoM.

AJ students at the Kentfield Campus continually complain about the facilities, including poor heat, poor ventilation, and inability to hear the lectures or focus because of the loud HVAC system. Most of the classes are now offered at IVC, and it is expected that when the modernization is complete, student complaints regarding facilities will be handled.

The one class with success rates lower than the district-wide average is the class in ?Introduction to Evidence?. This class requires research and writing that presents a challenge to the academically underprepared student. With the introduction of tutoring services and learning center resources and a learning/research specialist, it is anticipated that success in this class will improve.

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 instructional equipment requests have been made for this program, and I concur. The facilities improvement underway will handle the needs for this program.

3. Please comment on the faculty and staff sections.

In the CoM AJ program, we are very fortunate to have instructors who are working in the field of the Administration of Justice.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.
revert back to general funds.

No external funds have been used to support this program.

5. Other comments

CoM?s Administration of Justice continues to enjoy an excellent reputation and strong enrollment.
Area Directors and Deans Comments
Auto-2009

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

Resources used for this Program Review data reflect the 08-09 school year (prior to the move to the temporary building). That data suggests further research is necessary to reveal causes for several courses that had very low enrollment and/or very low success rates. In spite of very low enrollment, classes were not cancelled because they are requirements to gain certificates. The data shown below is of particular concern due to the extremely low enrollment numbers and/or very low success rates. This data calls for further inquiry:

Classes with Very Low Enrollment:

Auto 228, Auto Computer Controls: enrollment-6, 67% pass rate
Auto 229, Troubleshooting: enrollment-7, 86% pass rate
Auto 232, Transmissions: enrollment-9, 44% pass rate
Auto 281, Electrical and Electronic Systems: enrollment-7, 100% pass rate
Auto 285, Advanced Engine Performance: enrollment-7, 100% pass rate

Classes with Very Low Pass Rates:

Auto 114, Basic Fuels: enrollment-13, 31% pass rate
Auto 116, Auto Electrical systems: enrollment-15, 33% pass rate
Auto 232, Transmissions: enrollment-9, 44% pass rate

The Dean of Workforce Development has been working with the Dean of Student Development and Services to enhance and expand counseling for vocational students. A project to track counseling services to vocational students will also be implemented in the Fall 2010 semester. Many students in this program are underprepared academically. This is one of the programs that we intend to include in a project to track the number of students who are accessing counseling services. With the completion of the new main building at IVC, we are expecting more supportive services, such as tutoring to be expanded to IVC. This particular population of students would greatly benefit from those additional resources.

Student success and retention is a significant issue in the Auto Tech program. The enrollment and success rates suggest that program improvements are in order. The Advisory Committee to the Auto Tech program is committed to supporting a review of the program design and curriculum. As part of full program and curriculum review, Student Learning Outcomes, the assessment of those outcomes and the support to assure student success in meeting the outcomes will provide the foundation to program improvement.

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.
After exhaustive work by faculty and staff with industry experts, the furniture, fixture and equipment request list was submitted for further review and analysis by the Advisory Committee, the dean and the modernization committee. The modernization funds are expected to cover most of the agreed upon priority list, although not all. The advisory committee recommended dropping one very expensive piece of equipment—the transmission dynamometer at a cost of over $100,000—further down on the priority list, and to give higher priorities to equipment critical to the success of the entry level student as well as introduce new technologies into the lab environment. This recommendation was made based on the overwhelming consensus of the advisory committee members.

Many schools throughout California are certified to teach most widely recognized industry certification programs, ASE/NATEF. The College of Marin auto programs are on track to gain that certification. Although a new transmission dynamometer would be desirable, it is not required to gain ASE/NATEF certification. The Dean of Workforce Development and College-Community Partnerships will continue to work with colleagues, faculty, industry advisors and the advisory committee to promote the continuous improvement of the program, garnering of more resources, and ASE/NATEF certification.

3. Please comment on the faculty and staff sections.

The Auto Tech program is fortunate to have two full time faculty members teaching in the Auto Tech program and several talented adjunct faculty from industry. While the vision for the future of the Auto Tech program is very clear in the view of the advisory committee and most faculty members, some appear to be struggling to embrace the new transportation technologies that will influence the future of this industry.

Fortunately, the advisory committee of the program has taken a very active role in helping create priorities in equipment purchase, curriculum development and a revitalization of the advisory committee. The advisory committee has created a subcommittee to recruit industry representatives that will help provide clear direction to the faculty—a critical component of all career programs.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

Every year the Auto Tech program expends all the general education funds allocated to the program. The expenses grow with the increasing costs of supplies and materials. In addition to the GE funds the Auto Tech program has also spent up to about $3400/yr in lottery funds and about $7500/year in Perkins funding.

5. Other comments

It is anticipated that the new facility will boost the program enrollment. It is critical that the causes for low enrollment and poor student success in some program classes be addressed.
Area Directors and Deans Comments
ACRT-2009

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

The program instructors and chair have done an exemplary job in engaging industry partners to support the program and include the Advisory Committee in the TransTech facility modernization and continuous improvement in curriculum and program development. The time and energy invested in creating the new EV Conversion Course has proven to be a success by gaining additional resources to the program and many new students. The expansion into this direction of new transportation technologies will keep the CoM ACRT program highly competitive.

The Dean of Workforce Development has been working with the Dean of Student Development and Services to enhance and expand counseling for vocational students. In addition a program to track counseling services to vocational students will also be implemented in the Fall 2010 semester.

The Advisory Committee to the ACRT program is committed to supporting a review of the program design and curriculum. As part of full program and curriculum review, Student Learning Outcomes, the assessment of those outcomes and the support to assure student success in meeting these outcomes will provide the foundation to program improvement.

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.

Ultimate Tubing Notcher Variable Speed with Stand and Cutters - Mittler Bros. Machine & Tool

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<th>Quantity</th>
<th>Unit Cost</th>
<th>Tax</th>
<th>Shipping</th>
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<td>$540</td>
<td>$200.00</td>
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This equipment will update the instructional program to meet industry standards and prepare students to enter employment with skills expected for an entry level worker.

After exhaustive work by faculty and staff with industry experts, the furniture, fixture and equipment request list was submitted for review and further review and analysis by the Advisory Committee, the dean and the modernization committee. The modernization funds are expected to cover most of the agreed upon priority list, although not all. Additional funds are necessary to complete the purchase of that prioritized list.

3. Please comment on the faculty and staff sections.

It is difficult to identify instructors who possess the minimum qualifications to
teach in the ACRT program:

- At least an AA degree
- Excellent technical skills
- Excellent skill for instructing adults.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

The ACRT program expends all funds available to the program every year. The program expenses have increased along with rising prices and increasing numbers of students. In order to maintain the instructional quality of the program, additional (categorical funds) of $6,100 are expended annually. Additional funds to add the EV class were raised through a one-time grant opportunity from the California Energy Commission.

5. Other comments

The leadership and quality of instruction provided in program development and expansion in the ACRT program is a model that should be replicated throughout the career programs area. The ongoing inclusion of colleagues, industry experts, and advisory committee members is reflected in the healthy numbers in enrollment and the student success rate. The most recent addition of the Electric Vehicle course is an example of how a program can maintain a vision for the future while still focusing on fundamentals for entry level students, advanced students and professionals maintaining competitive skills.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

This is an excellent document and makes many valid recommendations that I endorse; however, the data discussed in the overview are out of date. Because of the sequential nature of program courses, the most important metric is the student improvement rate: that is, the percentage of students who not only pass the course but who enroll in and succeed in the following level. For that reason the department requested a 5-year cohort study in 2007 for the years from 2001 to 2006. A similar study needs to be conducted for the 5 years from 2006 to 2010 and this process should be annual.

I will add that I have a concern regarding the student success rates in the self-paced Basic English classes. Except for English 62L and 92L (labs associated with classroom courses and that have high rates of student success) the student success rate for these one-unit courses is only around 36% for all students, 24% for Hispanic students and 18% for black students. I recommend that the department examine these courses and look for curricula that better support student success.

Another area of concern is the low transfer rate for students who start in basic skills English. According to the program review resource Transfer Report, "about 10% of transfer students took English below level 98." Yet when I observe English 92 classes, most of the students say that they want to transfer. The report notes that completion of the English sequence is a significant hurdle for students who want to transfer and recommends making this a priority in funding.

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 support the request for Focus on Grammar software— it really is essential— and the 29 replacement computers for LC 150.

3. Please comment on the faculty and staff sections.

The lack of a full-time reading instructor is a serious problem for program development in this department.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments
Area Directors and Deans Comments
BIOL-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. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments

Thanks to the faculty in biology for submitting this information. I agree with the statement that "We need equipment, equipment maintenance, supply, and field trip transportation funds we can count on." The biology supply budget is primarily from lottery funds, a soft-money source that is dangerous to continue. Further, the discipline is underfunded and utilizes laboratory equipment that is embarrassingly out-of-date. A new laboratory technician in microbiology is a top priority, as well as funding for a position to maintain the museum.
Area Directors and Deans Comments

Business-and-Information-System-2009

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

The data demonstrates most BIS programs are maintaining healthy enrollments and good success rates. The BIS program data does suggest the need for further inquiry in the following courses:

- New Venture Creation with a pass rate of 32%-- needs to be researched—may not be accurate
- Business English: pass rate 50%—This is a special class taught for court reporting students at IVC. Dean of Workforce and Dean of Arts and Humanities are exploring options to improve pass rate
- Business English: pass rate 52%—This is a special class taught for court reporting students at IVC. Dean of Workforce and Dean of Arts and Humanities are exploring options to improve pass rate
- Intro to Computer Information Systems: 57% This is a transfer course, rather than vocational, and should be compared to other transfer classes as far a pass rate. Also, our PR cites the need to work with Counseling to make sure they advise students about the preparation needed to pass a transfer class. And finally nearly two-fifths of the students in CIS 110 are in an online section. Online classes regularly post 50% drops/failure. CIS 110 online does a better. More analysis is required.
- Software Certification Preparation 43% (The CIS 200 was last taught in Fall 2008 and is likely to be removed from the catalog.)

Enrollment numbers in the CIS program has been an ongoing concern during the last five years. The strategy in technology programs is generally to establish a broad enough attraction for the entry level students to feed advanced level programs. The Applications Programming sequence Microsoft Office? Word, Excel, Access, PowerPoint) demonstrates this strategy built for program successes. The CIS ?120? is fed by CIS 101 and 110. Those feeder classes support the advanced students in the Application Programming classes where about 15 students ultimately reach the capstone course.

The CIS Networking and A+ specialty courses do not attract a large number of feeder students in the entry course to that specialty which is CIS 122, Introduction to Local Area Network. Enrollment history and program costs to support the CIS program invite in-depth analysis to evaluate program viability and return on investment.

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 software and hardware technology requests for this program are required for the ongoing operation of this program. It is critical to consider that all hardware and software purchased have equipped and maintained three computer labs at the Kentfield campus and one computer open lab at IVC. Investments into this program supports the technology required to offer CIS and BOS programs and also has provided the equipment and support to essential labs available to the general student population. Investment in these technical programs is critical to the support of campus-wide lab operations, and should be supported to assure ongoing operations for district-wide labs.
3. Please comment on the faculty and staff sections.

I repeat here the brief description of the critical issue faced by the Accounting program provided by the BIS Department Chair in his comments:

?With the retirement of Robert Kennedy, the Accounting discipline has no FT faculty. Robert served as PT faculty in Accounting and Business and Economics. He retired December, 2009. Prior to his retirement, Larry Steiner was a PT Accounting (only) teacher for 30 years. When he retired in 2008, Robert was supposed to take over his load. He took part of it and we recruited three PT Accounting instructors; one of them was not rehired after one semester. Last year one of the PT ETCUMS went out on sick leave for over a month mid semester. Luckily the other PT instructor temporarily changed his work schedule and taught as a substitute. The instability this caused in the beginning accounting class was not easily dismissed. We are in danger of destroying a well developed major part of the business transfer program.

It took two recruiting sessions to ultimately end up with only two applicants capable of teaching Accounting (out of twenty applications). Only one of them is able to teach regularly during the day.?

Two have retired from Accounting/Business and three have retired from CIS. There are no current RETCUM faculty in BIS. That is, none of the retirees are qualified as RETCUM.

Two CIS FT faculty have been hired in the past ten years, AJoe Ritchie and John Hinds. AJoe was a long time PT instructor teaching general CIS and specifically database classes. John was hired to teach the Networking specialty classes and has also been assigned to teach part of his load in Astronomy. Both were hired about eight years ago.

We have managed to maintain the current level of BUS TU's by allowing PT faculty to teach over the nine unit maximum for Spring 2010. We will not be allowed to do so in the Fall and will certainly have to drop five to eight teaching units from the program.

It is hoped that the full time faculty hired would be capable of teach in both the Accounting and Business disciplines. That one individual could provide the core to the Business transfer program and provide the long term stability it needs.?

The replacement of this full-time faculty member is one of the most urgent issues faced by the Workforce Development Division. As Dean of this division, I urge the district to act quickly on this request.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

Every year the Computer and Information Systems program expends all the general education funds allocated to the program. The expenses grow with the increasing costs of supplies, equipment and materials.
In addition to the GE funds the BIS program has also spent about $9.374 each year for ongoing expenses required for program operation. Those expenses have been covered from about $7,234 in Lottery funds and $2,140 in Perkins funds.

5. Other comments

The excellent leadership and high quality of instruction provided in this program have succeeded maintaining relatively stable enrollment and consistent student success in spite of volatility in industry demand through a thoughtful, strategic model of scheduling and faculty support. An example of this well-considered approach balancing short-term market tends with a long-view of the cyclical nature of the industry is seen in the Real Estate Program. By balancing every-changing expansion and contraction in sectors such as Information Technology and Real Estate, the Department Chair has provided excellent guidance and support by working with faculty and the administration to maintain technical career programs that serve the needs of students and industry.
Area Directors and Deans Comments
CHEM-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 department's observation that a new copy machine in the central office of the Science Center is dead on. Someday, sooner rather than later, it will die and the entire building will be in dire straights.

3. Please comment on the faculty and staff sections.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments

   I totally support the plea to fill the lab technician position as soon as possible. The incumbent is retiring at the end of this semester (Spring 2010), and a replacement is needed NOW.

   The Chemistry discipline is underfunded, and they continue to stretch their limited supply budget resources until they're about to break. I continue to advocate with the VP of Student Learning for more funds.

   Further, the department/discipline must not be dependent on lottery funds for their supplies. Having a "soft money" source is absurd.

   I support the plea to credit supply accounts at the very beginning of the fiscal year.
Area Directors and Deans Comments
COMP-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. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments

The computer science discipline at COM has struggled for many years. With the move this academic year of offering courses in the evening, and bringing in new part-time instructors for these courses, there has been some renewed interest in the area, evidenced by healthier class enrollments. A proposal has been submitted to PRAC for revitalization and is under review.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

The Court Reporting Program has a very tight curriculum process that is tied to the state certified Court reporting certifying agency. This is a skills-based program where the success rates demonstrate excellent pedagogy, dedicated faculty and a highly disciplined group of students.

The data demonstrates the remarkable success of the Court Reporting program. The average (and consistent) success rate of 89% is remarkable and represents an excellent program, outstanding faculty and exemplary leadership.

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 request by the Court Reporting program for the DVD dictation equipment will enable the program to comply with the program to comply with the Court Reporters Board of California (CRBC) regulations mandating one hour of practice outside of class daily. This equipment will allow the program to provide practice materials to meet this regulation.

In addition to the needed DVD dictation equipment, 3 stenotype machines need to be replaced as part of the ongoing equipment replacement program at a cost of $5372.

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 acting as program coordinator. There are also four part time instructors. At the end of this year, the full time instructor will be retiring. It is critical to the continued success of the program that the district replace 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.

The college is facing the retirement of the one full time faculty member who has been responsible for the Court Reporting program. This program with a cohort of about 80 students is one of the most robust career programs. One reason the success of the Court Reporting program is crucial to the Workforce Development programs, is that those students carry an average of 15 units?meaning that all of those students are full time students.

The full time faculty member who completed the program review is the only full time faculty member scheduled to retire this May. The list of duties required to keep this program in compliance is lengthy and very demanding.

The Court Reporters Board of California (CRBC) regulates and oversees all recognized court reporting programs in California. The duties related to maintaining the college? s accreditation by the CBRC should be handled by full time faculty. It is anticipated that replacing the retiring
faculty member will have neutral impact on the budget, but will positively impact the district by assuring the continued accreditation by CRBC.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

   Every year the Court Reporting program expends all the general education funds allocated to the program. The expenses grow with the increasing costs of supplies and materials. In addition to the GE funds the Court Reporting program has also spent about $1125 year program operation. Those expenses were covered from $125 in Lottery funds and $1100 in Perkins funds.

5. Other comments

   The leadership and quality of instruction provided in program development and expansion in the Court Reporting program is a model that is quickly becoming the standard throughout the career programs area. The ongoing inclusion of colleagues, industry experts, and advisory committee members is reflected in the healthy numbers in enrollment and the student success rate. Most recently, the trend line up for the entry of younger students into the program is a very healthy sign for the continued success of the program.
Area Directors and Deans Comments
Credit-ESL-2009

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

Excellent program review for an excellent program. One caution: the alignment task force discussed under SLOs has been discontinued for the present. I would favor its reorganization to meet together across the three departments involved.

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 support the request for lab software (Focus on Grammar) for $4,000. I also support the 29 new computers for the Language and Culture lab.

3. Please comment on the faculty and staff sections.

The request should include $3,000 for coverage of staff in the ESL office who may be absent or sick. This office provides an essential student service that must be provided and currently there are no funds to cover absences.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments
Area Directors and Deans Comments  
DENT-2009

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

The Dental Assisting Program has a very tight curriculum process that is tied to American Dental Association accreditation. This is a skills-based program where the success rates demonstrate excellent pedagogy, dedicated faculty and a highly disciplined group of students. Of particular note is that the students entering this program have a very high percentage of socio-economic disadvantages.

The data demonstrates the remarkable success of the Dental Assisting program. The average (and consistent) success rate of 89% is remarkable and represents an excellent program, outstanding faculty and exemplary leadership.

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.

Great budget demands have been placed on the Dental Assisting program due to expanded regulations requiring very expensive equipment. The faculty coordinator and the department director continue to demonstrate exemplary initiative to support this program. Most recently, an application for Workforce Investment Act (WIA) funding prepared by the program coordinator resulted in an award that provided an additional $40K in funding made available to other district programs for needed equipment in other programs.

The following items will be evaluated on the rating criteria for equipment requests. The significant impact by saving $40K of the district's instructional equipment last year should be factored into the positive recommendation for these requests.

$1,000 one-time request for the American Dental Association accreditation is essential to continue the program.

$2749 has been requested to cover the repair and parts expense and installation for an essential piece of equipment necessary to the Dental Assisting Program—the Gendex X-ray Machine. This represents a budget item that belongs in the ?additional requests? section of the budget build up as ongoing maintenance.

$712 has been requested to repair and recondition equipment necessary to provide program. This represents a budget item that belongs in the ?additional requests? section of the budget build up as ongoing maintenance.

$739 has been requested for the purchase of a self contained Ultrasonic Unit. The Dental Assisting Program is approved to offer an Ultrasonic Scaling Certification course under Community Education for non College of Marin dental assistants who need this certification. There are only 3 other public institutions in Northern California that offer this certification course to non students. This addition of this unit
would enable students to move through required activities more efficiently.

Approximately $8600/year is earned through a program where the Dental Assisting faculty volunteer for CES classes to raise funds for the Dental Assisting program. The $8600/year is essential to support ongoing expenses required for the program. These ongoing funds are basic operating funds that should be covered by the district. It is recommended that these funds be allocated as top priority in the 2010-2011 budget year.

3. Please comment on the faculty and staff sections.

Over the last five years, new state regulations in all health science programs has greatly expanded the workload for staff and administrators. In 2011 the Dental Assisting Program will move to the Indian Valley Campus. This move will significantly impact the need for additional staff support. The need to add an FTE for the Indian Valley based health science programs will change this need from urgent to essential for functioning.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

Every year the Dental Assisting program expends all the general education funds allocated to the program. The expenses grow with the increasing costs of supplies and materials. In addition to the GE funds, the Dental Assisting program has also spent about $3600 year for program operation. Those expenses were covered from $825 in Lottery funds and $2,765 in Perkins funds.

5. Other comments

The leadership and quality of instruction provided in program development and expansion in the Dental Assisting program is a model that is quickly becoming the standard throughout the career programs area. The ongoing inclusion of colleagues, industry experts, and advisory committee members is reflected in the healthy numbers in enrollment and the student success rate. Most recently, the success of the fund development has boosted the quality of the equipment available to the students.

Dental Assisting is one of the flagship programs of the College of Marin. The assistance and mentoring offered by the faculty of the program is an inspiration to the students and to this administration.
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.

   Susan Andrien

3. Please comment on the faculty and staff sections.

   N/A

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

   N/A

5. Other comments

   The $7,000 requested for an upgrade to a better version of Blackboard is in addition to the $9,500 budgeted for the current version.
Area Directors and Deans Comments  
ECE-2009

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

The Early Childhood Education Program has a very tight curriculum process that is tied to standards articulated by the National Association for the Education of Young Children (NAEYC). In addition the faculty member who coordinates the ECE program is very active in content and standards for ECE statewide.

In addition to the attention to set high standards for education of young children and education for the educators, the faculty and administration have worked intensively over the last five years to assure that the needs of the students will be met. The partnership with SFSU has provided additional support to establish an innovative program called ?The Specialized Learning Community? --nicknamed ?SLIC?. The program gave a boost to advising ECE students support to complete career and educational goals for transfer.

The success rate for most students in this program is consistent with the college-wide success rates. Considering that the great proportion of students facing significant challenges (such as working full time, responsible for care of children and parents, earning income below self sufficiency level and relatively poor academic preparation) the success rates for these students represent a remarkable accomplishment by the students, faculty, staff, community members and administrators supporting this program. Of concern, however are a few program classes (ECE 132, and ECE 218) showing lower success rates. A recommendation under the technology section of this program review is described in detail with the note ***Student Success Implications for Technology Request:

A very significant accomplishment over the last year was establishing the blueprint for a night and evening program for general ed classes at IVC?the campus hosting the SFSU partnership. Currently 48 students are participating in the program to support ECE students planning on transferring to the Child and Adolescent Development (CAD). This is a very exciting milestone for the ECE/SFSU partnership, and a result of true commitment by the faculty, staff and administration to advance opportunities for students pursuing this career path.

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.

Description and part number for ordering:

$3.098 requested for Student response system from Turning Point Technologies
Product ID Name Price Qty. Extended Price
XRC-R02 RF HID Receiver (Dark Gray) $99.00 2 $198.00
PKG-RF50 Case - 50 $50.00 2 $100.00
RFC-02 ResponseCard RF-02 $28.00 100 $2,800.00
TOTAL: $3,098.00
SPECIAL INSTRUCTIONS: Our Preferred Pricing Agreement provides ongoing support & maintenance. *COM ECE is eligible for preferred pricing because of MOU with SFSU. We can fall under SFSU preferred pricing structure. Potentially available to other disciplines also. Requires submission of copy of MOU.
***Student Success Implications for Technology Request:*** Many ECE classes that are foundational to the program have enrollment caps of 50. The district has maintained that lecture classes should be able to support that number of students. The population of students in ECE have a disproportionally high percentage of English Language Learners and academically underprepared students compared the overall district demographics. In order to promote student success for all of the ECE students—especially those most vulnerable to poor performance, accessing proven technology to support success become urgent. Most students in the ECE program are dependent on successful course completion to keep jobs or advance in their career. Maximizing support through all means is a sound business decision for the district and consistent with every college priority to: 1) Improve Student Access, 2) Improve Student Learning and Success, and 3) Improve Instructional Technology. I recommend that this request be given highest priority possible.

Database needs to be developed and maintained as well as the other communication needs noted in depth in the request section. Dedicated clerical support is required. (Please refer to request under staffing section.)

Program coordinator computer replacement is overdue. The current machine cannot support all necessary software to run the database program used to analyze student data in coordination with SFSU.

3. Please comment on the faculty and staff sections.

More faculty capable of teaching the Spanish Language classes continues to present a challenge to the program.

One exciting development for the ECE program has been the re-establishment of the infant-toddler center at IVC through a partnership with Head Start.

As the SFSU and Head Start partnerships based at IVC expand and enhance the program at IVC, program staff support demands have also expanded greatly over the last year. The increased demands to serve the growing number of students, coordination with the partners and the Children's Center staff has grown significantly over the last year. The FTE program staff support for the Indian Valley based health science programs will change this need from urgent to essential for functioning of the health science programs at IVC.

Establishing the Infant-Toddler Childcare program at IVC has presented a remarkable opportunity to better integrate the ECE education program with the operation of the Children's Centers. As the Dean of the ECE program, I have provided significant support to this program expansion, and enthusiastically support the greater integration of the ECE academic program with the Children Centers. I do not, however support bringing the operation of the centers under the workforce division. The use of the centers as a "lab school" does not necessitate the addition
of the centers under the workforce division. In fact, the inclusion of the child center operation (because of its uniquely intensive oversight requirements) would significantly detract from the attention and resources necessary to support the academic side of the children's centers. Accordingly, I recommend that the operation faculty be included as colleagues in the ECE department meetings, but not brought under the supervision of the academic dean. The intent of this recommendation is to support the critical nature of the centers functioning as the lab schools to the ECE program, and ensure that they have the independently focused attention and resources needed for their success.

The remarkable program development and growth to support pursuing the baccalaureate degree has been catalyzed by the SFSU partnership. The number of students making progress is truly impressive. This program expansion?based primarily at the IVC campus with the SFSU partnership?has created more demand for support services (including counseling and tutoring) as well as the need for additional administrative support at IVC. The request for an FTE to support the Health Sciences Dept programs located at IVC included the ECE program.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

Every year the ECE program expends all the general education funds allocated to the program. The expenses grow with the increasing costs of supplies and materials. Currently, the ECE program does not receive additional funds for program supplies or materials.

5. Other comments

The leadership and quality of instruction provided in program development and expansion in the ECE program is a model that is quickly becoming the standard throughout the career programs area. The leadership in the statewide and local ECE communities by the program coordinator is exemplary. The College of Marin is indeed very fortunate to have faculty who invest so much energy in the field and enjoy such high esteem of colleagues throughout the community and the state. The ongoing inclusion of colleagues, industry experts, and advisory committee members is reflected in the healthy numbers in enrollment and the student success rate.

The assistance and mentoring offered by the faculty of the program is an inspiration to the students and to this administration.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

   The EMT program curriculum is primarily driven by the regulating agency for EMT programs. The class pass rate is slightly below the district average. The skills-based assessments are set to a very high standard in alignment with the EMT certification. This data suggests that additional support might be advisable to increase student success. It is expected that the expanded tutoring services that will become available in Spring 2011 with the new main building facility will have positive impact on improving student success in this program.

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.

   $1,329 has been requested to purchase airway suction units necessary to provide students instruction included in the EMT required skills set to fulfill required state manipulative skill base for EMT certification.

   $888 has been requested to purchase an airway manikin. Repairs have been attempted to save cost of purchase, but repairs have not worked. This unit is required for training for EMT students in order for the skill requirements for EMT certification.

   Both of these requests should be given highest priority in evaluation for program requirements.

3. Please comment on the faculty and staff sections.

   Developing more faculty to instruct in this program is desirable. Recruiting instructors for this program in a EMT pool should be pursued.

   As the regulations change and expand for this program, additional staff support is required. Currently the staff and director support resides at the KTD campus. Clerical support services are required on-site at IVC to respond effectively to the program needs for this program based at IVC. The need to add an FTE for the Indian Valley based health science programs has become essential develop the capacity to serve the requirements for this program.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

   Every year the EMT program expends all the general education funds allocated to the program. The expenses grow with the increasing costs of supplies and materials. In addition to the GE funds the EMT program has also spent about $5,000 year for program operations. Those expenses were covered by $2564 in Lottery funds and $2,460 in Perkins funds.

5. Other comments

   The new main building opening in 2011 is expected to positively impact program enrollment and the custom-built classroom to accommodate the EMT equipment will be a great improvement.
Area Directors and Deans Comments
ENGG-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. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments

I support the Engineering discipline's suggestions to undertake such activities as enhancing their "self-awareness" through better identification of engineering majors on campus and other data-collecting efforts. Implementing some form of outreach program to area high schools would likely assist with the enrollment issues that continue to plague the engineering discipline here.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

The ELND program has successfully garnered significant resources to enhance facilities, support staff development, provide staff support to facilities and embark on a comprehensive curriculum revision project.

The data available for this program review does not reflect the tripling of the enrollment in the ELND program during the last year since the program moved the base of instruction and operations to IVC and established the Indian Valley Organic Farm and Garden. Those two achievements succeeded in revitalizing the ELND program. The next necessary step in the evolution of the program is a comprehensive curriculum review and revision. Grants to support all of these developments and innovations exceed $400,000. The curriculum revision will be conducted with all CoM ELND faculty in collaboration with local secondary programs, neighboring community colleges and UC Davis.

Currently, the greatest challenge to the program is the limited units allocated for the program in spite of the growing demand. Throughout the curriculum development project, a streamlining of the certificates, opportunities to collaborate with other departments and other educational agencies and additional resource development will be considered and aggressively pursued.

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.

$2532 has been requested to purchase the ph meters that are required for the ELND program to provide the instruction required for the skills and knowledge necessary to the ELND student.

$37,750 has been requested to purchase 15 compound microscopes. The microscopes are required to provide ELND students the opportunity to pursue the transfer path for transfer to a 4 year institution. Grant funds are being solicited to support this purchase. This cost can be reduced by 50% by matching grant funds, resulting in a reduction of this request to $18,875.

3. Please comment on the faculty and staff sections.

During the last year of program revitalization and extraordinary program growth (over 300%!). Many gifted faculty have joined the ELND program who are nationally recognized experts in their field. All faculty will be compensated for the curriculum revision project scheduled for the spring semester of 2010.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

Every year the Environmental Landscaping program expends all the general education funds allocated to the program. The expenses grow with the increasing costs of supplies and materials. In addition to the GE funds the ELND program has also spent about $4300/ year for expenses required for program operation. Those expenses were covered from $2517 in Lottery funds and $1,800 in Perkins funds. In addition, nearly $400,000 has been raised in grant funds to revitalize the ELND program. The infusion

http://programreview.marin.edu/ADReport.jsp
of funding and the resulting program expansion has resulted in the revitalization of the program.

5. Other comments

The ELND program has enjoyed unprecedented expansion during the course of the last program year. That expansion is not reflected in the data included in the resource section for this program review.

Significant infusion of funds and resources?over $400K in cash, and formalized partnerships with the Conservation Corps North Bay, UC Extension and the Marin Master Gardeners?are all contributors to this exciting program development.

The next steps: The administration will continue to support curriculum revision, revenue sustainability, faculty support and student development in order to assure the momentum established for this program.
Area Directors and Deans Comments
Environmental-Science-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. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments
   This review appears to be the same one submitted last year.
Area Directors and Deans Comments
Geology-and-Geography-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. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments

This report appears to be last year's version, unrevised. Still, the discipline is in need of budget lines for field courses. Currently we operate a field-trip/field-course program that is unfunded by the district.
Area Directors and Deans Comments
Library-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 library's requests for materials, software, and staffing for the IVC library to open in fall 2010 are essential to support student access at IVC. Title 5 requires that we provide essential student services at all locations and this is a really bare-bones request.

3. Please comment on the faculty and staff sections.

The library's requests for materials, software, and staffing for the IVC library to open in fall 2010 are essential to support student access at IVC. Title 5 requires that we provide essential student services at all locations.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

T-tip database $38,000 per year

5. Other comments

The library is seriously underfunded and at the same time its services are expanding. Unlike instructional programs whose staffing increases with each class added, the library is supporting 20% more students and faculty with drastically reduced funds. There are already important functions that have been eliminated or reduced; without stable funding and adequate staffing services can't help but suffer.
Area Directors and Deans Comments
MACH-2009

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

The students in this program tend to include mature workers in the field who take classes to improve and maintain a level of excellence as required for this precise work. Constant skill development is critical in this field. The very high success rate of 83% represents a highly disciplined cohort of students guided by talented instructors.

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.

A mig welder has been requested to replace a mig welder that has stopped working after decades of service. The cost to repair is about the same as replacement for the newer model that is currently used in industry. This welder will cost $808. It is equipment that program students are expected to use as entry-level employees in this industry.

3. Please comment on the faculty and staff sections.

It is difficult to identify instructors who possess the minimum qualifications to teach in the ACRT program:

- At least an AA degree
- Excellent technical skills
- Excellent skill for instructing adults.

We are very fortunate to have a well respected and highly skilled instructor as full time faculty in this area.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

The Machine Metals and Welding programs expends all funds available to the program every year. The program expenses have increased along with rising prices. In order to maintain the instructional quality of the program, Lottery of about $2,650 are expended annually. Those funds cover expenses for supplies and materials.

5. Other comments

Two courses from this program have just been articulated with Tomales High School in the Shoreline (West Marin) District. That articulation is expected to positively impact the number of younger students entering the program.
Area Directors and Deans Comments
MATH-2009

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.
   This review advocates for an expansion of the curriculum to include a pre-Math 95 course (Math 85). This has already happened and Math 85 will be offered for the first time during Fall 2010.
   This review advocates for a stable tutoring budget of $15,000 yearly to operate the Math Lab. Currently, the budget line for this service is at ZERO and must be corrected.

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.
   This review advocates for a new record-keeping computer and other student computers for use in the Math Lab. I whole-heartedly support these requests.

3. Please comment on the faculty and staff sections.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments
   This is a comprehensive and well-done review. Thanks to all who participated in its completion.
Area Directors and Deans Comments
Media-Services-2009

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

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.
Media Services seriously needs more equipment to maintain the level of service that has always been available to faculty and students at COM.

3. Please comment on the faculty and staff sections.
Andy should be made full-time. This area is seriously understaffed.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.
N/A

5. Other comments
Area Directors and Deans Comments  
MEDA-2009

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

The students in this program tend to include many students who are underprepared academically. This is one of the programs that we intend to include in a project to track the number of students who are accessing counseling services. With the completion of the new main building at IVC, we are expecting more supportive services, such as tutoring to be expanded to IVC. This particular population of students would greatly benefit from those additional resources. One of the most rigorous courses in the program, Medical Terminology has a relatively low success rate of 57%. The level of study and memorization that course requires skills not common to this student population. It is not unusual for students to repeat this particular course. The faculty in this program provide outstanding mentoring and support to all students. That extra support often makes the difference between students giving up and committing to success. These students respond very favorably to the extra support, indicating that this population would be very responsive to additional tutoring services, if made available.

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.

A Pulse Oximeter, Eam scales and other media requests including a HIPPA video and others detailed in the equipment requests are all items that can be shared with other Health Science programs. These requests, although not costly are critical to the knowledge and skill set expected of entry level students. I recommend that these requests be given high priority as critical to the success of our students as they enter the workplace.

3. Please comment on the faculty and staff sections.

Additional, on-site administrative support with a department assistant at the IVC campus to support the health science programs at IVC is critical. As the program expands, and is expected to grow even faster in the new location, the current administrative support has fallen short of meeting program needs. This is not a reflection on current staff, but instead, a reflection of a growing program with expanding regulatory demands.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

The Medical Assisting program expends all funds available to the program every year. The program expenses have increased along with rising prices. In order to maintain the instructional quality of the program, additional (categorical funds) of about $6,620 are expended annually. Those funds cover expenses for supplies and materials necessary to maintain the program.

5. Other comments

The program is growing and additional sections of labs and computer lab time is needed. With addition of supportive services and tutoring an evening and weekend program should be considered.

The clinical sites for the phlebotomy class has become an issue with the change in ownership of Marin General Hospital. Spring and Fall classes in phlebotomy have been cancelled as a result. It is anticipated that the clinical opportunities will become available again after the reorganization of the hospital administration.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

The MMST faculty have worked diligently in keeping all MMST curricula current, relevant, and rigorous. Of particular note, several class outlines were re-written to enable students at different skill levels to co-enroll in courses. The benefit to the program has been excellent. This approach has resulted in better enrollment, and a richer experience for all students. This change creates a challenge for instructors to assure that all student needs are met, but the faculty of this program are talented and highly skilled instructors who are clearly up to the task?judging by the feedback from students.

The data available does not reflect significant changes in this program during the 2009-2010 school year. The MMST population has grown since consolidating the courses at the IVC campus. At the end of the 2009 SY, the administrative oversight for the program was moved back in to the Workforce Division. Four years prior to fall 2009, MMST program was under the oversight of the Arts and Humanities division. Bringing MMST back to career programs helped re-focus the objective to meet the needs of what has proven to be the primary populations for the program--working professionals and students planning on entering the MMST field. In this field, the value of work experience cannot be overstated, and professionals need continuous practice and training in the every-evolving software and hardware.

The trend line in enrollment since the latest program improvements and has been very encouraging, indicating that the actions taken in the program revitalization strategy have been working.

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 anticipated that the move to the new facility in the IVC new main building will be a big boon to the program. State-of-the-art facilities and equipment are the hallmarks of excellent and competitive technology programs such as MMST. The SRJC campus experienced a significant peaking in MMST enrollment when moving into the new Petaluma facility. It is anticipated that with the new building and the new state-of-the-art equipment replacing the five year old equipment in the old facility, the program will enjoy yet another boost in enrollment.

During the design process, it was determined that the number of classrooms dedicated to MMST could be reduced by creating greater efficiency by using ?dual towers? at each station, enabling the MAC/PC options available at every station. Since then, the technology has progressed by leaps and bounds, so that the technology now available does not require two separate units, but instead, one integrated unit.

Five year old hardware cannot run the current programs required for Multimedia Instruction. The old computers from the current MMST lab will provide excellent units to replace older equipment in the open lab.
The new Multimedia Lab scheduled for opening for the Spring 2011 semester requires the following equipment to run the program with industry-standard software:

The equipment detailed in the equipment request includes:

28 iMac?s @$2099=$58.772
One Panosonic projector capable of complex multimedia production=$10,000
Two MacPro?s for on-going lab work outside of class time:, 2@ $4799=$9598
One 30? cinema display=$1599
One photo scanner=$600
Mat Cutter=$375.

It is hoped that Measure C modernization funds will cover this modernization expense.

3. Please comment on the faculty and staff sections.

Computer Tech currently assigned to the MMST program serves the open lab at the IVC campus in addition to the MMST labs. The MMST population has grown since consolidating the courses at the IVC campus. The data available in the resource section does not reflect this significant change of location and administrative oversight by the Dean of Workforce Programs. As of the spring semester of 2010, the credit enrollment at IVC has grown to about 1700 students (from about 750 in 2004). Some hours have been added to the lab assistant on hourly payroll to keep up with the growing demand in the Open Lab that was opened three years ago. It is anticipated that more hours will be required to serve the growing student population at IVC.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

One-time grant funds have been supporting the MMST program since the Industry Driven Regional Grant (IDRC) closed out in 2006. The Workforce Division has succeeded in obtaining more one-time funds to cover the renewal for software licenses. That cost of approximately $2800/year needs to be budgeted from general funds for the 2010-2011 budget year.

5. Other comments

Through diligent work of the MMST faculty, and particularly Derek Wilson, the MMST program has turned the corner? on program development, enrollment and program vision. By focusing on MMST?s role in career technical education (CTE) we look forward to continued program growth.
Area Directors and Deans Comments
Natural History/Field-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. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments

This is a concise, well-written program review. This latest version does not outline budgetary requests, but, as part of the Life & Earth Sciences Department, the program/department needs to be supported by an adequate budget (which it does not enjoy at this time), and a stable, non-soft-money sources for its supply line. (Currently, most of the funding for biology supplies comes from lottery funds.) The specifics of the budget needs for Life & Earth Sciences have been outlined to the Vice Presidents on numerous occasions.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

This is an excellent review of an excellent program. Particularly useful is the explanation of the SLO assessment cycle. I have observed this process and it is exemplary.

Lack of ability to add sections of courses with lengthy waitlists is a barrier to student access.

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 support both the $4000 request for Focus on Grammar and the request for replacement computers for the Language and Culture lab.

3. Please comment on the faculty and staff sections.

As mentioned in my response to the Credit ESL program, we need an additional $3,000 to cover possible absences for ESL office staff when college is in session. This office provides an essential service for students and it must be open. Currently there is no way to fund replacement staff.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments

Excellent program review.
Area Directors and Deans Comments  
Nursing-2009

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

The extraordinary success rate for the nursing program is a reflection of many factors, including excellence in instruction, pedagogy, robust funding, exemplary leadership, focused and well-prepared students. The nursing program is at risk in maintaining this level of excellence unless support requested is provided.

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 following is a summary presented in the Dept Chair?s (Director?s) comment section:

<table>
<thead>
<tr>
<th>Equip?t &amp; Supplies</th>
<th>Timeframe</th>
<th>Reason</th>
<th>Current Funding Source</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Warranties</td>
<td>Yearly</td>
<td>Simulators too costly not to cover by warranties</td>
<td>Chanc Office Capacity grant-reduced in FY 10-11</td>
<td>$9,280</td>
</tr>
<tr>
<td>2. Skills lab supplies</td>
<td>Yearly</td>
<td>Req?d for run lab</td>
<td>Chanc Office Capacity grant-reduced in FY 10-11</td>
<td>$5,197</td>
</tr>
<tr>
<td>3. NLNAC</td>
<td>Every 8 yrs</td>
<td>Accreditation required to maintain national standing</td>
<td>Previously funded out of VP?s budget</td>
<td>$5,010</td>
</tr>
<tr>
<td>4. CCPS</td>
<td>Yearly</td>
<td>Required expense for clinical placements</td>
<td>Previously funded out of VP?s budget</td>
<td>$995</td>
</tr>
<tr>
<td>5. Pinning</td>
<td>Yearly</td>
<td>Required for o/t for Fine Arts staff</td>
<td>VTEA-ongoing expense that should not be cover by VTEA</td>
<td>$600</td>
</tr>
</tbody>
</table>

The total request of $21,08 is required to maintain the current program. Although grants enabled the purchase and launch for the technology now required in nursing program instruction, the district is expected to maintain the equipment and instruction that was seeded by the Chancellor?s office.

The requirement for NLNAC accreditation is what provides national recognition for the nursing program and assures employability for graduates of CoM?s nursing program.

The costs itemized here have been funded through multiple sources in previous years and should result in minimal cost to the district to sustain the return on investment.

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

The following is a summary presented in the Dept Chair?s (Director?s) comment section:

| Simulation        | Yearly | Required to | Capacity grant | $42,000 |

http://programreview.marin.edu/ADReport.jsp  
2/22/2010
<table>
<thead>
<tr>
<th>Coordinator</th>
<th>Frequency</th>
<th>Description</th>
<th>Action</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Admin Assist.</td>
<td>Yearly</td>
<td>Sustain expanded nursing program</td>
<td></td>
<td>$40,000</td>
</tr>
<tr>
<td>3. Admissions Assistance</td>
<td>Yearly</td>
<td>New regs have resulted in more than doubling of nursing applications</td>
<td>VTEA-ongoing program req?t expense should not be covered by VTEA</td>
<td>$1,000</td>
</tr>
<tr>
<td>4. Counselor</td>
<td>Yearly</td>
<td>RN admissions counselor</td>
<td>New request</td>
<td>$70,000</td>
</tr>
<tr>
<td>5. Allied Science Chair or Director</td>
<td>Yearly</td>
<td>Move of all but RN Health Sciences program and significant program expansion requires expanded admin support</td>
<td>New request .5FTE Director or Chair?estimate only. TBD based on faculty vs. admin/staff position, etc.</td>
<td>$40,000</td>
</tr>
<tr>
<td>6. Faculty Training Stipends</td>
<td>Yearly</td>
<td>Faculty requirement for up-to-date training req?d by hosts for clinical placements</td>
<td>Covered last year by VP budget</td>
<td>$5,000</td>
</tr>
<tr>
<td>7. Clinical lab reconfig for Simulation</td>
<td>Yearly</td>
<td>Accrediting body recommendation to increase TU?ś to represent complexity of simulation education</td>
<td>Increase of 4 sim labs courses = increase of .3 x 4=cost of 1.2 TU?ś.(approx)</td>
<td>$15,000</td>
</tr>
<tr>
<td>8. RN student support/advising</td>
<td>yearly</td>
<td>RN success rate increased from 82% to 97% w/ this position added by grants</td>
<td>Capacity grant</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

I recommend priority consideration be given to items #7, #10 and #11, totaling $85,000. The workforce dean will continue to work with the Health Sciences Director to identify other sources of funding as needed for the operation of the Health Sciences Department.

Items #7, #10 and #11 are essential to support the operation for a population that more than doubled in enrollment in the combination of Nursing, ECE, Medical Assisting, Dental Assisting (moving to IVC in Spring 2011) and EMT.
Substantial external funding has been raised and managed by the program Director and Dean over the last four years to expand these programs to this level of success. As the Dean of these programs, I urge the district to support these requests in order to maintain these exemplary program improvements.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

See items #2 & #3.

Each year the nursing program has expended all general and external funds to support the program. Approximately $4200 in lottery and Perkins funds have provided support. In addition to the Supplies, Equipment and Staffing details above, $4200 should be included in funds that could revert back to the general funds.

5. Other comments

The nursing students represent not just students from the nursing programs, but fill the ranks of many general education classes and provide a base to our full-time student body. The college is well-served by this program that contributes to our good success measures and standing in the community.

Requests for support in this program review should be seriously considered as requests that will impact the entire college district’s continued success and reputation for excellence.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

   This is a comprehensive and well-done review of the PE and Athletics areas. Kudos to all involved in putting this together.

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. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments

   The department is requesting a full-time student-athlete academic coordinator/sports information director position. As the EEIF grant expires that funds the current academic coordinator position, this need is urgent and high-priority. It MUST be funded.

   There are also facilities issues that should, in my opinion, be addressed:

   1) The first one is on the softball field. An intercollegiate softball team has been added to the athletic department. So we need to upgrade the facility. Everything will be upgraded for the coming season except the softball complex will not have a scoreboard. This potentially could be a Title IX issue. Since our baseball field has a scoreboard our softball field should have a scoreboard.

   2) The second issue is the football/track and field complex. The football field requires a significant amount of work in order to make it a safe playing field surface. The track has been assessed and labeled unsafe. Specifically the track lanes, long jump and triple jump runway, pole vault runway and vaulting box, high jump and pole vault landing pits and high jump apron are not safe to host sporting events.
Area Directors and Deans Comments  
Physics-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. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments

This report is accurate in its statement that the discipline of physics at COM has suffered years of neglect and underfunding. Only a meager amount of lottery funds is allocated to physics supplies each fiscal year. Stable and substantial budget lines for supplies and equipment if we are ever able to make the discipline into what it SHOULD be at this institution.
Area Directors and Deans Comments
Social-Sciences-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.
   Social Sciences consistently requests a laptop computer to aid them instructionally, as a department. I strongly support this request.

3. Please comment on the faculty and staff sections.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments
   This is a concise, well-done review of the Social Sciences areas. Thanks to everyone who participated in constructing this document.
Area Directors and Deans Comments
Work-Experience-2009

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

The Work Experience continues to enjoy a positive trend in enrollment.

Basic Skills: Students demonstrating need for basic skills education are referred for support and provided support during classes as advised.

CTE: Certificates in career programs are generally the first step in advancing through a program.

Cultural Enrichment?: n/a

Lifelong Learning: n/a

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 instructional equipment requests have been made for this program, and I concur. The facilities improvement underway will handle the needs for this program.

3. Please comment on the faculty and staff sections.

We are very fortunate to have instructors who are working in career fields and stay on top of trends for methodology for offering relevant work experience courses.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

No external funds have been used to support this program.

5. Other comments