Note: The Math Department did their 2011-2012 Mini Program Review in the wrong template – so although these are all labeled 2010/2011 – they were completed in 2011/2012.
# Signature Page

**MATH-2010**

## 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>Irina Roderick</td>
<td>Primary Team Member</td>
<td><a href="mailto:irina.roderick@marin.edu">irina.roderick@marin.edu</a></td>
<td>7522</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## II. Program Review Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee (Chairs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Schultz</td>
<td>Curriculum Committee Chair</td>
</tr>
<tr>
<td>Blaze Woodlief</td>
<td>Educational Planning Committee</td>
</tr>
<tr>
<td>V-Anne Chernock and Erik Dunmire</td>
<td>Facilities Committee Co-Chairs</td>
</tr>
<tr>
<td>Yolanda Bellisimo</td>
<td>Planning and Resource Allocation Committee Co-Chair/Academic Senate President</td>
</tr>
<tr>
<td>Nick Chang</td>
<td>Planning and Resource Allocation Committee Co-Chair/Instructional Equipment Committee Chair</td>
</tr>
<tr>
<td>Sara McKinnon and Becky Brown</td>
<td>Program Review Committee Chair and SLO Coordinators</td>
</tr>
<tr>
<td>Chris Schulz</td>
<td>Student Access and Success Committee Chair</td>
</tr>
<tr>
<td>Michael Irvine</td>
<td>Tech Committee Chair</td>
</tr>
</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>
<td></td>
</tr>
</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>
<td></td>
</tr>
</tbody>
</table>
Technology Requests
Part II : Hardware for Lab and Classroom
MATH-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>1500 Students</td>
<td>Computer</td>
<td>Mathematics</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Type
- College-wide: None
- Discipline-Specific: Open Lab (Lab use)

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

Our existing equipment consists of 30 old computers with outdated software.

Item to be shared with the following Department/Program: (Include any shared expenses)
To be shared with all Mathematics, Science, Computer SCience and Engineering classes.

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?
   - A

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)
   - No

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?
   - The instruction should be aligned with current 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?
   - About 1500 students will benefit from using updated equipment.

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

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
Additional Justification for this item:

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>80 Students</td>
<td>Other</td>
<td>Mathematics</td>
</tr>
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Description and part number for ordering:

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
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<tbody>
<tr>
<td>1</td>
<td>$250.00</td>
<td>$25.00</td>
<td>$20.00</td>
<td>$295.00</td>
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Type | College-wide | Discipline-Specific |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Distance</td>
<td>Out-of-class</td>
</tr>
<tr>
<td></td>
<td>Education</td>
<td>Assignments</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:

We are requesting wireless office headset system that will allow an Instructor teaching a Distance Learning class to conduct business class in hands-free digitally enhanced audio. It has extended boom and noise cancelling microphone which enables higher quality voice delivery even in noisy environments.

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

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?
     B

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)
     No

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?
   The quality of communication with DE students will be improved significantly.

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?
   About 80 students will be able to communicate with their instructor in an enhanced environment.

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

Additional Justification for this item:
### Additional Teaching Unit Requests

**Math-2010**

<table>
<thead>
<tr>
<th>Specialty:</th>
<th>Units/Class</th>
<th>Number of Sections/Year</th>
<th>Existing or New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 103/103A</td>
<td>5</td>
<td>6</td>
<td>Existing Course</td>
</tr>
</tbody>
</table>

To meet Program requirements for the following:
- [X] Health/Safety
- [ ] Scheduling
- [ ] Title 5/Ed. Code
- [X] Waitlists

Other:

If it is for a new course, has the outline been submitted and approved by curriculum, UDWC and the Board?

**Justification for new units:**

1. Why do you feel this is an important addition to your overall curriculum and/or number of offerings?
2. Is it or will it be required for a degree or certificate?
3. Is it a new state law requirement?
4. How will this improve access, student learning outcomes and success?
5. Do you have evidence to support the need for your request? If so, please explain and/or attach.

This class is heavily waitlisted every semester.

**Shared Resources:** If you have requested additional units that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

<table>
<thead>
<tr>
<th>Specialty:</th>
<th>Units/Class</th>
<th>Number of Sections/Year</th>
<th>Existing or New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 115</td>
<td>4</td>
<td>2</td>
<td>Existing Course</td>
</tr>
</tbody>
</table>

To meet Program requirements for the following:
- [ ] Health/Safety
- [X] Scheduling
- [X] Title 5/Ed. Code
- [X] Waitlists

Other:

If it is for a new course, has the outline been submitted and approved by curriculum, UDWC and the Board?

**Justification for new units:**

1. Why do you feel this is an important addition to your overall curriculum and/or number of offerings?
2. Is it or will it be required for a degree or certificate?
3. Is it a new state law requirement?
4. How will this improve access, student learning outcomes and success?
5. Do you have evidence to support the need for your request? If so, please explain and/or attach.

This class is heavily waitlisted every semester.

**Shared Resources:** If you have requested additional units that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Units/Class</th>
<th>Number of Sections/Year</th>
<th>Existing or New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 85</td>
<td>3</td>
<td>2</td>
<td>Existing Course</td>
</tr>
</tbody>
</table>

To meet Program requirements for the following:

- [ ] Health/Safety
- [ ] Title 5/Ed. Code
- ✔ Scheduling
- ✔ Waitlists

Other:

**Justification for new units:**

1. Why do you feel this is an important addition to your overall curriculum and/or number of offerings?
2. Is it or will it be required for a degree or certificate?
3. Is it a new state law requirement?
4. How will this improve access, student learning outcomes and success?
5. Do you have evidence to support the need for your request? If so, please explain and/or attach.

This class is heavily waitlisted every semester (20-30 on the waitlist)

**Shared Resources:** If you have requested additional units that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Units/Class</th>
<th>Number of Sections/Year</th>
<th>Existing or New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 95</td>
<td>3</td>
<td>2</td>
<td>Existing Course</td>
</tr>
</tbody>
</table>

To meet Program requirements for the following:

- [ ] Health/Safety
- ✔ Scheduling
- ✔ Title 5/Ed. Code
- ✔ Waitlists

Other:

**Justification for new units:**

1. Why do you feel this is an important addition to your overall curriculum and/or number of offerings?
2. Is it or will it be required for a degree or certificate?
3. Is it a new state law requirement?
4. How will this improve access, student learning outcomes and success?
5. Do you have evidence to support the need for your request? If so, please explain and/or attach.
This class is heavily waitlisted every semester.

**Shared Resources:** If you have requested additional units that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.
### Additional Staff Requests
**MATH-2010**

#### II. Request for additional support staff (clerical, lab tech, IS, comp tech, tutor, etc.)

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Specialist</td>
<td>Part-Time</td>
<td>20</td>
<td>10 Classes</td>
</tr>
</tbody>
</table>

**Justification:** Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

Research shows that doing Math every day and for a longer period of time greatly enhances student success rates. We request to hire 2 part-time Instructional Specialists to work with students in Math 85, 95 in Homework Labs, helping students with Mathematics and encourage progression through Math sequence.

**Shared Resources:** If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Full-Time</td>
<td>37.5</td>
<td>1500 Students</td>
</tr>
</tbody>
</table>

**Justification:** Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

**Shared Resources:** If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

We need a full-time Administrative Assistant to support the entire Science building.

Currently there is only a part-time administrative assistant for the three departments of Life and Earth Sciences, Physical Sciences and Mathematics. This is a total of eight disciplines and approximately 4,000 students per year. This is the only administrative assistant for the Austin Science Center, which has classes morning, afternoon and evening at least six days a week. This is also the only
administrative assistant for the central office for this building, which also serves many students whose programs are housed elsewhere, as well as people new to the campus who are lost or otherwise need assistance.

This situation has produced several problems. First, it has been difficult to retain quality staff in this position, since part-time hours imply part-time salary. (The last two people who had this job left in order to get better hours and salaries elsewhere). Second, the job of serving so many students and faculty with so few hours is far more difficult than those of other administrative assistants on campus who have longer hours and fewer responsibilities. Third, lack of any administrative staff whatsoever in the building for many hours when classes are in session sends a strong message to students that they are ignored by the College.

Fortunately, many of these problems can be remedied with a simple solution. No new job category must be created. No new position must be filled. A strong step in the right direction would be merely to add the hours needed to bring up the existing position to full time, as it was for many years previously.

| Purpose: Tutoring | Type: | Approx. hours per week: 1500 | To support: Students |

**Justification:** Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

We are requesting $17,000 for Math Lab tutoring.

Many years ago we had a budget of $10,000-$12,000. In recent years that budget line has been zero dollars, even though we have been using more than $16,000. Over the past several years use of the Math Lab has greatly increased, especially for drop-in tutoring. This Lab is providing support for both Basic Skills and Transfer students and should be supported.

**Shared Resources:** If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.