

1. Assessment Plan - Four Column



PIE - Humanities & Social Sciences: Communications Unit

Narrative Reporting Year

2017-18

Contact Person: Danny Cantrell, Chair

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Program Planning Dialog: Conversations take place at monthly department meetings.

External Conditions, Trends, or Impacts: 1. Budget/Economy:

In the past, budget cuts have eliminated much-needed sections of SPCH courses. However, due to recent increases in numbers of sections offered, more access is being provided to all students seeking degrees, transfer, certificates and A.A. / A.D.T degrees in Communication. There is still a functional institutional cap on how many students can earn Mt. SAC degrees each year because of the low number of seats available in GE area A-1 annually.

2. FON:

The department is grateful for the two full-time hires at the end of 2017-2018 that we were able to bring on. This brings our department back to full-strength following the departures of two faculty during this school year. Given the size of our department, with 10 FT/26 PT (27/73 ratio), serving roughly 6,000 students per academic year, and 80-100 sections per semester, we estimate 15 full-time faculty would allow our department to thrive. We would sufficient faculty to coach the forensics team, lead the SSSC, update curriculum, and serve various leadership roles on campus.

Internal Conditions, Trends, or Impacts : 1. Chair reassignment:

Although it appears progress is being made, Chair compensation/reassigned time is not commensurate with the ballooning of chair duties and the complex, unpredictable weekly responsibilities. Perhaps more importantly, the calculation for the time should be in real time. For example, since the calculation is done using data from the previous Fall, a chair could effectively go a year and a half without the proper compensation, then get voted out of office before ever receiving that compensation.

2. Forensics demand:

Forensics has grown considerably. New students excited about the program continue to arrive all year long - referred from faculty and staff across the college - and funding is needed to cover the costs of tournament registration and travel along with more LHE to meet the demand. Funds are needed for sets and costumes for readers theater performances, in the same way we fund these items for theater performances. A budget of \$100,000 for supplies, conference and travel, and judging assistance is needed for a program of this size and accomplishment. A periodic increase in budget to match unavoidable increases in travel expenses (such as hotel and meal expenses) would foster stability in the program. Additionally, a fourth forensics (or even a 5th) is needed to maintain parity with our peer institutions.

3. SSSC/Tutoring instability:

This effective, busy lab needs a set annual budget that allows for long-range planning. Money is also needed for supplies, more professional staff (student sign tutors are hard to find for advanced classes), and for more coordination compensation to request new facilities, lead professional development workshops, and supervise more hours/week. An admin level III or IV could help with the SSSC, Comm Department, and Forensics.

4. Signage:

A lack of signage and/or confusing signage in the 26 complex causes ongoing confusion for students and guests. Traffic rerouting, parking space loss, and building moves add to challenges of being on an already confusing campus for many. There needs to be a large "Communication" sign facing the courtyard of building 26 much like there is for the Writing Center etc. This need has been documented in our PIE for several years. Other signs for SSSC and forensics would further assist students.

5. Technology:

Computers in classrooms are outdated and projectors are insufficient for our classes. Computers constantly crash and keyboards stop working. Having the projector screens placed in the middle of the classrooms is disruptive to students giving speeches using PowerPoint.

6. Course offerings:

Through careful planning with the Humanities Division, course offerings for SPCH 1A have increased. This progress is excellent! However, there is still a need for an increase in sections of SPCH 1A. Additionally, despite having an AA-T degree in communication, we can't offer enough sections of SPCH 20, 26, and 6 (restricted electives) to support all students who desire the degree. SPCH 20 is also a CSU GE A-3 course and SPCH 26 is CSU GE D and E and is required for some other degrees/certificates - so these courses are not solely used by AA-T students. More sections needed.

Critical Decisions Made by Unit: 1. Textbook:

The textbook task force completed the revision early! The new, 8th edition is being used starting Summer 2017.

2. The department has worked diligently to create an endowment from the proceeds of our department SPCH 1A textbook.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: 1. Black History Month Speech Contest - 50 students entered and 6 finalists competed on informative speeches about American Black History. The final round had approximately 150 audience members. The winner, Aaron Evans, then performed at the Black History Month Luncheon.

2. Fall and Spring Intramural Speak-a-Rama contests were held inviting over 60 SPCH 1A, SPCH 1AH, SPCH 2, and SPCH 8 students to compete in an on-campus public speaking contest.

3. The department hosted the 18th annual American Readers Theater Association National Tournament in the spring with the show "XIII" from Mt. SAC winning first place and the show "Rats" winning fourth.

4. The department gave out more than \$6000 in student scholarships and \$2000 in speech contest prizes.

5. The forensics team was ranked 2nd in the nation amongst all community colleges at the Phi Rho Pi National Championship earning 13 gold medals.

6. Hosted the British National Debate team for a well attended public event in the fall.

Notable Achievements for Theme B: To Support Student Access and Success: 1. The department held Mt. SAC's third annual AD-T graduation ceremony to celebrate students graduating in our field. Forty students were recognized in front of family, friends, staff, managers, alumni, and faculty.

2. The SSSC was extremely active and served hundreds of students throughout the year.

3. The department hosted "Comm Day" in the fall to advertise the major and our department programs including Comm Club and the Forensics Team. The counseling department did a transfer workshop and the SSSC discussed tutoring services to hundreds of students.

4. We continue to offer SPCH 15 for new forensics students to develop their skills. We are looking to add an additional section in Spring.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: 1. The department worked with the Mt. SAC Foundation to create a Department Endowment with proceeds from the SPCH 1A textbook.

2. Following a one-year temporary position to replace Professor Jeff Archibald we were able to secure a full-time Professor of Communication (forensics) position.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: 1. The Communication Club hosted several events in the fall semester.

2. Hosted the Southwest Regional Championship for the Middle School Public Debate Program with over 300 middle school students and 150 judges/parents. Forensics students assisted in judging and directing the event.

3. The Forensics team showcased the readers theater show "XIII" during the Professional Development equity workshop that preceded the Colson Whitehead lecture.

4. Worked to keep curriculum up to date including adding a new honors version of our SPCH 30 class.

Contributors to the Report: Danny Cantrell, Chair
Liesel Reinhart, Professor of Communication

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Collaboration, Reflection, and Participation in Governance - Communication faculty will have an opportunity for meaningful work to review student data, collaborate on planning efforts, write goals, make resource requests, and prepare required reports. Status: Inactive Goal Year(s): 2018-19</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18 % Completed: 0 Only 10 working days were provided after the release of the PIE process in spring 2018. This has been an ongoing issue for many years. Concerns are always met with reassurances that "next year will be different." It really sends the message that these reports aren't taken seriously and that actual campus initiatives are really top down and/or coming from the outside - and what we say at the unit level is irrelevant in college planning. (05/06/2018)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 0 RESOURCE NEEDED: More than 10 working days to review data, collaborate, write this report. (05/06/2018)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Meaningful Engagement to Break Campus Silos and Build the Campus Community - Department members will have the opportunity to participate in multiple professional development and other campus-wide activities to foster community and engagement with the broader campus community.</p> <p>Status: Inactive</p> <p>Goal Year(s): 2018-19</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>RESOURCE NEEDED: \$500 additional for faculty and staff books to participate in One Book, One Campus Program each year. (05/06/2018)</p>
<p>Facilities: Classroom Size, classroom layout, classroom accessibility - Provide classrooms, office spaces, and labs that support learning activities and reflect professionalism so all students are respected and given accessible options for full participation in course activities.</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17, 2018-19</p> <p>Date Goal Entered (Optional): 06/26/2017</p>	<p>Report directly on Goal</p> <hr/> <p>Full Funding Requested - Redesign and dedicate 6 classrooms for SPCH1A (public speaking) needs the new remodel of Building 26.</p> <p>Describe Plans & Activities Supported: At least 6 dedicated classrooms in Building 26. Please see attached documentation. This email was supported by both Dean Jenkins and VP Malmgren.</p> <p>Lead: Danny Cantrell</p> <p>Type of Request: Facilities</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: Students will be able to move as instructed. Professors will be able to actually hear the students. Presentational aids such as closed captioning and PowerPoint will actually be seen by the audience.</p> <p>Documentation Attached?: Yes</p> <p>Related Documents:</p> <p>Need for 1A Classrooms</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>No progress was made on remodeling classrooms, office spaces, or labs for our department. (05/22/2018)</p> <hr/> <p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>RESOURCE NEEDS: Multiple. Classrooms are highly problematic and we have no clear assurances that planned remodeling will address specific needs of public speaking classrooms. Department needs to rewrite all performance courses as lecture/lab courses to better document the nature of the student activities in the classroom and ensure the correct classification of our facilities. Maintenance plan needed for all classrooms. (04/28/2018)</p>
		<p>Reporting Year: 2016-17</p> <p>% Completed: 50</p> <p>We met a couple of times with fiscal. There still seems to be confusion on their requirements of us. More importantly, those standards seem to change depending on who you talk to. (06/13/2017)</p> <p>: We hope to reduce frustration in the future. (06/13/2017)</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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Full Funding Requested - Remodel of 26D-1411
Describe Plans & Activities
Supported: 1411 is our primary communication class used for SPCH 20, SPCH 26, SPCH 6, SPCH 4, Forensics, and SPCH 30. The classroom needs an overhaul including new desks & chairs. Chairs are breaking and the configuration of the classroom makes it difficult for students on either side to see the board or participate in discussion.
Lead: Danny Cantrell
Type of Request: Facilities
Planning Unit Priority: High
What would success look like and how would you measure it?: The room would be remodeled to better suit our communication classes.
Documentation Attached?: No

<p>Curriculum - Maintain currency of department course offerings and instructional materials. Status: Inactive Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18 % Completed: 0 Despite evidence of program success and overall department excellence in retention and success, the VPI informed the department that the college would not allow us to continue to schedule this no-cost, scale-able learning community. We will have to wait it out and bring the program back at a future date. (04/28/2018)</p>
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In Progress - Start with Speech Coordinator
Lead: John Vitullo
Planning Unit Priority: Low

Reporting Year: 2016-17
% Completed: 100
It seems that Start with Speech will not be supported anytime soon. Perhaps with the Pathways program, encouraging students to map SPCH 1A early in their path could be strongly recommended. (06/13/2017)
: None (06/13/2017)

<p>Technology and Furniture: Functionality, Enhancements, and Opportunities for Online Learning -</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18 % Completed: 0 No upgrades were made to our SPCH classes in terms of</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>Effective use of technology to instruct students and provide platform for students to learn presentation skills using technology.</p> <p>Status: Active</p> <p>Goal Year(s): 2016-17, 2018-19</p> <p>Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal</p> <p>In Progress - Updated Computers, Projectors in classrooms</p> <p>Describe Plans & Activities</p> <p>Supported: Provide updated working computer workstations, ELMOS, smart boards, and and bright, quiet projectors with HDMI inputs in all classrooms and labs. Locate technology;ogy to the side and provide 120 SF minimum of unobstructed speaking area for individual and group presentations. Provide classrooms that can easily be arranged in a circle and also in small groups. Provide updated faculty computers and local laser printer access. provide tools for videotaping of students, captioning videos, and storing videos securely. Provide software, staff,and other needed tools to develop hybrid courses that meet requirements of curriculum.</p> <p>Lead: Danny Cantrell</p> <p>Type of Request: Facilities</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?:</p> <p>Computers would be upgraded in classrooms, projectors would be upgraded in classrooms</p> <p>Documentation Attached?: No</p> <hr/> <p>In Progress - Communication Building</p> <p>Describe Plans & Activities</p> <p>Supported: A dedicated Speech Communication building would allow us to tailor spaces to the pedagogical</p>	<p>technology. (05/22/2018)</p> <hr/> <p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>Classroom computers are on their last legs. Some do not function. Operating systems are outdated, Cables are frayed. Projectors do not have HDMI inputs or bright enough bulbs to be seen without classroom lights off completely. Audio is extremely poor. RESOURCE NEEDS: New computers, projectors, elmos, smart boards, for all lab spaces and classrooms. (04/28/2018)</p>

Unit Goals

Resources Needed

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

needs of our department. Currently, rooms are not configured to support student success in speech. In particular, the "box" in the middle of the front of classes in the 26 building for technology to plug into creates a tripping hazard for student speakers. Additional space is needed for forensics, the SSSC, and faculty offices.

Lead: Danny Cantrell

Type of Request: Facilities

Planning Unit Priority: Low

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

building designed to work with communication classes would be constructed.

Full Funding Requested - Copier in Communication Department

Describe Plans & Activities

Supported: Access to a photocopier & scanner in the communication department (perhaps in a remodeled lobby area) would assist the department in scanning documents to speed up sending documents (such as adjunct evaluation forms) to the division office. It would also assist forensics coaches in making copies of work for students and assist faculty in photocopying papers. Currently, many faculty simply print 30 copies of materials in the adjunct area requiring constant replacement of toner.

Lead: Danny Cantrell

Type of Request: Instructional Equipment

Planning Unit Priority: Medium

Unit Goals

Resources Needed

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

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

A photocopier would be installed in communication department.

Full Funding Requested - Closed Captioning Software and Computer

Describe Plans & Activities

Supported: Speech faculty often show videos for students to see demonstrations of high quality speeches. However, the need to show closed captioning videos is limiting our ability to show videos. A dedicated, powerful computer that has the closed captioning software needed, is needed to meet the needs of our department.

Lead: Danny Cantrell

Type of Request: Instructional Equipment

Planning Unit Priority: Medium

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

A new computer with appropriate software would be purchased.

Full Funding Requested - Clickers for students to use while presenting

Describe Plans & Activities

Supported: Students who are using PowerPoint to present visual aids during their speeches need clickers to effectively transition walk and meet curriculum requirements of SPCH 1A. These clickers allow students to advance slides without needing to stand at the computer.

Lead: Danny Cantrell

Type of Request: Instructional Equipment

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>
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What would success look like and how would you measure it?:
 Sufficient clickers would be purchased to provide one to each Full-time and Part-Time faculty member.

Full Funding Requested -
 Teleprompter for ASL students to use while speaking

Describe Plans & Activities
Supported: Currently, students are encouraged to use Notecards while speaking to promote extemporaneous delivery. However, as more ASL students have been taking our classes, we have realized this is not an appropriate memory device. Mobile teleprompters that could be moved to accommodate ASL students are needed.

Lead: Danny Cantrell

Type of Request: Instructional Equipment

Planning Unit Priority: Low

What would success look like and how would you measure it?:
 Teleprompters would be purchased and available for ASL students to use in the classroom.

<p>Baseline staffing to meet unit objectives - The department will maintain baseline staffing of Full-Time faculty to meet obligations of the chancellor's office, faculty contract, division, instruction office, equity plan, guided pathways initiative, accreditation standards, department goals, and other critical areas of work.</p>	<p>Report directly on Goal</p> <hr/> <p>Full Funding Requested - Two to five additional full-time faculty members</p> <p>Describe Plans & Activities</p> <p>Supported: Additional Full-time</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>RESOURCE NEEDED: Growth by four new FT tenure-track faculty, including two forensics hires, an intercultural specialist, and someone with qualifications in mass communication. (05/06/2018)</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>Status: Active Goal Year(s): 2018-19 Date Goal Entered (Optional): 05/31/2018</p>	<p>faculty are need to support our nationally recognized forensics program, our numerous course offerings, the SSSC tutoring center, advising students, reviving the communication club for majors, assisting with numerous programming events the department sponsors, updating curriculum, completing required adjunct evaluations (over 30 adjuncts), etc.. As one of the largest FTES generating departments behind English and Math we are severely understaffed compared to the number of sections we offer. Lead: Daniel Cantrell Type of Request: Staffing Planning Unit Priority: High What would success look like and how would you measure it?: Two to Five faculty would be hired over the next three years. Documentation Attached?: No</p>	
<p>Public Speaking - Maintain the quality of student learning in the basic public speaking course. Status: Inactive Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18 % Completed: 50 Our department updated our department textbook. Better facilities and equipment in classrooms would help. (05/22/2018)</p>
<p>Facilities Expansion - Provide expanded lab space for speech tutoring and advising, forensics practice and coaching, and multiple lecture halls and spaces for student performances - ideally situated in a separate, modern building that</p>	<p>Report directly on Goal</p> <hr/> <p>In Progress - New office area for</p>	<p>Reporting Year: 2017-18 % Completed: 0 No progress on facilities expansion in our department. The SSSC needs additional space, the forensics team needs additional room for coaching, and our classrooms are configured poorly for our classes. (05/22/2018)</p> <hr/> <p>Reporting Year: 2017-18</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>includes other communication-adjacent programs. Status: Active Goal Year(s): 2016-17, 2018-19 Date Goal Entered (Optional): 09/01/2016</p>	<p>Adjunct Faculty Describe Plans & Activities Supported: Adjunct faculty need a specific space to meet with students to discuss grades, give feedback on practice speeches, and feel at home on our campus. Many students with high anxiety like to visit their professor to practice their speech and be reassured before presentations. Lead: Danny Cantrell Type of Request: Facilities Planning Unit Priority: High What would success look like and how would you measure it?: Adjunct faculty have a space to meet with students privately. In Progress - Remodel of lobby area in 26D-1421 Describe Plans & Activities Supported: The lobby area in 26D-1421 is inefficient. The space does not meet the needs of the department nor students. An additional office space with a lockable door would provide better utilization. Lead: Danny Cantrell Type of Request: Facilities Planning Unit Priority: Medium</p>	<p>% Completed: 0 No additional space was provided for adjunct faculty. (05/22/2018)</p> <p>Reporting Year: 2017-18 % Completed: 0 No progress was made on the remodel of our lobby area. The cabinets and work space does not function well. (05/22/2018)</p>
	<p>In Progress - Add Signage to the 26 Building to make it easier to locate the Communication Department. Describe Plans & Activities Supported: Large signs directing students, staff, and visitors to the communication department. Lead: Danny Cantrell Type of Request: Facilities</p>	<p>Reporting Year: 2017-18 % Completed: 0 No signage was added. It is often difficult for students to locate our department. Classes in 26D-1411 are often interrupted with students and guests opening the door asking for directions to communication department. (05/22/2018)</p>

Unit Goals

Resources Needed

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

Planning Unit Priority: High
What would success look like and how would you measure it?: Locating the communication department in 26 Building will be straightforward for students and visitors

In Progress - Larger space for SSSC Describe Plans & Activities Supported: The SSSC has outgrown its current home. Over the past decade the tutoring center has increased its services and the room is constantly overcrowded. Additionally, if a full-time faculty or administrative support staff member is required to be present at all times, a dedicated office is needed in the center. The four computer stations are almost always in-use limiting the usefulness for students.

Lead: Dr. Crystal Lane Ferguson
Type of Request: Facilities
Planning Unit Priority: High
What would success look like and how would you measure it?: The SSSC would expand to offer additional space for students to practice their speeches, work on computers, and receive tutoring.

Full Funding Requested - Remodel of SSSC Describe Plans & Activities Supported: The SSSC is in need of a remodel given that it has been open for almost 10 years and has not been updated. The carpet is in poor condition and the center could use updated paint and furniture.
Lead: Dr. Crystal Lane Ferguson

Reporting Year: 2017-18
% Completed: 0
No additional space was allocated to the SSSC. (05/22/2018)

<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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Type of Request: Facilities
Planning Unit Priority: Medium
What would success look like and how would you measure it?: The SSSC would be remodeled to better service students.

<p>Diversity - Promote diversity and inter-cultural understanding. Status: Inactive Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18 % Completed: 100 Our department hosted numerous events to support diversity and inter-cultural understanding. (05/22/2018)</p>
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<p>Professional Development - Maintain staff and faculty excellence through ongoing professional development. Status: Active Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal</p>	<p>Reporting Year: 2017-18 % Completed: 25 Additional support needed for staff and faculty excellence. (05/22/2018)</p>
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In Progress - Professional Development
Describe Plans & Activities Supported: Faculty will be able to attend the National Communication Association Conference each fall to keep current in the discipline. Funds set aside for this conference would enable more faculty to attend. At least 3-5 faculty could attend if better funded.
Lead: Danny Cantrell
Type of Request: Professional Development
Planning Unit Priority: Medium
What would success look like and how would you measure it?: 3-5 faculty would be fully funded to attend each year.

	<p>In Progress - Adjunct Faculty Mentor Describe Plans & Activities Supported: An adjunct faculty</p>	<p>Reporting Year: 2017-18 % Completed: 0 Given the large number of adjunct faculty (30+), the need</p>
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	<p>mentor would allow adjuncts to better meet the demanding curriculum requirements unique to Mt. SAC in our public speaking course. Right now, full-time faculty are unable to provide this given the needs of the forensics team, SSSC, and low FT/PT ratio.</p> <p>Lead: Danny Cantrell Type of Request: Professional Development Planning Unit Priority: High What would success look like and how would you measure it?: An adjunct faculty mentor would be given a stipend or LHE</p> <p>In Progress - Human Resources needs to work with departments to help advertise and recruit part time faculty.</p> <p>Describe Plans & Activities Supported: Assistant recruiting adjunct faculty is needed to ensure adequate part-time teaching pools in our department. Many of our adjunct faculty are hired at other colleges and we are in constant need of additional faculty support.</p> <p>Lead: Danny Cantrell Type of Request: Staffing Planning Unit Priority: Medium</p>	<p>for classroom evaluations and mentoring of new adjunct faculty, the demands on our limited number of full-time faculty is overwhelming. Dedicated LHE for an adjunct faculty mentor would help the department function more efficiently. (05/22/2018)</p> <p>Reporting Year: 2017-18 % Completed: 0 We have not had assistance in recruiting part-time faculty. As a new department chair, recruiting adjuncts is not an area of expertise. (05/22/2018)</p>
<p>Tutorial Services - Support student success through improved access to speech-related tutorial services and technologies.</p> <p>Status: Inactive Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016</p>	<p>Report directly on Goal</p> <hr/> <p>In Progress - Full Time SSSC Coordinator Lead: Dr. Crystal Lane One-Time Funding Requested (if</p>	<p>Reporting Year: 2017-18 % Completed: 0 Additional budget, space, and staff support needed for SSSC. (05/22/2018)</p> <hr/> <p>Reporting Year: 2017-18 % Completed: 0 No progress was made for full time SSSC coordinator. Given requirements for staffing, this need is of greater</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	applicable): 50000 Planning Unit Priority: Medium In Progress - SSSC Budget Lead: Dr. Crystal Lane One-Time Funding Requested (if applicable): 50000 Planning Unit Priority: Medium	importance. (05/22/2018) Reporting Year: 2017-18 % Completed: 0 No additional funds were available for the SSSC. Budget shortfalls have limited the days and availability of the SSSC for students. (05/22/2018)
Website - Maintain a high-quality, regularly-updated website for our students. Status: Inactive Goal Year(s): 2016-17 Date Goal Entered (Optional): 09/01/2016	Report directly on Goal	Reporting Year: 2017-18 % Completed: 0 Additional staff/IT support needed to update website given redesign and accessibility requirements. It is not reasonable for faculty to have this additional burden. (05/22/2018)
Forensics - Maintain a successful and open-access forensics team by continuing to provide access to state and national opportunities for highly prepared students. Status: Active Goal Year(s): 2016-17, 2017-18, 2018-19 Date Goal Entered (Optional): 09/01/2016	Report directly on Goal In Progress - Sufficient Forensics Budget Describe Plans & Activities Supported: An increase of budget of approximately \$55,000 per year. This money would go to student conference & travel expenses and student supplies (poster boards, interpretation books, literature, etc). Lead: Daniel Cantrell x6310 One-Time Funding Requested (if applicable): 10000 On-Going Funding Requested (if applicable): 45000 Type of Request: Professional Development Planning Unit Priority: High What would success look like and how would you measure it?: Number	Reporting Year: 2017-18 % Completed: 50 Our forensics team had an excellent season. The one-year temporary full-time faculty member was an great need. (05/22/2018) Reporting Year: 2017-18 % Completed: 0 The forensics budget has remained the same for at least 7 straight years. Additional funds is needed to maintain the program. (05/22/2018)

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>of students enrolled in forensics program; attendance at tournaments & conferences</p> <p>In Progress - Addition of fourth Forensics coach (Director of Reader's Theatre)</p> <p>Describe Plans & Activities</p> <p>Supported: Dedicated full time position and additional stipend to support tournament attendance and coaching hours.</p> <p>Lead: Danny Cantrell x6310</p> <p>Type of Request: Staffing</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: The position will be created and a faculty member will be hired.</p> <p>Documentation Attached?: Yes</p> <p>Related Documents:</p> <p>Rationale to expand Forensics.docx</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>An additional coach to direct readers theater and coach forensics is needed to maintain the competitiveness of our program. Our peer institutions have between 5-9 coaches compared to the three at Mt. SAC. (05/22/2018)</p>
<p>Administrative Support - To obtain a full time administrative specialist for the Communication Department. (much like English)</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18</p> <p>Date Goal Entered (Optional): 06/26/2017</p>	<p>Report directly on Goal</p> <hr/> <p>In Progress - To seek support for an administrative assistant for the Communication Department.</p> <p>Describe Plans & Activities</p> <p>Supported: Salary to pay an employee for at least 30 hours per week. Discussed with Associate Dean the idea of splitting the assistant between Comm Department, SSSC, Forensics Team, and Pride Center. Assist with paperwork, fiscal forms, website,</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p> <p>No progress was made on an administrative support for the communication department. The need has become acute given the additional requirements of evaluating adjunct faculty, forensics, and SSSC. (05/22/2018)</p>

Unit Goals

Resources Needed

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

adjunct evaluations, immediate student needs, etc... Could replace our current student assistant employee.

Lead: Danny Cantrell

Type of Request: Staffing

Planning Unit Priority: High

What would success look like and

how would you measure it?: An administrative assistant will be hired who could assist the department

Documentation Attached?: Yes

Related Documents:

[JobsApril2018.pdf](#)