# I. Team Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Type</th>
<th>Email</th>
<th>Contact Phone</th>
<th>Responsible for what part</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Lacy</td>
<td>Primary Team Member</td>
<td><a href="mailto:carol.lacy@marin.edu">carol.lacy@marin.edu</a></td>
<td>883-2211 ext 8536</td>
<td>Entire report</td>
<td></td>
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</tbody>
</table>

# II. Program Review Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee (Chairs)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Schultz</td>
<td>Curriculum Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blaze Woodlief</td>
<td>Educational Planning Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V-Anne Chernock and Erik Dunmire</td>
<td>Facilities Committee Co-Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yolanda Bellisimo</td>
<td>Planning and Resource Allocation Committee Co-Chair/Academic Senate President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nick Chang</td>
<td>Planning and Resource Allocation Committee Co-Chair/Instructional Equipment Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara McKinnon and Becky Brown</td>
<td>Program Review Committee Chair and SLO Coordinators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chris Schulz</td>
<td>Student Access and Success Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Irvine</td>
<td>Tech Committee Chair</td>
<td></td>
<td></td>
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</tbody>
</table>

# III. Vice President of Academic Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nick Chang</td>
<td></td>
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</tbody>
</table>

# IV. Board of Trustees President

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eva Long</td>
<td></td>
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</tbody>
</table>
Technology Requests

Part II : Hardware for Lab and Classroom

MEDA-2010

I. Technology Requests-Hardware for Lab and Classroom or other student use

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

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>50 Students</td>
<td>Monitor</td>
<td>MEDA</td>
</tr>
</tbody>
</table>

**Description and part number for ordering:**
Large monitor for lab class

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
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<tr>
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<td>$200.00</td>
<td>$20.00</td>
<td>$50.00</td>
<td>$270.00</td>
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</table>

**Type**
Replace

**College-wide**

**Discipline-Specific**
Lab use

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:
New monitor for computer that is needed.

**Item to be shared with the following Department/Program:** (Include any shared expenses)
no

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

1. Indicate how important this item is to the life of your discipline.
   • ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   • ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   • ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   In addition, how many times have you requested this item, but you have not received it?
   See justification with computer that is requested.

2. Is this hardware required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   See lab computer request.

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   See lab computer request.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   See lab computer request.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   See lab computer request.
6. How will these outcomes be measured for future planning? What data or evidence supports your request?
Refer to lab computer request.

Additional Justification for this item:
Refer to lab computer request.

---

### I. Technology Requests-Hardware for Lab and Classroom or other student use

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

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>50 Students</td>
<td>Computer</td>
<td>MEDA</td>
</tr>
</tbody>
</table>

**Description and part number for ordering:**

Computer for MEDA student lab.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
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<tbody>
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<td>$1,000.00</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$1,150.00</td>
</tr>
</tbody>
</table>

**Type**

Replace

**College-wide**

None

**Discipline-Specific**

Lab use

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

The computer in the MEDA lab is old and cannot support the new software from textbooks and electronic medical record. Students must learn to use computers in both the front and back office since all areas are or have moved to electronic medical records.

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

This computer is for the MEDA lab.

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

1. Indicate how important this item is to the life of your discipline.
   - ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   - ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   - ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   **In addition, how many times have you requested this item, but you have not received it?**

   MEDA cannot teach the front office or back office classes without an up-to-date computer.

2. Is this hardware required to meet Title 5 and/or Ed Code? If so, how? (Cite code)

   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

   Electronic communication is an expectation of the workplace in clinics and doctor's offices.

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

   Students must practice working with patient records, documenting their work, looking up labs and scheduling patients. They cannot apply skills without this technology.
4. **How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?**

All MEDA students use this one lab for their lab classes. Students will not enroll in our program unless we teach current state of the art office skills.

5. **What student learning or other outcomes are expected? Is it important to the achievement of student goals?**

Students must learn to communicate electronically in order to function in the medical office.

6. **How will these outcomes be measured for future planning? What data or evidence supports your request?**

Employers evaluate our students in the externship course.

**Additional Justification for this item:**
## Non-Instructional Requests

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

*This section will be filled out by the Department Chair*

### MEDA-2010

#### I. Non-Instructional Equipment and Supplies

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

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>80 Students</td>
<td>Office Computer</td>
<td>Replacement</td>
<td>Previously funded ongoing expense</td>
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</table>

**Description and part number for ordering:**

Computer, keyboard, and mouse

<table>
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<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
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<th>Shipping:</th>
<th>Total:</th>
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<tbody>
<tr>
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<td>$1,000.00</td>
<td>$100.00</td>
<td>$0.00</td>
<td>$1,100.00</td>
</tr>
</tbody>
</table>

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

Computer in Coordinator office was 8 years old. Replaced with newer loaner but old computer. Request new computer to handle academic planning and instruction.

**Item to be shared with the following Department/Program:**

*Include any shared expenses*

*not a shared computer.*

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

1. **Who will use these supplies or equipment?**
   
   Coordinator of Medical Assisting

2. **How will access for students be improved?**
   
   Recruitment of students into program, preparation materials for classes.

---

#### I. Non-Instructional Equipment and Supplies

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

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>50 Students</td>
<td>Faculty Computer</td>
<td>Upgrade</td>
<td>Previously funded ongoing expense</td>
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</table>

**Description and part number for ordering:**

The part time faculty in the discipline require a computer to plan and offer classes.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
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<tr>
<td>1</td>
<td>$1,000.00</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$1,150.00</td>
</tr>
</tbody>
</table>
If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:
the faculty need a computer to plan and offer classes.

Item to be shared with the following Department/Program: (Include any shared expenses)
4 part time faculty share computer

Justification for Item (See Rating Rubric)
1. Who will use these supplies or equipment?
   pat time faculty

2. How will access for students be improved?
   Preparation of materials for recruitment, and classes in the program. This industry has moved to the electronic health record and the program must have equipment to support this technology.
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.

This department has not been brought up to speed in recent years. Computers for the Coordinator and the part time faculty are necessary in order to offer current health care courses.

3. Please comment on the faculty and staff sections.

4. Other comments
Area Directors and Deans Comments
MEDA-2010

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 Coordinator just retired and ran out of time before the retirement to complete the program review as she was ill. In addition the program moved to the new building and with the move there may be unanticipated expenses that will come up this year. Many will be provided for as a result of Modernization. I noted after the move that outdated equipment still exists in this program. For example I saw videos that must be updated into DVD's. The new coordinator will need to assess the new technology software needs of the program.

   I also just discovered that the computer for the coordinator is slow and is not adequate to support current technology in the medical assisting field. A replacement is requested.

   A computer for part time faculty is also requested.

3. Please comment on the faculty and staff sections.

   A continued search is underway for the full time Faculty/Coordinator of the program. It is imperative that this position be filled as soon as possible.

   An administrative assistant is needed for medical assisting as with all the health programs.

   A department chair on the IVC campus is also requested.

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

5. Other comments

   I urge the approval of the request to replace the computer that falls very short of serving faculty and staff service the medical assisting program. This request has been in cue for over a year as IT has struggled to provide support. This program is under great stress without a full-time coordinator as duties of the coordinator must be shared until a full time replacement is in place. The stress from the lack of a functioning computer cannot be overstated.