

1. Assessment Plan - Four Column



PIE - Natural Sciences: Biological Sciences Unit

Narrative Reporting Year

2018-19

Contact Person: David Mirman

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Program Planning Dialog: We have offered additional classes in our new degree in public health which includes 6 new public health courses. We have offered PUBH 22 Introduction to Epidemiology, 26 Introduction to Global Public Health, 28 Public Health and Bioethics and 29 Public Health Microbiology so far.

Our new Anthropology classes including Anth 6 Linguistic Anthropology, Anth 15, 16 and 17 Peoples and Cultures of the World, Anth 5 H Cultural Anthropology Honors and Anth 50 Introduction to Science Technology and Society have all been approved.

We have also written new curricula in Zoology (Zoo 3) and a new Public Health independent study course (PUBH 99), and a new lab 99 course (STEM 99).

Our ability to offer courses to meet student demand is increasingly limited by our lecture and lab classroom space. We have needed at least one additional room to offer desired sections each semester of late.

Our AST in Biology has been approved by the EDC. Our certificate in anatomy prosection has been approved. Our AAT in Anthropology is awaiting approval at EDC. Our AS Biology has been tabled by EDC and will be revisited in the Fall. These will use existing courses, staff and facilities.

Our effort to renumber our major's courses was put on hold pending approval of our AS Biology.

We plan to develop Histotechnology application and selection process.

We have developed a bachelor's degree in Histotechnology and we are waiting for the state to expand the number of bachelor's degrees offered at community colleges. We are appealing to Sacramento to consider this program proposal. This would include the recently approved course Anat 38 Pathophysiology, and would require new courses HT 22 Laboratory Management and Chem 120 Biochemistry. We likely would need additional adjunct faculty to support this program. We likely would need additional lecture facilities to support this program, as an HT lecture currently taught in the HT lab. If this program is developed and approved, we may need to move existing HT lectures out of the lab room into lecture rooms to make room for more HT lab sections.

We plan to develop a Nature Center for the Wildlife Sanctuary and enhancements to the expanded Wildlife Sanctuary. These are part of facilities master planning. We finally recieved our Sanctuary fencing around the expanded Sanctuary. The expansion of the Sanctuary increases our need for a Sanctuary Technician to help maintain the Sanctuary. The Petersen Amphitheater needs replacement seating and a new sound and lighting system.

External Conditions, Trends, or Impacts: 1. Space limitations have made it more difficult to add sections in Fall and Spring, but we still have many courses with unmet

student demand.

2. The state has asked the college to develop CSU Transfer degrees. We have developed an AAT Anthropology, an AST Biology and an AST Public Health in response.
3. The teaching of evolutionary biology continues to be challenged by creationists, including those ascribing to intelligent design. Other tenets of biology such as the safety and efficacy of vaccines and climate change are being challenged by other pseudoscientific beliefs.
4. Global biological changes require increased biophilia and a more robust scientific literacy among the public.
5. There is decreased support for the sciences at the federal level and an increased need to educate the public about basic scientific facts, critical thinking, and how science works as a discipline.
6. Biology has been participating in the dual enrollment program. We have taught Bio 5 and Anth 5. This summer we will be teaching Bio 20 in the dual enrollment program for the first time. As this has started to grow, this is adding to staffing demands for the department.
7. The HT program is not able to grow because of limited clinical affiliate sites.

Internal Conditions, Trends, or Impacts : 1. Though we have been able to add sections to meet student demand in many areas, we still have many courses which cannot meet student demand. We are increasingly space-limited and will no longer be able to grow to meet student demand without additional lecture and lab facilities. E.g. Fall 2018 our lecture rooms are utilized during 58 out of 60 possible MW or TR time blocks for the popular 9:45, 11:30 and 1:15 class start times. (Full disclosure: there were some open spots on individual days, e.g. a WF class which left open a M 1:15-2:40 spot open).

2. Our department is unwilling to sacrifice quality to meet enrollment demands. So far we have been able to find top quality adjunct faculty. With the increasing number of full-time openings this is becoming a greater challenge.
3. Instructional equipment funds have caught up to the backlog of demand created during the great recession. There is still a lack of a regular process for replacing aging technology such as classroom computers and projectors.
4. Funding for SI positions has not been sufficient to meet the number of sections that could benefit greatly from having an SI. This is true even if SIs are limited to courses with lower success rates.
5. Department student worker budget has fallen behind department needs due to increases in minimum wage and due to growth in sections of courses that benefit from TAs.
6. Buildings 60, 61, 7 and 11 continue to have insufficient custodial support for day-to-day cleaning. E.g. floors not swept, trash not emptied, stairwells not cleaned, paper towel dispensers empty or broken.
7. There is insufficient evening and weekend support for faculty and students including security, IT, deans, food, custodial services. The division is in the process of instituting changes to increase division admin and dean support for night classes.

Critical Decisions Made by Unit: 1. We were able to add some sections to meet student demand, mostly by adding in Winter and Summer. This year we have added sections of Anat 10A, Anat 10B, Anth 4 which includes a lab (replacing the old Anth 3 which lacked a lab), Bio 20, Bio 21, and PUBH 24. Year-over-year we also added sections of Bio 6L, Bio 13 and Bio 15, but those were replacing sections lost last year vs. two years ago.

2. We are trying to offer our new public health courses at 2 per semester. Enrollment in these has not been as strong as had been hoped, but we have been able to offer

PUBH 22, 26, 28 and 29 so far. We have increased sections of PUBH 24 and worked on DL versions of these courses to make these available to students via online offerings in the future.

3. Some of our GE courses have been having weaker demand, such as Anth 1, Anth 5, and Bio 15. DL courses in these areas seem to have increasing demand. We have added some Anth 5 and Bio 5 online classes to address this shift in demand.

4. We plan to offer Zoology as soon as our AS Biology is approved. This will put increased demand on our lab space.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: 1. The Biology department hired 1 new full-time faculty member, Xavier Lopez.

2. Jennifer MacDonald won the President's Award at California Society for Histotechnology.

3. EAGLE and Biology club won one of the President's Sustainability Award.

Notable Achievements for Theme B: To Support Student Access and Success: Beta Meyer has served as STEM center coordinator. Biology faculty contributed to the STEM center by holding office hours or additional supplemental hours in the STEM center.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: 1. We hired Xavier Lopez to teach non-major's general biology, full-time.

2. We hired Sabrina Torres as a full-time lab technician.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: 1. Wildlife Sanctuary Earth Day events had over 100 attendees.

2. Betty Crocker's No Kid Hungry Summer Meals Hero contest one five national winners, served 55,000 meals this year.

3. EAGLE club won second place in join-a-club.

4. Frances Borella won a City of Riverside Good Neighbor Award

5. Exploratorium and Meek Collection are open to the public the first Friday of every month. These facilities were also used in high school outreach programs.

6. Loni Nguyen, Diana Churchill and Laney Whitlow attended the Community College Bio INSITES meeting to promote biology education research by community college faculty.

7. Wildlife Sanctuary in collaboration with Inside the Outdoors of the Orange County Department of Education in giving tours to elementary school students.

8. Danielle Manookian, Loni Nguyen attended the Inspired Teaching conference at Mt. SAC (through POD) regarding active learning implementation in the classroom.

9. David Mirman and Diana Churchill attended the National Association of Biology Teachers annual conference.

10. David Mirman attended a UCLA transfer curriculum workshop.

Contributors to the Report: David Mirman

Frances Borella

Chris Briggs

Alison Chamberlain

Diana Churchill
 Mark Cooper
 Tyler Flisik
 Karyn Kakiba-Russell
 Janine Kido
 Betsy Lawlor
 Xavier Lopez
 Jennifer MacDonald
 Beta Meyer
 Loni Nguyen
 John Norvell
 Virginia Pascoe
 Craig Petersen
 Melissa Presch
 Tim Revell
 Carmen Rexach
 Naluce Ito Rocha Santana
 Sarah Scott
 Cindy Shannon
 Carola Wright

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Academic excellence - Maintain quality of instruction as the department makes use of new facilities (including the Meek collection, exploratorium, Greenhouse, expanded Wildlife Sanctuary, Biology museum) and responds to enrollment pressures.</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17, 2017-18, 2018-19</p> <p>Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - change signage at bus pick up area by PAC</p> <p>Lead: David Mirman</p> <p>Planning Unit Priority: High</p>	
	<p>In Progress - The college lacks a college hour.</p> <p>Lead: Chris Briggs</p> <p>Planning Unit Priority: Low</p>	
	<p>In Progress - digital projector lightbulbs and replacement of aging projectors including 11-2105</p> <p>Lead: David Mirman</p> <p>Planning Unit Priority: High</p>	
	<p>In Progress - Faculty computer replacements</p> <p>Lead: David Mirman</p> <p>Planning Unit Priority: High</p>	
	<p>In Progress - maintenance of</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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projectors and digital projector wiring
Lead: David Mirman
Planning Unit Priority: High
In Progress - 21 GIS software licenses
Lead: Betsy Lawlor
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.
Planning Unit Priority: High

In Progress - 2 ergometric exercise bicycles
Lead: Virginia Pascoe/
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.
Planning Unit Priority: Low

In Progress - signage discourage drop offs in small faculty parking lot
Lead: David Mirman
Planning Unit Priority: High

In Progress - Bio 1 adjunct training
Lead: Tim Revell/Kar
Planning Unit Priority: Medium

In Progress - building 7 restroom fans not working adequately

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>Lead: Betsy Lawlor Planning Unit Priority: Medium In Progress - building 60 projector screens not well mounted and can fall off Lead: Deidre Vail Planning Unit Priority: High</p>	<p>Reporting Year: 2018-19 % Completed: 100 Screens have been replaced or remounted. (06/03/2019)</p>
	<p>In Progress - There needs to be an easy way to share large files with students and with other faculty through the portal. Lead: David Mirman Planning Unit Priority: Medium</p>	<p>Reporting Year: 2017-18 % Completed: 100 CANVAS allows 3 GB files (05/30/2018)</p>
	<p>In Progress - Decide who is responsible for cleaning building exteriors Lead: David Mirman Planning Unit Priority: Medium</p>	
	<p>In Progress - Fish and Wildlife license budget Lead: Cindy Shannon Planning Unit Priority: High</p>	
	<p>In Progress - improve wi-fi quality in all 4 NSD buildings and added to the Wildlife Sanctuary. Lead: David Mirman Planning Unit Priority: High One-Time Funding Requested (if applicable): 12000</p>	
	<p>In Progress - taxidermy budget Lead: Cindy Shannon Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>Planning Unit Priority: High One-Time Funding Requested (if applicable): 1000 In Progress - surgical lighting for cadaver lab Lead: Carmen Rexach/ Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p> <p>Planning Unit Priority: High One-Time Funding Requested (if applicable): 3000</p>	
	<p>In Progress - increased supply budgets for Biology, HT, Anth, and cadaver</p> <p>Describe Plans & Activities Supported (Justification of Need): Cadavers have increased in cost to 4265, so that budget should be augmented to 8530 from 8000. Lead: David Mirman Type of Request: SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500.</p> <p>Planning Unit Priority: High On-Going Funding Requested (if applicable): 16000</p>	
	<p>Completed - Adjunct mentor release time Lead: David Mirman Planning Unit Priority: Medium</p>	<p>Reporting Year: 2016-17 % Completed: 50 We received release time starting Spring 2017. Our adjunct mentor has developed a web resource to supplement adjunct orientation which has now entered beta testing. Adjunct mentor and chair reviewed NSD orientation and have given feedback to the dean. (06/22/2017)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>In Progress - Grounds plantings Lead: Mark Cooper Planning Unit Priority: Medium</p> <p>In Progress - Have a back-up way to print if department printer goes down Lead: David Mirman Planning Unit Priority: Medium</p>	<p>Reporting Year: 2017-18 % Completed: 100 Karen Long says IT has a back up printer (05/31/2018)</p>
	<p>In Progress - New lab rooms for Microbiology, Physiology, Organismal biology and lecture classrooms more urgently, possibly Anatomy and Biology Lead: David Mirman Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas. Planning Unit Priority: High</p>	
	<p>In Progress - Improved custodial support for science complex Lead: David Mirman Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees. Planning Unit Priority: High</p>	
	<p>In Progress - new lecture classrooms Lead: David Mirman Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas. Planning Unit Priority: High</p>	
	<p>Completed - Full-time faculty member to teach major's biology Lead: David Mirman Planning Unit Priority: High</p>	<p>Reporting Year: 2016-17 % Completed: 100 Diana Churchill has been hired for Fall 2017. She will be teaching Bio 4. Bio 4 FT/PT ratio improved from 33% to</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>In Progress - department chair clerical support Lead: David Mirman Planning Unit Priority: High</p>	<p>64% (Fall to Fall). Also we added one section of Bio 4 for Fall 17 vs. Fall 16. (06/22/2017) Reporting Year: 2017-18 % Completed: 100 Carole Stevens has been hired to support HT program director, Biology chair, and other building 60 chairs. (05/30/2018)</p>
	<p>In Progress - NSD clerical support Lead: David Mirman Planning Unit Priority: High</p>	<p>Reporting Year: 2017-18 % Completed: 75 Hiring of third admin asst Carole Stevens (05/31/2018)</p>
	<p>In Progress - Additional full-time faculty to teach non-major's general biology. We have not supported the growth in Bio 1 fully. Next year's hire of Danielle Manookian will only replace Sherry Schmidt's retirement and is not a growth position. Lead: David Mirman What would success look like and how would you measure it?: 60% of sections taught by full-time faculty in Bio 1 Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees. Planning Unit Priority: High</p>	
	<p>In Progress - Document cameras for three Bio 1 lab rooms and 7-1121. Planning Unit Priority: Medium</p>	<p>Reporting Year: 2018-19 % Completed: 100 We have obtained these document cameras and are using them in lab. (06/03/2019)</p>
	<p>In Progress - Two mini-trans blot apparatus for Western blots to replace one old current unit. Current unit requires transfer outside of class time by instructor, students don't see the process. New units could do the transfer during class with students performing and witnessing the process.</p>	

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Lead: Carola Wright
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 1715

In Progress - Saggital eye model

Lead: Beta Meyer
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: Medium
One-Time Funding Requested (if applicable): 400

In Progress - Somso torso model with blood vessels, organs, and muscles.

Lead: Beta Meyer
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>Planning Unit Priority: Medium One-Time Funding Requested (if applicable): 5250 In Progress - color coded human skull Lead: Beta Meyer Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p>	
	<p>Planning Unit Priority: Medium One-Time Funding Requested (if applicable): 750</p>	<p>In Progress - 17 microscopes to complete update of Microbiology set of microscopes Lead: Cindy Anderson Reporting Year: 2017-18 % Completed: 75 These were included in this year's instructional equipment, but they have not been received yet. (05/31/2018)</p>
	<p>Planning Unit Priority: Medium One-Time Funding Requested (if applicable): 30000</p>	<p>In Progress - Obtain full-time hire to replace Deidre Vail's position. Deidre retired. Reporting Year: 2017-18 % Completed: 100 Xavier Lopez has been hired to teach Bio 1 full-time starting in the Fall. (05/31/2018)</p>
	<p>improved handicap access to 7 building Planning Unit Priority: Medium</p>	
	<p>Install door between 7-1205 and 7-1209 and another between 7-1209 and 7-1211 Planning Unit Priority: High</p>	
	<p>Hot water for building 60 Planning Unit Priority: Medium</p>	<p>Reporting Year: 2018-19 % Completed: 100 hot water has been restored to building 60 (06/03/2019)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>Replace paper towel dispensers in building 60 with a better model. The current models easily break, making paper towels less available and requiring custodial support to fix/maintain.</p> <p>Planning Unit Priority: Medium</p> <p>Request - Full Funding Requested - Condor skeleton model for museum/Biology 2.</p> <p>Lead: Mark Cooper</p> <p>Planning Unit Priority: Medium</p> <p>One-Time Funding Requested (if applicable): 1800</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>We have obtained the condor skeleton. (06/03/2019)</p>
	<p>Request - Full Funding Requested - DNA sequencer for bio 34L, possibly Bio 8, 8 and Micro 1</p> <p>Lead: David Mirman</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p>Planning Unit Priority: Low</p>	
	<p>Request - Full Funding Requested - class set of dissecting microscopes for Biology 2</p> <p>Lead: Mark Cooper</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning</p>	

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

materials in an instructional program, equal or over \$500.

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 13306

Request - Full Funding Requested -

Antibiotic disc dispenser replacements for Micro 1, Micro 22

Lead: Chris Briggs

Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 2300

Request - Full Funding Requested -

Class set of micropipeters for Bio 8 and Bio 34L.

Lead: Carola Wright and David Mirman

What would success look like and how would you measure it?: Would reduce students needing to wait and take turns due to currently having only one of each size pipeter per table.

Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program,

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

equal or over \$500.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 2000
Request - Full Funding Requested -
Eppendorf tube microcentrifuge for Bio 8 and Bio 34L.
Lead: Carola Wright and David Mirman
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.
Planning Unit Priority: Low
One-Time Funding Requested (if applicable): 3500

Request - Full Funding Requested -
Increased student worker budget for Meek Museum/Exploratorium
Lead: Mark Cooper
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High

Request - Full Funding Requested -
Electronic kiosks for Meek museum/Exploratorium
Lead: Mark Cooper
Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.
Planning Unit Priority: Medium
One-Time Funding Requested (if

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

applicable): 15000

Request - Full Funding Requested -

Half-time museum tech to keep museum and exploration center open more, supervise student workers, help update and develop and rotate exhibits.

Lead: Mark Cooper

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: Medium

On-Going Funding Requested (if

applicable): 50000

Request - Full Funding Requested -

Full-time microbiology faculty member to replace retired Cindy Anderson

Lead: David Mirman

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: High

Request - Full Funding Requested - 8

Vernier wireless bluetooth CO2 sensors, with charging stations and experimental chambers for photosynthesis and respiration labs in Bio 4. Would replace and upgrade existing chambers and allow for development of new curricula.

Lead: Diana Churchill

Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT):

Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program,

Unit Goals

Resources Needed

Where We Make an Impact: Closing the Loop on Goals and Plans

equal or over \$500.

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 2112

Request - Full Funding Requested -
24 Vernier wireless bluetooth CO2 sensors, with charging stations and experimental chambers for photosynthesis and respiration labs in Bio 1. Would replace and upgrade existing chambers and allow for development of new curricula.

Lead: Tim Revell and Diana Churchill
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: High

Request - Full Funding Requested -
102 Nikon 8x42 binoculars for Bio 1 labs, 3 class sets

Lead: Tim Revell
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: Medium
One-Time Funding Requested (if applicable): 13306

Request - Full Funding Requested -

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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office furniture for Diana Churchill, Tim Revell, and new hires. Faculty need to have ergonomic furniture to do their jobs well and avoid injury.

Lead: David Mirman

Type of Request: NON

INSTRUCTIONAL EQUIPMENT:

Tangible property with useful life of more than one year, other than land or buildings improvements, equal and over \$500 per individual item. Used for administrative or non-instructional purposes.

Planning Unit Priority: High

Request - Full Funding Requested -

Augmentation to repair budgets

Lead: Donna Lee

Type of Request: OTHER OPERATING

EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.

Planning Unit Priority: High

Request - Full Funding Requested -

Saturday lab tech support - we have only 1 lab tech Saturdays and increasing numbers of preps that must occur then. If our Saturday tech is unavailable to work at the wrong time of the semester, classes could be adversely impacted. Likely will get worse when we have new lab facilities.

Lead: David Mirman and Donna Lee and Ana Jara de Araya

Type of Request: STAFFING: Requests for permanent employee positions or

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temporary/hourly employees.
Planning Unit Priority: Medium

Learning styles and tech - To address the needs of students with different learning styles by integrating models, technology, specimens, etc. into our courses as appropriate.
Status: Active
Goal Year(s): 2016-17, 2017-18, 2018-19
Date Goal Entered (Optional): 09/01/2016

Completed - Spectrophotometer than can detect DNA (can go down to 200 nm)
Lead: Carmen Rexach
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 6828

Reporting Year: 2016-17
% Completed: 100
 Bio 34L students were able to quantify the DNA they isolated in the DNA quantification lab topic. Bio 34L students were able to verify they had DNA isolated before performing PCR in a different lab. (06/21/2017)

In Progress - Hallway seating in building 60 (of allowed by fire code) or more outdoor seating in NSD complex/ courtyard
Lead: Chris Briggs
Planning Unit Priority: Medium

In Progress - portable ultrasound machine
Lead: Carmen Rexach
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.
Planning Unit Priority: High

In Progress - 3-D printer
Lead: Betsy Lawlor
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program,

Reporting Year: 2017-18
% Completed: 100
 This equipment is now available through the Maker space. (05/31/2018)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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equal or over \$500.
Planning Unit Priority: Medium
In Progress - digital slide scanner
Lead: Melsisa Presch
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: Medium
In Progress - Replace classroom computers in 7-1121 and 60-2506
Lead: David Mirma
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 27500

In Progress - Replace classroom computers (for instructors) desktops 7-1104, 1120, 12105, 1209, laptops 60-2503, 2511, 2515, 2620
Lead: David Mirman
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 7600

In Progress - Process to replace classroom computers sets, class set needed now for majors biology lab (60-2628)
Lead: David Mirman
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 16450

In Progress - additional iClicker sets
Lead: Cindy Anderson
Planning Unit Priority: Low

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>One-Time Funding Requested (if applicable): 3000</p> <p>In Progress - Some doors of buildings 60 and 61 do not automatically open in the morning</p> <p>Lead: David Mirman</p> <p>Planning Unit Priority: High</p>	
	<p>In Progress - increase department student worker budgets for Anth, Bio, Meek and Wildlife Sanctuary</p> <p>Lead: David Mirman</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: High</p>	
	<p>In Progress - Increase funding for SI program</p> <p>Lead: David Mirman</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: High</p>	
	<p>In Progress - HT program needs updated electronic brochure, newsletter, and NSH career brochure</p> <p>Lead: Jennifer MacDonald</p> <p>Type of Request: MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.</p> <p>Planning Unit Priority: Medium</p>	
	<p>In Progress - Ag department obtain chipper/ shredder</p> <p>Lead: Craig Petersen</p> <p>Planning Unit Priority: Low</p> <p>One-Time Funding Requested (if applicable): 30000</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>Ag has obtained this, could be shared with Sanctuary as needed. (06/03/2019)</p>
	<p>In Progress - clerical support for</p>	

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annual pre-health conference
Lead: Carmen Rexach
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: Medium
In Progress - Student workers for Meek collection
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High

In Progress - Meek collection website
Lead: Mark Cooper
Type of Request: MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.
Planning Unit Priority: Medium

Improve classroom projectors, such as with BrightLink by Epson
Type of Request: IT SUPPORT: Requests for projects related to the implementation, integration, application, delivery, and support of information and instructional technologies.
Planning Unit Priority: Low

Request - Full Funding Requested -
Class set of MacAir laptops for physiology labs, Anat 10B and Anat 36, because of compatibility issues with current PC computers used for the iWorks system. 16 student computers, 1 instructor computer.
Lead: Alison Chamberlain
What would success look like and

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how would you measure it?:
 Students can conduct labs without compatibility issues preventing the from doing some of the experiments
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 23000
Request - Full Funding Requested -
 Replacement of projector screens in building 7, similar to what occurred in building 60
Lead: David Mirman
Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.
Planning Unit Priority: Medium

Request - Full Funding Requested -
 Smartboard to allow live drawing for online classes.
Describe Plans & Activities Supported (Justification of Need):
 This would improve teaching of online classes, allowing instructors to write and draw live with students for online classes.
Lead: Carmen Rexach
Type of Request: IT SUPPORT:
 Requests for projects related to the implementation, integration, application, delivery, and support of information and instructional technologies.
Planning Unit Priority: Medium

<p>Anatomy success - Increase student success in our lower performing classes: Anat 10A and Anat 35. Status: Active</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2018-19 % Completed: 25 10A student success rate appears higher for 16-17 and 17-18 than prior years. (06/03/2019)</p>
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Goal Year(s): 2016-17, 2017-18, 2018-19</p> <p>Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Anatomy cadaver training</p> <p>Lead: Carmen Rexach/ Planning Unit Priority: High</p> <hr/> <p>In Progress - 2 exploded skulls for Anat 10A, Anat 35</p> <p>Lead: Melissa Presch</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p>Planning Unit Priority: Medium</p> <p>One-Time Funding Requested (if applicable): 16000</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 75</p> <p>We now have a mandatory cadaver training session for Anat 35 lab instructors. (06/03/2019)</p>
	<p>In Progress - Obtain 6 dissecting microscopes for Anatomy 35 lab</p> <p>Lead: Melissa Presch/A+P</p> <p>Planning Unit Priority: High</p> <p>One-Time Funding Requested (if applicable): 3600</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>We have obtained these dissecting microscopes. (06/03/2019)</p>
	<p>In Progress - Anatomy labs too cold, air blowing at 52F</p> <p>Lead: Melissa Presch/ Planning Unit Priority: Medium</p> <hr/> <p>LED screens for Anatomy labs to improve the image quality of what students see, especially for microscopy.</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration,</p>	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p>Planning Unit Priority: High</p> <p>In Progress - Microscope camera to replace old unit</p> <p>Lead: Melissa Presch</p> <p>One-Time Funding Requested (if applicable): 14400</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 100</p> <p>Item has been obtained, students can continue to view digital projections of slides in both lab rooms. (05/31/2018)</p>
	<p>Request - Full Funding Requested - Class sets of Anatomy models to replace cat dissections in Anatomy 35.</p> <p>Describe Plans & Activities Supported (Justification of Need): Allow students to continue to learn Anatomy in lab without cats. Cats have become nearly unavailable. There will be an ongoing savings of \$7,000/year.</p> <p>Lead: Melissa Presch</p> <p>Planning Unit Priority: High</p> <p>One-Time Funding Requested (if applicable): 150000</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 75</p> <p>We have 1 1/2 of the 2 sets of models needed to replace cats. Some items are on order and need to be manufactured before they will be sent to us. (06/03/2019)</p>
	<p>Request - Full Funding Requested - Cadaver gurney</p> <p>Describe Plans & Activities Supported (Justification of Need): To accommodate the increased number of cadavers in our cadaver lab, we need space-saving gurneys which can hold two cadavers each ("rotisserie" type).</p> <p>Lead: Carmen Rexach</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction,</p>	

Unit Goals

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student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

Planning Unit Priority: Medium

One-Time Funding Requested (if applicable): 8000

Request - Full Funding Requested -

Replace Anatomy lab benches in 60-2503 and 60-2511

Describe Plans & Activities

Supported (Justification of Need):

The benches initially installed in these rooms when the building was built were not the correct surface for the nature of anatomy labs. They are accumulating damage and should be replaced with the correct surface.

Lead: Melissa Presch

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

Planning Unit Priority: High

Request - Full Funding Requested -

Additional cadaver lab space

Describe Plans & Activities

Supported (Justification of Need):

As cats have become largely unavailable, Anat 35 is increasingly reliant on cadavers (and models). And Anat 10A is using cadavers more than before. We now have up to 12 cadavers in a space designed for 4.

Lead: Carmen Rexach, Virginia Pascoe, Alison Chamberlain

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations

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to specific rooms or operational areas.
Planning Unit Priority: High

Basic skills - Improve student instruction in basic skills for success in the sciences, for example by supporting students through the STEM center, possibly by resurrecting Bio 50.
Status: Active
Goal Year(s): 2016-17, 2017-18, 2018-19
Date Goal Entered (Optional): 09/01/2016

Request - Partial Funding Requested
 - budget for STEM center for student workers, coaches, etc.
Lead: Beta Meyer
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High

Request - Partial Funding Requested
 - Budget for supplies for STEM center for markers and other incidentals.
Type of Request: SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500.
Planning Unit Priority: High

Request - No Funding Requested -
 Approval to offer Bio 50 again
Lead: Loni Nguyen
Planning Unit Priority: Medium

Anthropology - To prepare Anthropology students with knowledge and skills needed for success, especially in transferring to 4-year Anthropology degree programs.
Status: Active
Goal Year(s): 2016-17, 2017-18, 2018-19
Date Goal Entered (Optional): 09/01/2016

In Progress - Anth 1 lab adjunct faculty training
Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: Medium

In Progress - GIS software training
Lead: Betsy Lawlor
Type of Request: PROFESSIONAL &

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ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: Low
In Progress - Archaeology shed for Anth 4
Lead: Betsy Lawlor
Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 3500

In Progress - Develop AAT degree in Anthropology
Planning Unit Priority: High

Reporting Year: 2018-19
% Completed: 100
 AAT has been EDC approved. (06/03/2019)

Reporting Year: 2017-18
% Completed: 75
 AAT Anth has been submitted to EDC. (05/31/2018)

Request - Full Funding Requested -
 Exploded skull for Anthropology 1L
Lead: Frances Borella
Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 1700

Histotechnology - To offer exemplary **In Progress** - HT accreditation

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training of entry level histotechnicians thereby helping California histology industry which currently suffers from an insufficient number of histotechnicians.
Status: Active
Goal Year(s): 2016-17, 2017-18, 2018-19
Date Goal Entered (Optional): 09/01/2016

budget
Lead: Jennifer MacDonald
Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 2259
In Progress - Clerical support for HT program
Lead: Jennifer MacDonald
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High

Reporting Year: 2017-18
% Completed: 100
 Supporting HT program and HT director is part of the job of new hire Carole Stevens. (05/31/2018)

Request - No Funding Requested - Develop HT bachelor's degree
Lead: Jennifer MacDonald
Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.
Planning Unit Priority: High

Reporting Year: 2017-18
% Completed: 25
 We have the program curriculum done. We are working on the COR for the two new courses. We still need the state to expand the bachelor's offerings to allow us to re-apply to the state. We will need additional lecture space if the program is approved. (05/31/2018)

Biophilia - Promote increased biophilia and a more robust scientific literacy among the public.
Status: Active
Goal Year(s): 2016-17, 2017-18, 2018-19
Date Goal Entered (Optional):

In Progress - Wildlife Sanctuary irrigation system
Lead: Craig Petersen
Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
09/01/2016	<p>areas.</p> <p>Planning Unit Priority: High</p> <p>In Progress - Wildlife Sanctuary Technician</p> <p>Lead: Craig Petersen</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: High</p> <hr/> <p>In Progress - New Meekmuseum budget</p> <p>Lead: Mark Cooper</p> <p>Type of Request: SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than \$500.</p> <p>Planning Unit Priority: High</p> <p>One-Time Funding Requested (if applicable): 1000</p>	
	<p>Completed - Repair Wildlife Sanctuary sink hole</p> <p>Lead: Craig Petersen</p> <p>Planning Unit Priority: High</p>	<p>Reporting Year: 2016-17</p> <p>% Completed: 100</p> <p>The safety hazard has been eliminated. The new bridge looks great. The facility was shown off to the public at the "5 decades of nature education" celebration. (06/22/2017)</p>
	<p>In Progress - SAFETY HAZARD Wildlife Sanctuary fencing</p> <p>Lead: Craig Petersen</p> <p>Planning Unit Priority: High</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 75</p> <p>Fencing is almost completely installed. (06/03/2019)</p>
	<p>In Progress - Plant specimens for expanded Wildlife Sanctuary including new desert habitat area.</p> <p>Lead: Craig Petersen</p> <p>Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.</p>	

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Planning Unit Priority: High
In Progress - New signage for Wildlife Sanctuary gates
Lead: Craig Petersen
Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.
Planning Unit Priority: High

Request - Full Funding Requested - Sanctuary vehicle, Gator-type
Lead: Craig Petersen
Type of Request: NON INSTRUCTIONAL EQUIPMENT: Tangible property with useful life of more than one year, other than land or buildings improvements, equal and over \$500 per individual item. Used for administrative or non-instructional purposes.
Planning Unit Priority: Medium

<p>Public Health Program - Increase numbers of students graduating with degrees in Public Health Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19 Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Better soap dispensers for building 60 labs Lead: Donna Lee Planning Unit Priority: Low Completed - Develop transfer degree and AS degree in Public Health Lead: Carmen Rexach</p>	<p>Reporting Year: 2016-17 % Completed: 75 Both degrees have been EDC approved. Chancellor's office has approved the AS degree. We are awaiting chancellor's office approval of the transfer degree. Two new courses for the degrees have been scheduled for Fall. (06/22/2017)</p>
	<p>Request - Full Funding Requested - Promotion of new Public Health degree. Lead: Carmen Rexach Type of Request: MARKETING: Requests for services in the areas of</p>	

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graphic design, news, and photography, posting information, communication and social media.
Planning Unit Priority: High

<p>Assessment - Continue assessment of course SLOs for all courses in the department, on the college's schedule. Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19 Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Bio 50 student success data Lead: Loni Nguyen Type of Request: RESEARCH SUPPORT: Evaluating or researching the impact of your educational intervention (cross sectional, cohort tracking). Planning Unit Priority: Medium</p>
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<p>Outreach and career education - Support the TPI Debbie Day science fair, and Caduceus Pre-Health professions conference. Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19 Date Goal Entered (Optional): 09/01/2016</p>	<p>Request - Full Funding Requested - large rental tent for pre-health conference Describe Plans & Activities Supported (Justification of Need): This cost was payed for a by a grant, we need to institutionalize it. Even with college paying for tent, cost per registration will be \$40 per student. That \$40 goes to scrub tops, food, backpacks, water bottles, and the food for our speakers. The tent is needed for registration, hands on demos, and the health fair. Lead: Carmen Rexach Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas. Planning Unit Priority: High On-Going Funding Requested (if applicable): 4000</p>
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Adjunct mentoring - Improve	Completed - Obtain adjunct	Reporting Year: 2017-18
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orientation, training and mentoring of adjunct faculty. For example, institution of annual anatomy training program to include proper use and care of the cadavers.
Status: Active
Goal Year(s): 2016-17, 2017-18, 2018-19
Date Goal Entered (Optional): 09/01/2016

coordinator position.

Request - Full Funding Requested -
 Bio 1 lab coordinator to train, mentor, and assist Bio 1 lab faculty
Lead: Tim Revell
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: Medium

% Completed: 100
 Alison Chamberlain has been serving in this position this year. Online resources have been completed and made available to adjunct faculty. (05/31/2018)

Reporting Year: 2016-17
% Completed: 50
 Mentor position was obtained in Spring 2017. Online resources for orientation and reference were developed and are now in beta testing. Feedback to NSD was provided on NSD orientation process and document. (06/22/2017)