## Miscellaneous Sections of 2009 Program Review

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<tr>
<th>Section</th>
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<tr>
<td>Chemistry</td>
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<td>Court Reporting</td>
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<td>Credit ESL</td>
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<td>Dance</td>
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<td>Early Childhood Education</td>
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<td>Emergency Medical Tech</td>
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<td>Environmental Landscaping</td>
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<td>Italian</td>
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<td>Medical Assisting</td>
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<td>Noncredit ESL</td>
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<td>Social Sciences</td>
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Miscellaneous Instructional Materials

II. Miscellaneous Instructional Materials Account

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

Note: This is for things to help faculty teach - not necessarily used directly by students, such as supplemental materials, audio/visuals/maps, subscriptions, etc.

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
<th>Discipline Area</th>
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</thead>
<tbody>
<tr>
<td>1150.0</td>
<td>1150.0</td>
<td>chemistry, comp sci, biol, physics</td>
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</tbody>
</table>

What kind of things do you generally use this money for?

Instructional Supplies- Computer Center: Banner Acct. # 11100-22601-43000-601000

Justification for Item (See Rating Rubric)

1. Who will use these materials? How? Will it be shared with other disciplines?

The Science Center has a computer center that enjoys a high volume of student and instructor use. In the past the funds for upkeep of the computer center (paper, ink etc.) were placed in an "Instructional Supply-Computer Center" account within the physical science department. The account number is shown above. It is not problematic that the funds are placed in this account as it is simple for the department chair to approve purchase orders from the secretary. However it seems more appropriate that these funds be place under the Dean's discretion. We believe the current fiscal year has these funds under the administrators account. Regardless of where they show up, we are requesting a roll-over of $1150.00 for the computer center.

2. How will these materials benefit student learning?
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<tbody>
<tr>
<td>500.0</td>
<td>500.0</td>
<td>Court Reporting</td>
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What kind of things do you generally use this money for?

11100 23201 45000 051430
Reference materials and textbooks.

Justification for Item (See Rating Rubric)

1. Who will use these materials? How? Will it be shared with other disciplines?

Shared by all court reporting faculty to facilitate curriculum development.

2. How will these materials benefit student learning?

Learners benefit by keeping curriculum current.
Court Reporting learners are required to remain current in the areas of legal/medical terminology, current events and terminology associated with current events.
The State Board requires a five-year recency for reference books.
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<tr>
<td>1000.0</td>
<td>1000.0</td>
<td>CR ESL</td>
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What kind of things do you generally use this money for?
To update and add to our ESL Lab (HC 128) and Language Lab (LC 150) with materials: software, paper, and toner for printing.

Justification for Item (See Rating Rubric)
1. Who will use these materials? How? Will it be shared with other disciplines?
   These materials are also used by credit and noncredit students who use the labs. There are a number of credit ESL courses that require the students work in the lab. The materials in the lab need to be updated.

2. How will these materials benefit student learning?
   Newer language software allows students to work individually on a variety of skills such as pronunciation, reading and spelling.

   The materials are necessary to serve those students taking grammar and writing classes. Over 400 students annually are required to attend the ESL lab. As newer editions of texts have come out, it is necessary to update the accompanying software.

   We know that the more time a student spends using English, the more a student learns. Our CALL (computer assisted language learning) materials allow students to work at their own pace on particular areas that they find difficult. These materials help students to meet their goals in their grammar and writing classes.

   We measure the success by the amount of time the students spends in the lab with these materials, student retention and student success.
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<td>0.0</td>
<td>Dance</td>
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What kind of things do you generally use this money for?

music, videos and books

Justification for Item (See Rating Rubric)

1. Who will use these materials? How? Will it be shared with other disciplines?

Instructors use books and videos to keep up to date with new dance techniques etc. Music is used by instructors while teaching.

2. How will these materials benefit student learning?

1. Instructors will maintain current knowledge to pass on to their students
2. Music is a must when teaching dance
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<td>200.0</td>
<td>50.0</td>
<td>ECE</td>
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What kind of things do you generally use this money for?

White board markers and DVD to supplement instruction; DVD frequently funded by Child Development Training Consortium grant that is being allocated to direct student financial aid for 2010-11

Justification for Item (See Rating Rubric)

1. Who will use these materials? How? Will it be shared with other disciplines?

All ECE faculty use white board markers to illustrate concepts for students and to record student responses to brainstorming and other full group discussion activities. All ECE faculty use DVD to demonstrate best ECE practices in action.

2. How will these materials benefit student learning?

Students in ECE are preparing to be teachers. They need to be able to transfer concepts from ECE classes into practice in an early childhood classroom. Use of DVD to illustrate the application of concepts in practice is essential for students to reach the application level of achievement of course SLO. White board markers also allow faculty to illustrate important class concepts for students.
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<td>2000.0</td>
<td>2000.0</td>
<td>Fire Tecnology-EMT</td>
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What kind of things do you generally use this money for?

Gurney repair / service. Equipment container to collect and organize equipment for various skill stations. Replace supplemental teaching/lab material.

Justification for Item (See Rating Rubric)

1. Who will use these materials? How? Will it be shared with other disciplines?
   All students in three classes.

2. How will these materials benefit student learning?
   This is needed for students to learn a tool that is utilized in the pre-hospital setting but also to do it safely.
## Miscellaneous Instructional Materials

**ELND-2009**

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<td>200.0</td>
<td>Environmental Landscaping</td>
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**What kind of things do you generally use this money for?**

To pay for soil samples, suscriptions to trade journals

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

1. **Who will use these materials? How? Will it be shared with other disciplines?**
   
   The various instructors who teach classes in the Department.

2. **How will these materials benefit student learning?**

   Soil analysis are used to teach many concepts taught in the various classes in the Department. Trade journals are needed to keep instructors current in their subject matter.
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<td>300.0</td>
<td>Italian</td>
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What kind of things do you generally use this money for?
movies, videos, new work/conversational manuals

Justification for Item (See Rating Rubric)
1. Who will use these materials? How? Will it be shared with other disciplines?
Students in Italian will benefit from these new materials.

2. How will these materials benefit student learning?
Student learning will be improved by new cultural materials and ideas/forms for conversation in Italian.
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<td>300.0</td>
<td>350.0</td>
<td>MEDA</td>
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What kind of things do you generally use this money for?

Audio tapes for MEDA 110/110L. Medical Terminology tapes. Educational Posters, and anatomy posters.

Justification for Item (See Rating Rubric)

1. Who will use these materials? How? Will it be shared with other disciplines?

Audio tapes for MEDA 110 & MEDA 110L are used so that students can practice taking messages off the answering machine. Messages are left in real life situations.

Students listen to correct medical pronunciation in Med. Terminology & students repeat.

Educational Posters are posted in the Lobby area of the Medical Assisting lobby. Students enjoy looking at the posters. Anatomy posters are used as a teaching aid in MEDA 145.

2. How will these materials benefit student learning?

These materials benefit student learning through various means of learning, ex. auditory and visual. Changing teaching methods and approaches to learning enhance the learning process and adds interest to the subject.
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What kind of things do you generally use this money for?

Books and AV supplies for faculty and for students in lab

Justification for Item (See Rating Rubric)

1. Who will use these materials? How? Will it be shared with other disciplines?

While some of these materials are shared between credit and noncredit ESL and across 3 labs, we have a separate budget from the credit budget for instructional materials. Materials may be used by any of 23 credit classes/semester and 35 noncredit classes/semester + 3 CR and about 30 classes in the summer.

We use this money to update and add to our HC 128 and LC 150 lab materials – software, lending library books, books on tape, videos, etc. We also use it to update the teacher's resource closet.

2. How will these materials benefit student learning?

These materials provide additional practice in a variety of areas – aural practice, videos to practice listening and to stimulate discussion; pictures and realia to facilitate new vocabulary/grammar development; supplementary reading material, etc.

These materials allow the program to keep up to date, to provide additional materials to use in class and in the labs and to provide students with materials on additional topics beyond what is in their textbooks. ESL not only teaches the language, but also the culture, job preparation, civics and day to day survival skills.
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<td>Social Sciences</td>
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What kind of things do you generally use this money for?

This is a one time cost to move and install maps in classrooms since we have moved them out of Dickson Hall and into temporary classrooms.

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

1. **Who will use these materials? How? Will it be shared with other disciplines?**

The instructors in Social Sciences teaching history and political science and ethnic studies.

2. **How will these materials benefit student learning?**

As visual aids and supporting material for lecture and discussion in class.