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

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

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

The instructional equipment requests for ACRT are important to make the discipline function properly. The technology requests are important to keep the ACRT program current with industry standards. Students need to know how to use the most modern electronic equipment to diagnose and repair automobiles. The modernization project fell short of funds for fully equipping the Transportation Technology complex. The Automotive Collision Repair program will have to continue to seek other funding to outfit the facility so that it meets ASE and NATEF standards for certification. The ACRT department has prioritized the needed equipment list. It is unclear at this time, how many items on the list will be purchased by the modernization project and how many items will remain unfunded. All equipment listed is required for ASE and NATEF certification. The ACRT department will have to search for additional funding to cover the shortfall of the modernization project.

3. Please comment on the faculty and staff sections.

The faculty and staff in the ACRT program typically work fairly well together. Their teaching philosophies and teaching styles are aligned with one another. The ACRT program works and operates smoothly. The ACRT staff is working with the Electronics and Machine Metals program on the electric vehicle and alternative fuels project which is a cross curricular activity.

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

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

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

The Administrative Justice program will be moving into new facilities as the modernization project continues. They will not need any specific equipment for their curriculum that is not addressed in the modernization program.

3. Please comment on the faculty and staff sections.

The Administrative Justice program has one full time instructor shared with several departments and several very knowledgeable part time instructors. These part time instructors teach classes in their area of expertise. The Administrative Justice program is running smoothly because the full time and part time instructors work cooperatively.

4. Other comments
Department Chair Comments
BIOL-2010

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

For students to succeed in the Biology courses that they enroll in, it is essential that the department has the proper Biology equipment and supplies, in this rapidly changing field.

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

We have been granted instructional equipment in our laboratories, and the positive effects are being seen already. We still have many types of Biology equipment that we have requested, but not have been granted. Many of the pieces of equipment that we currently have, we can't even get replacement parts because the equipment is so old and outdated.

3. Please comment on the faculty and staff sections.

We continue to turn students away in many of our sections that we offer. More TU's and more FT faculty would really make a difference.

4. Other comments
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.
   They were not updated in this mini-PR, but remain excellent as described in the last main PR.

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.
   As the author of this min-PR, I agree completely with the information provided.

3. Please comment on the faculty and staff sections.
   As the author of this min-PR, I agree completely with the information provided.

4. Other comments
Department Chair Comments
Basic Skills-English-2010

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

   English Skills is an important component of the basic skills offerings here at COM. We hope that the College will understand the important role that English Skills plays and can play in the future at COM. In order to move forward, the discipline needs to hire two more full-time faculty. Also, since the program has grown, the English Skills lab should grow as well. With the increase of ENGL 98 students and the necessary furniture and computers, the lab may not be big enough. It may be necessary to reconfigure the space in LC 120.

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.

   Right now because there are not enough computer stations, instructional specialists, and space, the English Skills program is not able to serve the ENGL 98 students in its lab.

3. Please comment on the faculty and staff sections.

   As department chair, I strongly support the increase in Instructional Specialist hours and the hiring of two full-time faculty to replace those that the program has lost through retirement.

4. Other comments

   By adding ENGL 98, the program has grown; however, there is still only one full-time faculty to shoulder the burden. As the program grows, so should the number of full-time faculty.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

The Court Reporting program has clearly represented three of the Five Pathways and found two of the Five Pathways to be non applicable. Career and Technical Education is the primary goal. Basic Skills and Transfer are also important in the Court Reporting program. Cultural Enrichment and Lifelong Learning are not applicable because of the specialized skill needed in Court Reporting. There is very little use of court reporting skills outside of the courtroom. The Court Reporting program understands they could attract more students in the 25 to 29 age group if they were to offer classes in the evenings. The Court Reporting program does not have enough unit allocation to offer both day and evening courses. It appears the single most important indicator of success is time on task. The Court Reporting program will move into the new main building next year. This will provide a modernized facility for instruction. The COM Court Reporting Program meets all Court Reporters Board of California requirements and regulations necessary for learners to achieve licensure. All courses have well thought out Student Learning Outcomes which prepare them for working in the field of court reporting.

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

It appears that the court reporting program needs to continuously update their DVD library so they can stay current. They need 3 stenotype machines to replace older machines which are no longer serviceable

3. Please comment on the faculty and staff sections.

The Court Reporting program is a demanding program. There are specific requirements which need to be followed for maintaining state licensing and accreditation. It is important to have a full time instructor to submit all data to the state licensing board.

4. Other comments

Currently the Court Reporting program is staffed with one full time instructor teaching a full load and acts as program coordinator. There are also four part time instructors. At the end of this year, the full time instructor will be retiring. It will be best if the district will consider replacing the retiring instructor with another full time instructor. This will keep the program running smoothly as it has in the past. The Court Reporting program is very labor intense to track number of hours students participate. This has been the job of the program coordinator.
Department Chair Comments
Credit-ESL-2010

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

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

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

Credit ESL Lab is the home of the Credit ESL Lending Library. This library has been very successful. Success here means use. Therefore, there is an ongoing need to replace books due to use or loss.

Barbara Bonander, Wendy Walsh, and Blaze Woodlief are using antiquated computers. Last year the program requested that these computers be replaced. No reply has been given, but in the interim two of these old computers have died. The replacements that were given are not new technology. For example, if a number of windows are open, they run very slowly. Some newer programs do not run at all. Our monitors are still CRTs.

3. Please comment on the faculty and staff sections.

Credit ESL is experiencing difficulties due to the loss of two full-time faculty in the last five years. Presently, there are just two full-time Credit ESL instructors. The full-time faculty is stretched and cannot take on more work. There is much to be done, but the man power is lacking. There is a need for a designated Credit ESL lab coordinator (2 units) and two more full-time faculty. College Skills is the largest department at College of Marin, but fewer than 20% of the teaching load is covered by our full-time faculty.

4. Other comments

The faculty in Credit ESL are also hampered because they are using outdated computers. In the course of doing this Program Review 2010, my computer has acted up and caused me to have to do redo a number of portions. Working with old technology is quite frustrating.
Department Chair Comments  
ECE-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.

   This is the second year that ECE requested the Student Response Systems. Peggy presented excellent data that supports the positive effects on students using this technology. Some of the nursing faculty have also discussed purchasing this system.

3. Please comment on the faculty and staff sections.

   For the third year in a row ECE is requesting additional staff assistance for Health Sciences. With the move of all Allied Health to IVC, the growing demand on the full time assistant for grant support, program administration, and outside agency requirements, it is imperative that this position be funded, not just approved.

4. Other comments

   Comment from the Dean: I urge approval for the Coordinator's request for a functional computer that will support her in providing the most effective learning opportunities for her students. This request has been made for three years.
Department Chair Comments
ELND-2010

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

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

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

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

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

3. Please comment on the faculty and staff sections.

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

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

All five pathways are addressed in Machine Metals Technology. Students have the option of following one of the multiple pathways when going through the program. Most of the students choose the career path while others choose to further their education at a four year institution. There are also students in the program taking courses in the program for cultural enrichment or life long learning. Basic skills such as math, measurement, critical thinking and problem solving are a key component of the Machine Metals curriculum. There are no barriers influencing student access and success but the Machine Metals program does need to continually work towards updating equipment and curriculum to meet real world work conditions. The facilities are well maintained with good working equipment. The building had a new roof put on it last year. There may be a need to address some of the heating and lighting systems in the future.

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

There is a need to update equipment and continuously maintain equipment to stay current with industry standards. As the facility and machinery age, it may require additional funds to keep the current machinery operating.

3. Please comment on the faculty and staff sections.

The Machine Metals program has one full time instructor and three part time instructors. The full time instructor teaches machining and the part time instructors teach the welding courses. The Machine Metals program is running smoothly because the full time and part time instructors work cooperatively.

4. Other comments
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
Department Chair Comments
MMST-2010

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

All five pathways are addressed in Multimedia Studies. The use of computers require a high level of basic skills allowing students to work towards many career opportunities. Members of the community can update their computer literacy and learn how to express their thoughts using multimedia presentations. There are many opportunities for students to use the skills they learned in multimedia to transfer to higher education. Classes are offered at a variety of times during the day and evenings. Students have plenty of opportunities to complete degrees in a timely manner. The facility is in good shape with modern equipment and is scheduled to move into the new main building spring 2011. The Multimedia Studies faculty continuously update their curriculum to stay current with industry trends. All course curriculum has been updated within the last five years. The Multimedia Studies department has well developed SLO’s for each of their courses. Students know what is expected of them as they progress through the courses and programs. Students use critical thinking and problem solving techniques on a daily basis while working on assignments in multimedia courses.

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

It is important to understand that computer technology and software changes rapidly. Multimedia Studies is highly dependent on modern and up to date computers and software so that students prepare themselves for the work force. Multimedia needs a budget that keeps their software and hardware needs up to date.

3. Please comment on the faculty and staff sections.

The Multimedia Studies program currently have two full time faculty members and four part time faculty. The faculty seems to be well diversified in all areas of multimedia and work together to provide a well rounded curriculum.

4. Other comments
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.

It is really important for the two main office functions (music library/lab tech & the department chair) to have computers which can handle the jobs required to run the department. Since the Fine Arts Computer Lab is moving to the new building in Spring 2011 and new computers are being purchased now for that space, there may be an opportunity to fulfill our two computer requests by replacing our machines with ones "recycled" from that lab. These needs are of prime importance.

The PA used for sound reinforcement during music performances is vitally important as well. Since we have waited for over approximately 15 years for this request to be filled, we have been using a donated PA system which has passed its useful life. In other words, we do not really have district support for this ongoing need.

A smaller item, headphones for the lab, is also needed. These are used daily, and are subject to a great amount of wear and tear, so that we need to replace a few every so often. Replacing any number of headphones (less than the 25 requested) would be very helpful.

3. Please comment on the faculty and staff sections.

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

Noncredit ESL is for many ESL students their first experience at the College of Marin. Most come with the goal to learn English. However, after spending time in the program, the students learn about all that the College has to offer and change their goals. If their documentation makes it possible, they most often choose to enroll in credit classes. With that in mind, Noncredit ESL should be viewed as an important introductory program that helps to set students on to a pathway.

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 College Skills office serves three programs: English Skills, Credit ESL, and Noncredit ESL. However, the majority of the workload is in Noncredit ESL. Noncredit ESL serves a large number of students. Also, the costs for supporting this program are quite high since the office is responsible for registering Noncredit students. Therefore, the department is requesting that the funds for non-instructional materials be increased.

3. Please comment on the faculty and staff sections.

As noted above, the College Skills office is extremely busy, and the administrative assistants have a wide range of duties, especially for Noncredit ESL. It would help the whole department if the number of hours for office assistants could be increased during peak times, i.e., when Noncredit is testing and registering students.

Also, since the program is so large, the number of full-time faculty should be increased by at least one. Presently, there is only one full-time Noncredit ESL faculty member, but over 30 part-time faculty. To assure consistency and continual improvement in the program, there must be an increase in the full-time faculty.

4. Other comments
Department Chair Comments
Nursing-2010

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

College of Marin Registered Nursing Research and Technology Needs

The College of Marin Registered Nursing Program is required to keep program statistics by several regulatory agencies including the Board of Registered Nursing (BRN), National League of Nursing Accreditation Commission (NLNAC), and California Community College Chancellor’s Office. This data needs to be trended, aggregated and documented for our state and national accreditations and for grant reports.

Problem:  NLNAC findings from Fall 2010 visit:

The program is not in compliance with the Standard 6 as Criteria 6.1, 6.2, and 6.5 are not met. The NLNAC report stated:

- There is a lack of documentation of consistent evidence-based decision-making, implementation, and evaluation of criteria.
- There is a lack of evidence of aggregated and trended evaluation findings for decision-making.
- Develop measurable expected levels of achievement and evidence-based evaluation methods for all systematic program plan criteria.

At the present time nursing lacks a centralized data collection system and database program. Data is collected by the director and nursing faculty in stand alone documents. Course evaluation data collection has moved from paper and pencil to Scantron to Zoomerang; but these tools are still are not meeting program requirements. When compiling information for reports and ongoing program evaluation, all faculty need to be able to access data and manipulate data in an efficient way. Data entry, trending, and aggregation must be done in accordance with industry standards to insure meaningful and accurate statistics which inform program decisions.

The nursing program lacks the necessary computer programs and research expertise to accomplish these goals. We need to work collaboratively with CoM experts in technology, research and data entry. We need to identify existing computer programs that can be utilized to meet our needs and/or identify new computer programs to purchase.

Required program statistics include:

Admission and Selection Data

There is no college record of total applicants to the nursing program and applicants not accepted. Currently this paper data is housed in the program director’s office. Disproportionate impact studies are needed by the research department as the program uses assessment measures for admission. The program needs to assess whether the measures are adequate to predict success in the program.

Nursing Program Attrition, retention and Graduation Rates

Nursing Program retention, graduation and failure rates need to be correlated with student demographic information, TEAS
scores, and COM academic performance. Presently COM keeps demographic statistics on nursing students. However, these are kept for all students who take nursing education courses. We need separate statistics kept by the college for students who are enrolled in the Nursing Program. Currently we admit 46 students once/year.

TEAS Test:

The TEAS is an assessment test required by the chancellor’s office. Statistics for student performance is entered on the Chancellor’s data form. Overall performance on this test should be entered in a database and used in analysis of program attrition and graduation rates.

NCLEX Predictor Test: ATI Summary Report

This test predicts success on NCLEX and is administered once/year. The aggregated scores from this test are broken down into categories in a report provided by the ATI Company. This information is used for curriculum improvement. These scores and categories need to be entered into a data base to trend findings over time.

NCLEX RN test Results

NCLEX RN is the test required for RN licensure. The test is administered by the National Council of State Boards of Nursing. The aggregated scores from this test are broken down into categories in a report provided by the NCSBN. This information is used for curriculum improvement. These scores and categories need to be entered into a data base to trend findings over time.

Course Evaluations

All RN program courses are evaluated on a schedule in the Evaluation of Program and Assessment of Outcomes Calendar. 1st year courses are evaluated in even years and 2nd year courses are evaluated in odd years. Students fill out surveys on Zoomerang. Problems with course surveys include

1. There can only be one person on Zoomerang at a time. This makes it difficult to get timely access to material.

2. Zoomerang data is entered by course and class section. Some sections repeat 3 times a year. We need to be able to combine survey information from individual course sections into academic year data. We also need to be able to trend and aggregate course data over time.

3. SLO assessment and evaluation needs to be documented.

Course Evaluation Forms

We have three evaluation forms: one for theory courses, one for clinical courses and one for skills lab. Our current course evaluation forms may need to be rewritten to enhance data entry and capture more relevant statistics. Input from a statistician on this would be helpful.

Clinical Evaluation Forms

These forms are filled out by the instructors for every clinical course. Each student will have 8 clinical evaluation forms filled out by graduation. These forms reflect our seven learning outcomes. Currently individual forms are filled out by hand for each student by the instructor. Class data cannot be trended or aggregated easily.
Other Surveys Required for Accreditation that need to be computerized and assessed for content

- Graduation rates and statistics of graduates
- Student Satisfaction at Program Completion evaluation
- New Graduate Program Satisfaction Evaluations (6 months post graduation)
- Program Satisfaction Evaluation Survey by Employers

Goals

1. To computerize nursing statistics
2. To identify a database to use for data entry
3. To have the college keep demographic data on students enrolled in the nursing program in addition to students taking nursing education courses
4. To update survey forms and evaluation forms to produce more meaningful data
5. To maintain NLNAC accreditation and to be in compliance with all Standards

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

3. Please comment on the faculty and staff sections.

4. Other comments

Research and Technology Needs were put under Section 1, however they over lap all of the 4 sections. Improvement is needed to keep our program accreditation.
1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

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

2. Please comment on the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

The Work Experience program will be moving into new facilities as the modernization project continues. They will not need any specific equipment for their curriculum that is not addressed in the modernization program.

3. Please comment on the faculty and staff sections.

The Work Experience program has one full-time instructor shared with Administrative Justice and Political Science. The Work Experience program is running smoothly because the faculty member keeps the courses up to date and in line with state and college standards.

4. Other comments