

1. Assessment Plan - Three Column



PIE - Natural Sciences: Biological Sciences Unit

Narrative Reporting Year

2019-20

Contact Person: David Mirman

Email/Extension: dmirman@mtsac.edu

Summary of Notable Achievements: Mostly skipping this section for this year. A few things of note:

AAT in Anth approved

Danielle Manookian hired

Ashley Marin hired

AST Bio approved

AS Bio approved

Zoo 3 approved

Program Planning (Equity, Retention and Success): skipping this section this year

External and Internal Conditions Analysis: Many of our labs are not well suited to online teaching. If we need to continue teaching online, it will be important to maintain the support provided by the college in the form of the two anatomy software products, Respondus software, take home kits with microscopes for Bio 1 and Micro 22, take home kits with pipets for Bio 8, and state license for Labster. There are some classes not being taught this Fall that might need additional resources to bring them back in the Fall (Bio 2 most urgently, possibly Bio 21).

Critical Decisions Made by Unit: We have decided to offer most of our labs in online format. For Anatomy the software we obtained was crucial to help us do this effectively. For Bio 1, Bio 8 and Micro 22 the take home kits were crucial to allow us to do this. We decided not to offer some classes in the Fall, including Anat 40A, Anth 4, Bio 2, Bio 6L, Bio 21, Bio 34L, and Micro 1. These decisions will need to be revisited for Spring.

Contributors to the Report: David Mirman

Mark Cooper

Betsy Lawlor

Carmen Rexach

Donna Lee

in the past, the remaining FT faculty

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

Academic excellence - Maintain quality of instruction as the department makes use of new

In Progress - change signage at bus pick up area by PAC

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p>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, 2019-20</p> <p>Date Goal Entered (Optional): 09/01/2016</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> <hr/> <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> <hr/> <p>In Progress - Faculty computer replacements</p> <p>*Lead: David Mirman</p> <p>Planning Unit Priority: High</p> <hr/> <p>In Progress - maintenance of projectors and digital projector wiring</p> <p>*Lead: David Mirman</p> <p>Planning Unit Priority: High</p> <hr/> <p>Completed - 21 GIS software licenses, NSD paid in 19-20, Humanities is supposed to pay for 20-21</p> <p>*Lead: Betsy Lawlor</p> <p>What would success look like and how would you measure it?: Anth 4 class would be able to teach students how to use GIS in Archaeology research</p> <p>Type of Request: IT SUPPORT: Requests for projects related to the implementation, integration, application, delivery, and support of information and instructional technologies.</p> <p>Planning Unit Priority: High</p> <p>Total Funding Requested: 10000</p> <hr/> <p>In Progress - 2 ergometric exercise</p>	

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
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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 - buidling 7 restroom fans not working adequately
***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

Reporting Year: 2018-19
% Completed: 100
 Screens have been replaced or remounted. (06/03/2019)

Completed - There needs to be an easy way to share large files with students and with other faculty through the portal.
***Lead:** David Mirman
What would success look like and how would you measure it?: faculty would be able to share large files with each other and with students.
Type of Request: IT SUPPORT: Requests for projects related to the

Reporting Year: 2017-18
% Completed: 100
 CANVAS allows 3 GB files (05/30/2018)

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

implementation, integration, application, delivery, and support of information and instructional technologies.

Planning Unit Priority: Medium

Total Funding Requested: 0

In Progress - Decide who is responsible for cleaning building exteriors

***Lead:** David Mirman

Planning Unit Priority: Medium

In Progress - Fish and Wildlife license budget

***Lead:** Cindy Shannon

Planning Unit Priority: High

In Progress - taxidermy budget

***Lead:** Mark Cooper

What would success look like and how would you measure it?:

damaged specimens would be repaired

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

On-Going Funding Requested (if applicable): 1000

Total Funding Requested: 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

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

areas.

Planning Unit Priority: High
One-Time Funding Requested (if applicable): 3000

In Progress - increased supply budgets for Biology, HT, Anth, Meek/exploratorium and cadaver

***Describe Plans & Activities**

Supported (Justification of Need):

Cadavers have increased in cost to 4265, so that budget should be augmented to 8530 from 8000. We have added sections every year (prior to COVID-19 campus closure) and supply budgets have not always been augmented to match. Meek needs an ongoing budget

***Lead:** David Mirman and Mark Cooper

What would success look like and how would you measure it?: Post-COVID we would be able to pay for supplies needed for our labs. Meek needs supply budget

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
On-Going Funding Requested (if applicable): 20000

Total Funding Requested: 20000

In Progress - Grounds plantings

***Lead:** Mark Cooper

Planning Unit Priority: Medium

In Progress - Have a back-up way to print if department printer goes down

Reporting Year: 2017-18

% Completed: 100

Karen Long says IT has a back up printer (05/31/2018)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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***Lead:** David Mirman
Planning Unit Priority: Medium
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

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

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

In Progress - NSD clerical support
***Lead:** David Mirman
Planning Unit Priority: High

Reporting Year: 2017-18
% Completed: 75
 Hiring of third admin asst Carole Stevens (05/31/2018)

In Progress - Additional full-time faculty to teach non-major's general biology. We have not supported the growth in Bio 1 fully.
***Lead:** David Mirman
What would success look like and how would you measure it?: 60% of

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

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

On-Going Funding Requested (if applicable): 100000

Total Funding Requested: 100000

In Progress - Document cameras for three Bio 1 lab rooms and 7-1121.

Planning Unit Priority: Medium

Reporting Year: 2018-19

% Completed: 100

We have obtained these document cameras and are using them in lab. (06/03/2019)

Completed - 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.

***Lead:** Carola Wright

What would success look like and how would you measure it?:

students can do transfer in class and students can learn the transfer process better.

Type of Request: 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

Total Funding Requested: 1715

In Progress - Saggital eye model

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

***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

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

***Lead:** Beta Meyer
What would success look like and how would you measure it?:

students in Anat 10A and 35 will better learn vessels and organs.
Type of Request: 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): 5250

Total Funding Requested: 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,

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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<p>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): 750</p> <p>In Progress - Obtain full-time hire to replace Deidre Vail's position. Deidre retired.</p> <p>Planning Unit Priority: High</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 100</p> <p>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</p> <p>Planning Unit Priority: Medium</p>	
<p>Install door between 7-1205 and 7-1209 and another between 7-1209 and 7-1211</p> <p>Planning Unit Priority: High</p>	
<p>Hot water for building 60</p> <p>Planning Unit Priority: Medium</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>hot water has been restored to building 60 (06/03/2019)</p>
<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>	

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

***Lead:** 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
Request - Full Funding Requested - class set of dissecting microscopes for Biology 2

***Lead:** Mark Cooper
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): 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.

Unit Goals

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1. Where We Make an Impact: Closing the Loop on Goals and Resources

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, 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.

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

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
What would success look like and how would you measure it?:
museum and exploratorium would be able to be open more
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High
On-Going Funding Requested (if applicable): 4000
Total Funding Requested: 4000

Request - Full Funding Requested -
Electronic kiosks for Meek Museum/Exploratorium
***Lead:** Mark Cooper
What would success look like and how would you measure it?: Kiosks will expand the reach of the Meek Museum and Exploratorium.
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 applicable): 15000
Total Funding Requested: 15000

Request - Full Funding Requested -
Half-time museum tech to keep museum and exploration center open more, supervise student workers, help update and develop

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

and rotate exhibits.

***Lead:** Mark Cooper

What would success look like and

how would you measure it?: New exhibits would be developed, museum would be open more and serve more people

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

Planning Unit Priority: Medium

On-Going Funding Requested (if applicable): 50000

Total Funding Requested: 50000

Request - Full Funding Requested -

Full-time microbiology faculty member to replace retired Cindy Anderson and Chris Briggs

***Lead:** David Mirman

What would success look like and

how would you measure it?: We would be able to staff more sections of Micro 22 and A+P.

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

Planning Unit Priority: Urgent

On-Going Funding Requested (if applicable): 100000

Total Funding Requested: 100000

Completed - 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

What would success look like and

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Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

how would you measure it?: New curriculum on photosynthesis and respiration would be added to Bio 4, possibly other classes, increasing student understanding of those topics.

Type of Request: 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): 2112

Total Funding Requested: 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

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1. Where We Make an Impact: Closing the Loop on Goals and Resources

***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 - 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

What would success look like and how would you measure it?: Faculty with health issues would not have them aggravated by their furniture, faculty would not develop health problems from work stations with poor ergonomic design.

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
One-Time Funding Requested (if applicable): 20000
Total Funding Requested: 20000

Request - Full Funding Requested - Augmentation to repair budgets

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

***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 temporary/hourly employees.

Planning Unit Priority: Medium

Request - Full Funding Requested -

New carpeting in Exploratorium

***Lead:** Mark Cooper

What would success look like and how would you measure it?: Carpet would be replaced and Exploratorium would look more professional

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

1. Where We Make an Impact: Closing the Loop on Goals and Resources

applicable): 4500

Total Funding Requested: 4500

Request - Full Funding Requested -

New sterilizer system (autoclave, steam generator, RO water system)

***Describe Plans & Activities**

Supported (Justification of Need):

This unit has a life expectancy of 12-15 years. Our unit is going into its 14th year.

***Lead:** Donna Lee

What would success look like and how would you measure it?: We

would be able to continue offering Micro 22, Micro 1, Bio 8, and Bio 34L and not suffer a mid-semester catastrophe if the current system were to break.

Type of Request: 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): 120000

Total Funding Requested: 120,000

Request - Full Funding Requested -

Full time instructor in Bio 6 or Bio 6 and Bio 1 to replace retiree Craig Petersen

***Lead:** David Mirman

What would success look like and how would you measure it?: We

would be able to staff our Bio 6 sections

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

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temporary/hourly employees.
Planning Unit Priority: High
On-Going Funding Requested (if applicable): 100000
Total Funding Requested: 100000
Request - Full Funding Requested -
 Lab supplies and equipment for new Zoo 3 lab
***Lead:** Mark Cooper
What would success look like and how would you measure it?: We would be able to offer this new curriculum
Type of Request: 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): 8000
Total Funding Requested: 8000

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, 2019-20
Date Goal Entered (Optional): 09/01/2016

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,

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1. Where We Make an Impact: Closing the Loop on Goals and Resources

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, 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

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>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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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
One-Time Funding Requested (if applicable): 3000

In Progress - Some doors of buildings 60 and 61 do not automatically open in the morning
***Lead:** David Mirman
Planning Unit Priority: High

In Progress - increase department student worker budgets for Anth, Bio, Meek and Wildlife Sanctuary
***Lead:** David Mirman
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High

In Progress - Increase funding for SI program
***Lead:** David Mirman
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High

In Progress - HT program needs updated electronic brochure, newsletter, and NSH career brochure

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

***Lead:** Jennifer MacDonald
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

In Progress - Ag department obtain chipper/ shredder

***Lead:** Craig Petersen

Planning Unit Priority: Low

One-Time Funding Requested (if applicable): 30000

Reporting Year: 2018-19

% Completed: 100

Ag has obtained this, could be shared with Sanctuary as needed. (06/03/2019)

In Progress - clerical support for 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

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implementation, integration, application, delivery, and support of information and instructional technologies.

Planning Unit Priority: Low
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

Anatomy success - Increase student success in our lower performing classes: Anat 10A and Anat 35.
Status: Active
Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20

Report directly on Goal
In Progress - Anatomy cadaver training

Reporting Year: 2018-19
% Completed: 25
 10A student success rate appears higher for 16-17 and 17-18 than prior years. (06/03/2019)

Reporting Year: 2018-19
% Completed: 75

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p>Date Goal Entered (Optional): 09/01/2016</p>	<p>*Lead: Carmen Rexach/ Planning Unit Priority: High In Progress - 2 exploded skulls for Anat 10A, Anat 35 *Lead: Melissa 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 One-Time Funding Requested (if applicable): 16000</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 *Lead: Melissa Presch/A+P Planning Unit Priority: High One-Time Funding Requested (if applicable): 3600</p>	<p>Reporting Year: 2018-19 % Completed: 100 We have obtained these dissecting microscopes. (06/03/2019)</p>
	<p>In Progress - Anatomy labs too cold, air blowing at 52F *Lead: Melissa Presch/ Planning Unit Priority: Medium LED screens for Anatomy labs to improve the image quality of what students see, especially for microscopy. 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,</p>	

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
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equal or over \$500.
Planning Unit Priority: High
In Progress - Microscope camera to replace old unit
***Lead:** Melissa Presch
One-Time Funding Requested (if applicable): 14400

Reporting Year: 2017-18
% Completed: 100
 Item has been obtained, students can continue to view digital projections of slides in both lab rooms. (05/31/2018)

Request - Full Funding Requested -
 Class sets of Anatomy models to replace cat dissections in Anatomy 35.
***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.
***Lead:** Melissa Presch
Planning Unit Priority: High
One-Time Funding Requested (if applicable): 150000

Reporting Year: 2018-19
% Completed: 75
 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)

Request - Full Funding Requested -
 Cadaver gurney
***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).
***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

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

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 to specific rooms or operational areas.

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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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, 2019-20
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, 2019-20
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 & ORGANIZATION DEVELOPMENT (POD): Requests that provide

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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professional learning opportunities for Mt. SAC employees.
Planning Unit Priority: Low
Completed - Archaeology shed for Anth 4
***Lead:** Betsy Lawlor
What would success look like and how would you measure it?: We would be able to offer Anth 4L.
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
Total Funding Requested: 3500

Completed - Develop AAT degree in Anthropology
***Lead:** John Norvell
What would success look like and how would you measure it?: Students will be able to earn this degree. Number of degree earners.
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
Total Funding Requested: 0

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

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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(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 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, 2019-20
Date Goal Entered (Optional): 09/01/2016

In Progress - HT accreditation 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

Completed - Clerical support for HT program
***Lead:** Jennifer MacDonald
What would success look like and how would you measure it?: HT director would have administrative assistance when needed
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High
On-Going Funding Requested (if applicable): 50000
Total Funding Requested: 50000

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 -

Reporting Year: 2017-18

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	<p>Develop HT bachelor's degree</p> <p>*Lead: Jennifer MacDonald</p> <p>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> <p>Planning Unit Priority: High</p>	<p>% Completed: 25</p> <p>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)</p>
<p>Biophilia - Promote increased biophilia and a more robust scientific literacy among the public.</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20</p> <p>Date Goal Entered (Optional): 09/01/2016</p>	<p>In Progress - Wildlife Sanctuary irrigation system</p> <p>*Lead: Mark Cooper</p> <p>What would success look like and how would you measure it?: Plants would not die, workload of manual watering would be less allowing more time for improvements to the Sanctuary</p> <p>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</p> <p>One-Time Funding Requested (if applicable): 10000</p> <p>Total Funding Requested: 10000</p>	
	<p>In Progress - Wildlife Sanctuary Technician</p> <p>*Lead: Mark Cooper</p> <p>What would success look like and how would you measure it?: Sanctuary would be better maintained, improvements could be planned, the public could view more often</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or</p>	

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

temporary/hourly employees.

Planning Unit Priority: High

On-Going Funding Requested (if applicable): 50000

Total Funding Requested: 50000

In Progress - New Meek Museum budget

***Lead:** Mark Cooper

What would success look like and how would you measure it?: There will be a budget to order needed supplies for the Meek Museum.

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

One-Time Funding Requested (if applicable): 1000

Total Funding Requested: 1000

In Progress - SAFETY HAZARD

Wildlife Sanctuary fencing

***Lead:** Craig Petersen

Planning Unit Priority: High

Reporting Year: 2018-19

% Completed: 75

Fencing is almost completely installed. (06/03/2019)

In Progress - Plant specimens for expanded Wildlife Sanctuary including new desert habitat area.

***Lead:** Mark Cooper

What would success look like and how would you measure it?: A new desert biome area would be established in the Sanctuary

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

Planning Unit Priority: High

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

One-Time Funding Requested (if applicable): 20000

Total Funding Requested: 20000

In Progress - New signage for Wildlife Sanctuary gates

***Lead:** Mark Cooper

What would success look like and how would you measure it?:

Expanded Sanctuary would be well signed, public would be more aware of the Sanctuary

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): 2500

Total Funding Requested: 2500

Request - Full Funding Requested -

Sanctuary vehicle, Gator-type

***Lead:** Mark Cooper

What would success look like and how would you measure it?:

Sanctuary would have a dedicated vehicle to use, faculty would not use their vehicles

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

One-Time Funding Requested (if applicable): 30000

Total Funding Requested: 30000

Unit Goals

Resources Needed

1. Where We Make an Impact: Closing the Loop on Goals and Resources

Request - No Funding Requested -

New gate and bathroom and bus drop-off

***Describe Plans & Activities**

Supported (Justification of Need):

Provide a bathroom at the sanctuary, provide safe bus drop off

***Lead:** Mark Cooper

What would success look like and how would you measure it?:

Students would have a bathroom and could be dropped off safely

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

Planning Unit Priority: High

Total Funding Requested: 0 (planned as part of lot W and Sand Volleyball court project)

Request - No Funding Requested -

Wifi for Sanctuary

***Lead:** Mark Cooper

What would success look like and how would you measure it?: Faculty could use internet during class in Sanctuary

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: High

Total Funding Requested: 0 (planned as part of lot W and Sand Volleyball court project)

Request - Full Funding Requested -

Increased student worker budget

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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***Lead:** Mark Cooper
What would success look like and how would you measure it?:
 Sanctuary would be better maintained
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: High
On-Going Funding Requested (if applicable): 2000
Total Funding Requested: 4000
 (might be 2000 based on current budget of 2000)

<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, 2019-20 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 Request - Full Funding Requested - Promotion of new Public Health degree. *Lead: Carmen Rexach 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: High</p>
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<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, 2019-20 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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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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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, 2019-20 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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<p>Adjunct mentoring - Improve 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, 2019-20 Date Goal Entered (Optional): 09/01/2016</p>	<p>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</p>	
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