

NEEDS ASSESSMENT DIVISION/AREA SUMMARY

Fall 2018

Due by NOON on Monday, October 22, 2018

The purpose of this summary is to ensure that discussion addressing the needs of departments and individuals is taking place in the Division; to gather any additional information at the division level that supports a needs request; and to provide the committee with some feedback on how requests are integrated into Division planning and goals. It is the responsibility of the Division to check for duplicate applications and advise requestors to consolidate their requests.

| | |
|-------------------------|----------------------------------|
| Division Name: | Admin Services (overall ranking) |
| Division Meeting Date: | 10/22/18 |
| Number of Participants: | 3 |

Rankings (Required)

| Budget | Classified Staff | Equipment | Faculty |
|--------|--|-----------|---------|
| | (1)Custodian | | |
| | (1)Custodian | | |
| | (1) Grounds Caretaker | | |
| | (1) Admin Secretary | | |
| | (3) Custodian | | |
| | (2) Grounds Caretaker | | |
| | (2) Technology Support Specialist I | | |
| | | | |

Provide any comments/explanations if needed:

Divisions should only submit overall Division rankings and division requests with this form.

Departments must submit their own requests.

NEEDS ASSESSMENT DIVISION/AREA SUMMARY

Fall 2018

Due by NOON on Monday, October 22, 2018

The purpose of this summary is to ensure that discussion addressing the needs of departments and individuals is taking place in the Division; to gather any additional information at the division level that supports a needs request; and to provide the committee with some feedback on how requests are integrated into Division planning and goals. It is the responsibility of the Division to check for duplicate applications and advise requestors to consolidate their requests.

| | |
|-------------------------|--|
| Division Name: | Applied Technology, Transportation and Culinary Arts |
| Division Meeting Date: | 10/19/2018 |
| Number of Participants: | 19 |

Rankings (Required)

| Budget | Classified Staff | Equipment | Faculty |
|--|---|---|---|
| 1 - Water Supply Technology | 1 – Culinary Art (Laboratory Assistant) | 1 – Across All Programs –Steam Cleaner | 1 – Culinary Art - Baking |
| 2 - Welding | 2 - Electricity/Electronics (Laboratory Assistant) | 2 – Automotive Tech & Collision – Waste Oil Tank/Accessories | 2 – Electricity / Electronic– Accelerated |
| 3 - Aeronautics | 3 – Division Office (Tool Room Specialist) | 3 – Aeronautics – A-360 Engines & others | 3 – Automotive - Diesel |
| 4 – Automotive - Collision and Repair | 4 – Division Office (Secretary II) | 4 – Automotive Tech – Tire Mount and Balance Machine | 4 - Welding |
| 5 – Machinist Technology | 5 – Welding (Laboratory Assistant) | 5 – Aeronautics - Red Bird Flight Simulators | 5 - Aeronautics |
| | 6 – Culinary Art – Baking (Laboratory Assistant) | 6 – Automotive Tech – Hybrid & Electric Vehicle Trainer | 6 – HVAC/R |
| | | 7 – Auto Tech & Collision/Repair – Front-end Alignment | 7 - Electricity / Electronic – Regular Program |
| | | 8 – Automotive Tech – Meter Certification Kit | 8 – Culinary Art |
| | | 9 – Automotive Tech – Torque Certification Kit | |
| | | 10 – Machinist Tech – Machine Tools and accessories | |

| | | | |
|--|--|--|--|
| | | 11 – RMD Welding Machines (2 each) | |
| | | 12 – Water Supply Tech – Total Coliform Test Kits | |

| Facility |
|---|
| 1 – Culinary Art Program (new kitchen/building) |
| 2 – Water Supply Tech – dedicated class/lab rooms |
| 3 – HVAC/R – Cover to protect equipment stored outside of the Technical Building |

Provide any comments/explanations if needed:

The Program Review “Needs Assessment” requests from the various programs in the Applied Technology Division are in five categories (Budget, Classified Staff, Faculty, Equipment and Facility). The Faculty and staff of the Division, in their October 22, 2018 Division meeting, also prioritized and ranked the overall (in all categories) **urgent needs** of the programs. They are as follows:

Applied Technology Division Overall Needs Assessment Ranking Based on Programs’ Urgent Needs:

| | | | |
|-----------|------------------------------|---|------------------|
| 1 | Culinary Art | Baking | Faculty |
| 2 | Electricity/Electronic | Electricity/Electronic | Faculty |
| 3 | Automotive | Diesel | Faculty |
| 4 | Welding | Welding | Faculty |
| 5 | Aeronautics | Aeronautics | Faculty |
| 6 | HVAC/R | HVAC/R | Faculty |
| 7 | Electricity/Electronic | Electricity/Electronic | Faculty |
| 8 | Culinary Art | Culinary Art | Faculty |
| 9 | Culinary Art | Culinary Art | Classified Staff |
| 10 | Electricity/Electronic | Electricity/Electronic | Classified Staff |
| 11 | Water Supply Technology | Water Supply Technology | Budget |
| 12 | Welding | Welding | Budget |
| 13 | Across all Division Programs | Multi-discipline/Automotive Technology – Lead Program | Equipment |
| 14 | Automotive | Automotive Technology; Collision & Repair | Equipment |
| 15 | Aeronautics | Aeronautics | Equipment |
| 16 | Automotive | Automotive Technology | Equipment |
| 17 | Culinary Art | Culinary Art, Baking and Food Nutrition | Faculty |

| | | | |
|-----------|-------------------------|-------------------------|----------|
| 18 | Water Supply Technology | Water Supply Technology | Facility |
| 19 | HVAC/R | HVAC/R | Facility |

Divisions should only submit overall Division rankings and division requests with this form.

Departments must submit their own requests.

NEEDS ASSESSMENT DIVISION/AREA SUMMARY

Fall 2018

Due by NOON on Monday, October 22, 2018

The purpose of this summary is to ensure that discussion addressing the needs of departments and individuals is taking place in the Division; to gather any additional information at the division level that supports a needs request; and to provide the committee with some feedback on how requests are integrated into Division planning and goals. It is the responsibility of the Division to check for duplicate applications and advise requestors to consolidate their requests.

| | |
|-------------------------|---------------------|
| Division Name: | Arts and Humanities |
| Division Meeting Date: | October 16, 2018 |
| Number of Participants: | 28 |

Rankings (Required)

| Budget | Classified Staff | Equipment | Faculty |
|---|--|---------------------------|---------------------------|
| 1. English – Writing Center Tutors | 1. Division – Secretary II | 1. Art – Furnace | 1. Art |
| 2. English-Writing Center Reassigned time for Lead Faculty | 2. Music – ½ time accompanist | 2. Art - Pottery Wheels | 2. Communication Studies |
| 3. RTVF-Production Insurance | 3. Art – Increased hours to full time for lab technician (currently 55%) | 3. Theatre Arts - Workbox | 3. American Sign Language |
| 4. Music – Professional Expert Accompanist | | 4. Theatre Arts - Cabinet | 4. English (1) |
| 5. Theatre Arts – Student participation at Kennedy Center American College Theatre Festival | | 5. Art – Moveable Walls | 5. English (2) |
| 6. English – Maintenance for Chromebooks | | 6. Art - Easels | 6. Theatre Arts |
| 7. English – Writing Center Mentors - after hours support | | | |
| 8. Music – Professional Expert – Assist with new program curriculum | | | |

Needs Assessment Applications due: 10/22/2018 (NOON).

| | | | |
|--------------------------------------|--|--|--|
| 9. Music – Percussion Instruments | | | |
|--------------------------------------|--|--|--|

Provide any comments/explanations if needed:

The faculty chairs completed an initial prioritization on 10/12. These recommendations were presented to the full division. After discussion on each category, the division made minor adjustments to the faculty chair recommendations. The final division prioritization is presented here.

The division did not prioritize technology or facilities requests as no prioritization is requested on this form.

Divisions should only submit overall Division rankings and division requests with this form.

Departments must submit their own requests.

NEEDS ASSESSMENT DIVISION/AREA SUMMARY

Fall 2018

Due by NOON on Monday, October 22, 2018

The purpose of this summary is to ensure that discussion addressing the needs of departments and individuals is taking place in the Division; to gather any additional information at the division level that supports a needs request; and to provide the committee with some feedback on how requests are integrated into Division planning and goals. It is the responsibility of the Division to check for duplicate applications and advise requestors to consolidate their requests.

| | |
|-------------------------|---|
| Division Name: | Department of Marketing & Public Relations |
| Division Meeting Date: | 10/22/2018 |
| Number of Participants: | 1 |

Rankings (Required)

| Budget | Classified Staff | Equipment | Faculty |
|--|----------------------------------|-----------|---------|
| \$300,000 – funding for advertising campaigns | Communications Specialist | | |
| | Web Developer | | |
| | Social Media Specialist | | |
| | Assistant Director | | |
| | | | |
| | | | |
| | | | |
| | | | |

Provide any comments/explanations if needed:

Divisions should only submit overall Division rankings and division requests with this form.

Departments must submit their own requests.

**Applied Technology, Transportation and Culinary Arts Division Fall 2018 Departmental Program Review
Needs Assessment - FACILITIES**

| Ranking | Department | Program | Description/Justification | Approx. Cost |
|----------------|--|---|---|---------------------|
| 1 | Culinary Art | Culinary Art, Baking and Food Nutrition | Need New Facility to accommodate program needs | \$5,000,000.00 |
| 2 | Water Supply Technology | Water Supply Technology | Need dedicated class and lab rooms to effectively offer WST courses, particlulary WST 075 | To be determined |
| 3 | Heating, Ventilation, Air-conditioning and Refrigeration | HVAC/R | Need cover to protect equipment stored outside of the building | \$150,000.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Applied Technology, Transportation and Culinary Arts Division Fall 2018 Departmental Program Review
Needs Assessment - FACILITIES**

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

FACULTY NEEDS ASSESSMENT APPLICATION
Fall 2018

| | | |
|--|------------------|---|
| Name of Person Submitting Request: | | Stephanie Lewis Briggs |
| Program or Service Area: | | CIT |
| Division: | | Math, Bus. & Comp Tech |
| Date of Last Program Efficacy: | | 2016 |
| What rating was given? | | Met |
| # of FT faculty 5 | # of Adjuncts 20 | Faculty Load (per semester):1.0 |
| Position Requested: | | Replacement for Roger Powell |
| Strategic Initiatives Addressed: Strategic Directions + Goals | | Increase Access (1) and Promote Student Success (2) |

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

In response to faculty attrition, we need to replace retiree Dr. Roger Powell

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (*Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.*)

To maintain growth and improve access to computer information system course, the replacement is needed.

3. Indicate any additional information you want the committee to consider (*for example, course fill rates, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

As there continues to be a greater demand for technology courses, we will need to increase our offerings, thus needing faculty to teach the courses.

4. What are the consequences of not filling this position?

Reduce access and growth will result if the position is not filled.

NEEDS ASSESSMENT DIVISION/AREA SUMMARY

Fall 2018

Due by NOON on Monday, October 22, 2018

The purpose of this summary is to ensure that discussion addressing the needs of departments and individuals is taking place in the Division; to gather any additional information at the division level that supports a needs request; and to provide the committee with some feedback on how requests are integrated into Division planning and goals. It is the responsibility of the Division to check for duplicate applications and advise requestors to consolidate their requests.

| | |
|-------------------------|---|
| Division Name: | Mathematics, Business and Computer Information Technology |
| Division Meeting Date: | September 21, 2018 |
| Number of Participants: | 27 |

Rankings (Required)

| Budget | Classified Staff | Equipment | Faculty |
|------------|------------------|--|---------------------------------|
| | | | 1.Zadock Reid - Retired |
| | | | 2.Roger Powell – Retiring 12/18 |
| 400,000.00 | | 3. Convert B216 into a computer lab | |
| 67565.50 | | 4. 30 Chromebooks in Business Building classrooms 123, 124, 131, 202, 214. | |
| | | | |
| | | | |
| | | | |
| | | | |

Provide any comments/explanations if needed:

Divisions should only submit overall Division rankings and division requests with this form.

Departments must submit their own requests.

EQUIPMENT NEEDS ASSESSMENT APPLICATION
Fall 2018

| | |
|---|---|
| Name of Person Submitting Request: | Dr. Stephanie Briggs |
| Program or Service Area: | Mathematics, Business and CIT |
| Division: | Mathematics, Business and CIT |
| Date of Last Program Efficacy: | 2016 |
| What rating was given? | Met |
| Equipment Requested | Desktop computers, desks, and wiring |
| Amount Requested: | 400,000.00 |
| Strategic Initiatives Addressed: <u>Strategic Directions + Goals</u> | Access and promoting student success |

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement Additional xx

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes NO xx

If yes, what are they? _____

1. Provide a rationale for your request. (Explain, in detail, the need for this equipment.)

To address AB705 and student access the equipment is needed.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (*Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.*)

To maintain growth and improve access to technology.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

100k for a Computer Technician (Rick Hrdlicka area)

5. What are the consequences of not funding this equipment?

Reduce access and limit student success

**EQUIPMENT NEEDS ASSESSMENT APPLICATION
Fall 2018**

| | |
|---|---|
| Name of Person Submitting Request: | Dr. Stephanie Briggs |
| Program or Service Area: | Mathematics, Business and CIT |
| Division: | Mathematics, Business and CIT |
| Date of Last Program Efficacy: | 2016 |
| What rating was given? | Met |
| Equipment Requested | Chromebooks and wall cabinets (5 classrooms) |
| Amount Requested: | 67,565.50 |
| Strategic Initiatives Addressed: <u>Strategic Directions + Goals</u> | Access and promoting student success |

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement Additional xx

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes NO xx

If yes, what are they? _____

1. Provide a rationale for your request. (Explain, in detail, the need for this equipment.)

To address AB705 and student access the equipment is needed.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (*Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.*)

To maintain growth and improve access to technology.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

100k for a Computer Technician (Rick Hrdlicka area)

5. What are the consequences of not funding this equipment?

Reduce access and limit student success

NEEDS ASSESSMENT DIVISION/AREA SUMMARY

Fall 2018

Due by NOON on Monday, October 22, 2018

The purpose of this summary is to ensure that discussion addressing the needs of departments and individuals is taking place in the Division; to gather any additional information at the division level that supports a needs request; and to provide the committee with some feedback on how requests are integrated into Division planning and goals. It is the responsibility of the Division to check for duplicate applications and advise requestors to consolidate their requests.

| | |
|-------------------------|---|
| Division Name: | Office of Research, Planning, and Inst. Effectiveness |
| Division Meeting Date: | 10-10-18 |
| Number of Participants: | 8 |

Rankings (Required)

| Budget | Classified Staff | Equipment | Faculty |
|--------|------------------------------|-----------|---------|
| | Research Analyst | | |
| | Grants Director (Manager) | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Provide any comments/explanations if needed:

Divisions should only submit overall Division rankings and division requests with this form.

Departments must submit their own requests.

NEEDS ASSESSMENT DIVISION/AREA SUMMARY

Fall 2018

Due by NOON on Monday, October 22, 2018

The purpose of this summary is to ensure that discussion addressing the needs of departments and individuals is taking place in the Division; to gather any additional information at the division level that supports a needs request; and to provide the committee with some feedback on how requests are integrated into Division planning and goals. It is the responsibility of the Division to check for duplicate applications and advise requestors to consolidate their requests.

| | |
|-------------------------|------------------|
| Division Name: | Science |
| Division Meeting Date: | October 12, 2018 |
| Number of Participants: | 25 |

| Budget | Classified Staff | Equipment | Faculty |
|--|--|--|--------------------------------------|
| Ranked 1 Maintenance fees Science Division \$25,000 | Ranked 1 expand from half time to full time physics and astronomy lab tech | Ranked 1 GC Instruments Chemistry \$7,000 | Ranked 1 Pharm Tech |
| Ranked 2 Field trip money Science Division \$15,000 | Ranked 2 Nursing Simulator Technician Support Specialist | Ranked 2 Augmented reality sand box Geol/Ocean \$8,000 | Ranked 2 Biology |
| Ranked 3 Facilitators Science Division \$60,000 | Ranked 3 Lab tech geography/geology/oceanography | Ranked 3 Spectrophotometers x 12 Biology \$12,000 | Ranked 3 Physics |
| Ranked 4 Supply budget 4500 GIS/geog/geol/ocean \$2,000 | Ranked 4 Half time program assistant Psych Tech | Ranked 4 Minus 80 freezer Biology \$11,000 | Ranked 4 Chemistry |
| Ranked 5 Specimen collection permits ongoing Biology \$650 | Ranked 5 Half-time classified lab tech Chemistry | Ranked 5 Spirometers/EKG Biology \$13,000 | Ranked 5 Nursing peds/med surg |
| Ranked 6 Journal subscriptions – ongoing Biology \$2,000 | Ranked 6 Half time classified lab tech Biology | Ranked 6 Spectrophotometers Chemistry \$25,000 | Ranked 6 Chemistry |
| Ranked 7 | | Ranked 7 Models | Ranked 7 Biology |

Needs Assessment Applications due: 10/22/2018 (NOON).

| | | | |
|--|--|---|---------------------|
| Marketing and outreach, workshop and online tutorial development non-instructional hourly GIS \$7,200 | | Biology \$10,000 | |
| Ranked 8 conference attendance students GIS/geog/geol/ocean \$1,000 | | Ranked 8 Mini fridge replacements Biology \$2,200 | Ranked 8 Psych Tech |
| Ranked 9 Outreach nursing/psych tech \$7,000 | | Ranked 9 3 rolling white boards Chemistry \$1,800 | |
| Ranked 10 tutor GIS \$4,000 | | Ranked 10 Free Fall Apparatus Physics \$4,600 | |
| Ranked 11 Program Budget Architecture \$2,000 | | Ranked 11 Museum Cabinets Biology \$2,500 | |
| Ranked 12 Program Budget Environmental Science \$1,500 | | Ranked 12 Storage Cabinets Nursing \$1,000 | |
| | | | |

Provide any comments/explanations if needed:

All items are listed in the order ranked by the division with #1 being at the top of the list

Divisions should only submit overall Division rankings and division requests with this form.

Departments must submit their own requests.

NEEDS ASSESSMENT DIVISION/AREA SUMMARY

Fall 2018

Due by NOON on Monday, October 22, 2018

The purpose of this summary is to ensure that discussion addressing the needs of departments and individuals is taking place in the Division; to gather any additional information at the division level that supports a needs request; and to provide the committee with some feedback on how requests are integrated into Division planning and goals. It is the responsibility of the Division to check for duplicate applications and advise requestors to consolidate their requests.

| | |
|-------------------------|---|
| Division Name: | Social Science, Human Development, and Physical Education |
| Division Meeting Date: | 10/19/18 |
| Number of Participants: | 24 f/t faculty |

Rankings (Required)

| Budget | Classified Staff | Equipment | Faculty |
|--|---|--|--|
| 1. \$2500.00 Psychology Department- Student conference travel | 1. Athletic Trainer (Athletics) | 1. Police Academy (Criminal Justice) \$8000.00 Conference Table and Chairs | 1. Psychology 2. History 3. Child Development 4. Psychology 5. Psychology |
| 2. \$18,000 Model UN Political Science/Economics/ Communication Studies | 2. Clerical Assistant II (Police Academy/Criminal Justice) | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Provide any comments/explanations if needed: Second ranked item is being turned in as an inter-divisional item but faculty asked it be included here as well.

There was only one item turned in for the equipment category.

Psychology turned in three faculty requests. The divisional rankings for all faculty positions are listed above.

Divisions should only submit overall Division rankings and division requests with this form.

Departments must submit their own requests.

NEEDS ASSESSMENT DIVISION/AREA SUMMARY

Fall 2018

Due by NOON on Monday, October 22, 2018

The purpose of this summary is to ensure that discussion addressing the needs of departments and individuals is taking place in the Division; to gather any additional information at the division level that supports a needs request; and to provide the committee with some feedback on how requests are integrated into Division planning and goals. It is the responsibility of the Division to check for duplicate applications and advise requestors to consolidate their requests.

| | |
|-------------------------|----------------------------|
| Division Name: | STUDENT EQUITY AND SUCCESS |
| Division Meeting Date: | SEPTEMBER 25, 2018 |
| Number of Participants: | 5 |

Rankings (Required)

| Budget | Classified Staff | Equipment | Faculty |
|---|------------------|-----------|--|
| Student Health Services – Classified Employee consultant \$190,000.00 | | | Student Health Services - FT Licensed Behavioral Health Counselor |
| | | | DSPS Counselor – 2.25 load per semester |
| | | | Student Health Services – FT Nurse Practitioner |

Provide any comments/explanations if needed:

Divisions should only submit overall Division rankings and division requests with this form.

Departments must submit their own requests.

INTERDIVISIONAL NEEDS ASSESSMENT APPLICATION
Fall 2018

The purpose of this form is to address the needs of interdivisional projects in the Program Review process that are NOT being ranked within specific divisions. This form should be submitted with the relevant needs assessment application(s).

| | |
|-------------------------------|---|
| Project Name: | Supplemental Instruction Across the Disciplines |
| Meeting Date of Participants: | 10/15/18 to 10/19/18 Online |
| Name of Project Lead: | Dirkson Lee |

| Participant: | Department: |
|---------------------|--------------------|
| Amanda Deane | Psychology |
| Anthony Blacksher | Sociology |
| Brandy Nelson | Human Services |
| Davena Burns-Peters | ASL |
| James Stewart | Art |
| Jose Recinos | Spanish |
| Kathryn Adams | Child Development |
| Manuela Batalo | Art |
| Melinda Moneymaker | Human Services |
| Melissa King | Anthropology |
| Micah Martin | Spanish |
| Nori Sogomonian | Spanish |
| Riase Jakpor | Political Science |
| Roberto Catalano | Music |
| Samira Murtada | Arabic |
| Sandra Moore | Psychology |
| Todd Heibel | Geography |
| Tracy Marrs | Reading |

Needs Assessment Applications due: 10/22/2018 (NOON).