

COLLEGE OF SAN MATEO PROGRAM REVIEW 2006-2007

	DEPARTMENT	GOALS	LOAD F '06	FT:PT F '06	EQUIPMENT	FURNITURE	HUMAN RESOURCES	FACILITIES
1	Accounting	<ul style="list-style-type: none"> Prepare students for an entry-level accounting and tax positions. Prepare students for the CPA exam. Prepare students to earn CTEC certification. Provide professional and continuing education. Prepare students to transfer as a business or accounting major. Continue to create programs and/or revise curriculum to meet the above goals. 	691	57/43	No request.	Upgrade furniture in accounting classrooms. Action: Delay purchase until renovation of building.	No request.	No request.
2	Administration of Justice	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> To enable students to obtain AA Degree and transfer while preparing them for a career in the criminal justice system Provide Certificates of Completion in California State police Officer Standards and Training for students seeking immediate employment in local law enforcement Provide a POST Basic Police Academy to accommodate local law enforcement agencies <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Develop department and individual course SLOs and integrate into curricula Submit updated course outlines to Committee on Instruction Develop and present a 24-40 POST "Academy Instructor Certification Course" according to Commission mandate to certify academy instructors 	532	0/100	<ul style="list-style-type: none"> 15 Calipers 10 Microscopes 2 CPR families <p>Action: Program requests were all funded except 5 microscopes for 2007.</p>	No request.	1 F/T Instructor/Coordinator replacement by Spring 2008	<ul style="list-style-type: none"> Replace dirty old window blinds in offices Remove old, unusable stove-top and ovens in kitchen area; replace with counter-top and shelving to provide more usable working space
3	Alcohol & Other Drug Studies	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> To provide students with skills and knowledge to contribute successfully in work environment To provide agencies the opportunity for educational growth <p><i>Long-term Goals</i></p> <ul style="list-style-type: none"> Maintenance of standars and qualities To plan for coordination of program after retirement of current coordinator To establish and maintain contacts with agencies and educational groups to help train personnel or develop similar program 	420	0/100	No request.	No request.	1 F/T faculty to teach and coordinate the program	No request.
4	American Sign Language	<p><i>Annual Goals</i></p> <ul style="list-style-type: none"> Have the Foreign Language Center fully equipped and functioning. Develop student learning outcomes. Maintain visible presence through World Language Week and other college-wide activities. Continue updating course outlines. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Provide tutoring in all languages. Expand course offerings. Continue to avoid offering very large classes by splitting each 	580	0/100	DVD/VCR player	No request.	No request.	No request.

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		<ul style="list-style-type: none"> into two smaller classes. Hire a student assistant. Hire additional faculty to full-time positions. Offer off-campus courses in conjunction with Community Education. 						
5	Anthropology		443	29/71	No request.	No request.	No request.	No request.
6	Architecture	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> To offer courses that will help students determine their interest in a career in architecture. To help students prepare for transfer. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> To help students develop an appreciation and awareness of the built environment. To prepare students to transfer to architecture programs and related Environmental Design programs. 	654	0/100	<ul style="list-style-type: none"> Digital image library. 20 licenses for Sketch-Up 3D software. Scanner. Tablet PC <p>Action: Program requests were funded for purchase in 2007.</p>	No request.	1 F/T faculty position.	No request.
7	Art – 2-D	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Update the new digital printing lab, Advertise the program to the community. Develop a website. Design a capstone project. Develop an open drawing and painting studio. Replace equipment and furniture <p><i>Long-term goals:</i></p> <ul style="list-style-type: none"> Define a vision for BLDG 4 Develop a digital art lab in collaboration with other departments. Exhibit student artwork. Lobby for a new art gallery. Improve day and evening scheduling. 	483	46/54	<ul style="list-style-type: none"> 20 drawing ponies Variable lighting 5 Taborets Digital Scanner External Drive Epson 3800 printer Updated computers (see Multimedia request. Update Adobe Photoshop. <p>Action: Program requests were funded for purchase in 2007.</p>	30 Chairs	1 FT 2-D Art Faculty Position.	No request
8	Art – 3-D	<p><i>Short-term Goals:</i></p> <ul style="list-style-type: none"> Build a glass blowing studio and soda kiln. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Offer a glass blowing class. Better organize the studio. Dispose of unneeded equipment. 	630	46/54	<ul style="list-style-type: none"> Printer and accessories for Mac computer <p>Action: Program requests were funded for purchase in 2007.</p>	No request.	No request.	<ul style="list-style-type: none"> Paint facility where there is a safety issue. Add ventilators in ceramics room. Vent gas kilns Repair electrical problems
9	Art History	<p><i>Short-term Goals:</i></p> <ul style="list-style-type: none"> Create an Art History major. Adjust course offerings to increase enrollments. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Add art history courses that will meet the needs of a diverse student population. Add short courses coordinated with museum exhibitions. 	416	46/54	No request	No request.	No request.	<ul style="list-style-type: none"> Improve facilities. Create a classroom with auditorium style seating.
10	Astronomy	<i>Annual Goals:</i>	807	80/20	<ul style="list-style-type: none"> 3 Optec focusers 	No request.	No request.	No request.

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		<ul style="list-style-type: none"> Continue the department's science outreach program for children. Add a section of ASTR 100 Continue the department's outreach program to the community. Incorporate a new public observing program called Jazz Under the Stars. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Build the program by adding courses in Astrobiology and Astrophysics. Expand Project Star Gaze to include workshops for elementary school teachers. Implement our Community Sky Search Program. Begin a student research program. Develop three new astronomy courses: Stars and Galaxies, Introduction to Astrophysics, and Cosmology. Continue our collaboration with the San Mateo County Astronomical Society. Begin collaboration with NASA Ames and UC Santa Cruz. Begin collaboration with SFSU in stellar spectroscopy. 			<ul style="list-style-type: none"> 2 Field Flatteners 1 10 mm Nagler eyepiece Dew removers. 1 set of UBVR-I photometry filters. 5 OIII nebular filters. 1 monitor with S-video input. 12V power supply <p>Action: Program requests were funded for purchase in 2007</p>			
11	Biology & Health Science	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Improve scheduling of courses. Hire one full-time microbiology faculty member. Develop an evening program for pre-allied health students. Complete work on the accreditation self-study. Add to SLO assessment tools. Develop a more coordinated approach to BIOL 110. Improve teaching and learning by participating in NSF funded grants. Introduce a web based section of BIOL 145 and HSCI 100. Develop a department website. Introduce a new biotech workshop course: proteins. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Develop and implement teaching methods in lecture and lab courses so that BIOL majors and non-majors are motivated, challenged, and encouraged to actively learn. Collaborate and plan with Skyline College, SM County ROP and San Mateo HS to prepare for a core biotech course at CSM. Develop websites for all faculty, web pages for all BIOL courses to expand communication with faculty and students. Consider adding a course in marine biology. Participate in analysis and decision-making at the local and state level so that our students plan for and succeed at transfer to 4-year institutions. Improve accommodations for students with disabilities. 	635	Biol 66/34 HSci 24/76	<ul style="list-style-type: none"> Anaerobic jar for microbiology. Refrigerators for microbiology lab. Apple cart with 20 laptops. 10 Dell laptops. Digital camera for microscope use. Vernier probes Stainless cart for anatomy. Monocular microscopes. <p>Action: Program requests were funded for purchase in 2007 except Monocular microscopes and 5 Dell laptops.</p>	No request.	<ul style="list-style-type: none"> 1 F/T Faculty position: micro biology. 1F/T Faculty position: general biology. 	No request.
12	Broadcast & Electronic Media	<p><i>Annual Goals:</i></p>	237	71/29	<ul style="list-style-type: none"> C-stands, lighting 	Studio set pieces – desk,	No request.	WiFi in Studio B

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		<ul style="list-style-type: none"> Refine the new curriculum Develop predictable class schedule for all degree options Form new Media Arts Advisory Committee Hire 2-3 new adjunct faculty Develop marketing and outreach strategy Bring prominent local media personalities to campus Work on Student Learning Outcomes for courses and program 			<ul style="list-style-type: none"> accessories, mic stands Music and sound effects library Wireless Lavalier mics for studio and field Light meters, charts, etc. for lighting classes Instructional DVD's Backgrounds for studio Portable LCD projector and screen for studio <p>Action: With exception of LCD projector and screen, all program requests were funded for purchase in 2007.</p>	chairs, props		
13	Building Inspection	<p>Goals:</p> <ul style="list-style-type: none"> Continue to review and update curriculum Introduce 2-3 courses outside main curriculum to meet industry needs 	399	0/100	<p>Instructional videos</p> <p>Action: Program request was funded for purchase in 2007.</p>	Lockable cabinet to store class materials	No request.	No request.
14	Business	<p>Goals:</p> <p>Maintain and improve quality of offerings. Continue to promote programs. Improve enrollments. Collaborate with other departments.</p>	463	66/34	<p>Project management software.</p> <p>Action: Needs currently under discussion by the department.</p>	No request.	No request.	Improve window coverings.
15	Business Information Processing	<p>Short-term Goals:</p> <ul style="list-style-type: none"> Create department SLOS. Revise remaining course outlines. Create/update department brochures. Coordinate with Electronics Dept regarding BUSW 127. Update bulletin boards in BLDG 15. Incorporate SLOS in syllabi. Improve scheduling. Install MS Office 2007 Update software as needed. <p>Long-term Goals:</p> <ul style="list-style-type: none"> Standardization of all on-line class formats and offerings. Research new classes and AA/Certificate opportunities. 	433	61/39	<p>Potential software needs pending migration to Windows Vista</p> <p>Action: Software needs under discussion by the department</p>	Install an accessible desk in 14-119	No request.	<ul style="list-style-type: none"> Improve AC Evaluate lab furniture for comfort and function
16	Chemistry	<p>Annual Goals:</p> <ul style="list-style-type: none"> Completion and implementation of new general chemistry lab 	524	49/51	No request.	No request.	1 F/T faculty member	No request.

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		<p>to include modern data acquisition equipment, increased group work, spreadsheet and computer data analysis and written lab reports.</p> <ul style="list-style-type: none"> Continue to train new stockroom manager. Continue work on course and program SLOs. Modify program practices as necessary to make best use of the new building facilities. 					(replacement)	
17	Chinese	<p><i>Annual Goals</i></p> <ul style="list-style-type: none"> Have the Foreign Language Center fully equipped and functioning. Develop student learning outcomes. Maintain visible presence through World Language Week and other college-wide activities. Continue updating course outlines. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Provide tutoring in all languages. Expand course offerings. Continue to avoid offering very large classes by splitting each into two smaller classes. Hire a student assistant. Hire additional faculty to full-time positions. Offer off-campus courses in conjunction with Community Education. 	380	76/24	DVD/VCR player	No request.	No request.	No request.
					Action: See Foreign Language; program request was funded for purchase in 2007.			
18	CIS	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Expansion of Computer Network and Computer Forensics programs and pursuit of outside instructors and guest speakers Expansion of Internet programming curricula Development of courses aimed at non-matriculated/vocational student to improve IT skills Examine existing degree programs to ensure relevancy in current job market Find qualified part-time instructors for adjunct pool <p><i>Short-term goals:</i></p> <ul style="list-style-type: none"> Identify overlap in programs and adjust programs to utilize common courses Investigate Computer Networking to determine changes needed Investigate software quality assurance and information security to determine if a new program or courses will attract students with skills that are marketable 	330	64/36	Computer Forensics software	No request.	P/T Linux server consultant	<ul style="list-style-type: none"> Additional lab space Need additional space to store computer equipment
					Action: Program request was funded for purchase in 2007.			
19	Cosmetology	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Continue to develop and update curricula employing "smart classroom" equipment. Continue to streamline and make more efficient use of resources. Improve acceptance procedures for new students. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Maintain high standards. 	1098	75/25	Two time clocks.	No request.	2 fulltime faculty members.	<ul style="list-style-type: none"> Restroom for clients retrofitted with grab bars. Larger classroom for advanced classes

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		<ul style="list-style-type: none"> Implement an apprenticeship program. 							<ul style="list-style-type: none"> Larger facial room Replace worn and cracked floor tiles, wall tiles Unsecured storage area for chemicals
20	Dental Assisting	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Prepare students for careers in dental assisting. Improve recruitment and retention efforts. Update equipment and supplies. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Remodel or build new facility. 	403	45/55	No request.	No request.	No request.	No request.	
21	Drafting	<p><i>Goals:</i></p> <ul style="list-style-type: none"> Develop a collaborative and multidisciplinary product development program consisting of Manufacturing Technology, Machine Tool and Drafting Programs Update courses and titles Incorporate community outreach courses, guest lectures, films and contests Allow students to develop individualized course of study Create transfer program that is already in place in universities and four year colleges in Industrial Technology and Industrial Design/Arts 	321	25/75	<ul style="list-style-type: none"> 21 Computer stations Server Software <p><i>Action: Program requests were funded for purchase in 2007.</i></p>	No request.	1 – 2 F/T faculty positions	No request.	
22	Economics	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> To prepare core requirements for transfer students To prepare students for completion of breadth requirements To work on assessment of student learning outcomes To request a position in economics <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Hire additional full-time faculty To continue work on assessment of student learning outcomes 	490	30/70	Copy machine (will share with other departments)	No request.	1 F/T faculty position	Larger classrooms	
23	Electronics	<p><i>Goals:</i></p> <ul style="list-style-type: none"> Provide best quality electronics technology education enabling graduates to seek and find full-time employment Find and implement a program direction that does not solely depend on the stability and growth of electronics industry Provide necessary major preparation course work for transfer in Industrial Technology and/or electronics Engineering Technology 	258	100/0	<ul style="list-style-type: none"> 12 Tektronix TDS-1012B Digital Storage Oscilloscopes Alternative energy off-grid inverter and interconnection materials <p><i>Action: Program requests were funded for purchase in 2007.</i></p>	No request.	No request.	Facilities need "face-lift"	
24	Engineering	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Complete SLOs for all courses. 	257	100/0	<ul style="list-style-type: none"> Electronics projects kits. 	No request.	No request.	No request.	

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		<ul style="list-style-type: none"> Assess at least one course level SLO. Revise and update course outlines. Improve program website. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Increase program enrollment. Modify courses to improve articulation. Identify and develop approaches that will differentiate the program for other community college engineering programs. 			<ul style="list-style-type: none"> Basic hand tools. <p>Action: program requests were funded for purchase in 2007.</p>			
25	English	<ul style="list-style-type: none"> <i>Annual Goals:</i> Maintain productivity through enrollment management. Address the challenges and opportunities of diversity. Increase student success by exploring and developing teaching methodologies and curricula. <i>Long-term Goals:</i> Achieve 75:25 FT/PT ratio. Ensure that all faculty teach to the department course outlines. Continue to articulate and assess SLOs. Continue to investigate opportunities for integrative learning. Help to implement Writing Across the Curriculum. Maintain a diverse and flourishing literature program. Explore teaching methodologies and curricula with special attention to students in developmental English courses. Continue to address the challenges and opportunities of diversity. Ensure that the ENGL 100 lab, the Writing Center, and Computer Assisted classroom continue to address students' writing needs and to help students improve their writing and critical thinking skills. Find ways to promote success and retention of traditionally underserved students. Continue to work with colleagues in other departments to research and implement curricula to meet the changing needs of students such as flexible scheduling, electronic portfolios, podcasts, and online course information. Continue to work with state universities to articulate SLOs and course and portfolio delivery systems. Continue to refine SLOs, course objectives, academic standards and departmental policy. 	367	46/54	<ul style="list-style-type: none"> Instructional materials Software (16) MacIntosh computers LaserJet 4250 printer Bluetooth scanner Logitech desktop microphone <p>Action: Program request funded for purchase in 2007.</p>	Retractable teacher table for CAC	2 Fulltime Faculty positions	No request.
26	ESL	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Promote smooth transitions from one level to next in all the sequential ESL courses: <ul style="list-style-type: none"> SLOS developed for all core courses Share SLO information with day and evening faculty Update "Exit Competencies and Grade Criteria handbook. Develop department approved rubrics for all core courses. Use flex days fro faculty to share course information Complete updating of course outlines. 	359	64/36	No request.	No request.	No request.	Remedy temperature problems in lab.
								Action: Facilities is actively working with lead faculty and instructional aide to

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		<ul style="list-style-type: none"> Add selected courses to summer and evening offerings. Evaluate schedule of classes each semester to ensure consistency, variety of times, and workability. Continue outreach project. Refine and develop offerings for conversation students. Encourage counselors to promote skill integration by advising students to enroll in reading and conversation courses as well as writing courses. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Achieve 75:25 FT/PT ratio. Address the needs of vocational ESL students. Address the needs of generation 1.5 students. Explore and ESL certificate of competency. Establish communication between ESL and Reading instructors. Write SLOs for all ESL courses and begin evaluation for those SLOs. Expore Read Right program. Create an ESL website. Find and/or develop more lab materials. 						remedy this situation.
27	Ethnic Studies	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> To increase the presence and retention of underrepresented groups on the campus To increase articulation with other disciplines on campus and share resources that might benefit more members of the campus community To improve transfer rates among Ethnic Studies students To review and revise course offerings to accommodate changing student population <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> To increase the visibility of the department and college in service areas To become more involved with media to publicize department's resources and activities. 	727	0/100	Video Camera	No request	1 F/T faculty position	Larger classrooms
28	Film	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Revise official course outlines. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Offer digital film production courses. Articulate digital film production courses to 4-year institutions. Acquire digital film production equipment. Hire a new f/t faculty member. Further develop cross-discipline links with the Multimedia program. 	465	55/45	Printer for office computer.	Upgrade and repair of desks and chairs.	1 F/T faculty member	No request.
					Action: No purchased at this time because the request is not instructional equipment.			
29	Fire Technology	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Continue course offerings to maximize student ability to earn certificate/degree efficiently and with quality Continue to obtain necessary equipment 	1,193	0/100	<ul style="list-style-type: none"> Computer workstation Ladders 4 EMT mannequins 	Classroom chairs	Increase hours for Fire Technology Program Coordinator	Build fire equipment storage building

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		<ul style="list-style-type: none"> Work cooperatively with San Mateo County Fire agencies to meet needs of local departments and industry at large 			<ul style="list-style-type: none"> 2 AED Training Units Miscellaneous small tools (hand tools, hose and nozzles) <p>Action: Program requests were funded for purchase in 2007</p>			
30	Floristry	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Develop three new certificate options: Native Habitat Restoration, Arboriculture, and Interior Plantscape. Update courses. Develop a new course: Advanced Topics in Floral Design. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Provide a strong occ-ed and transfer level program. Provide for an environment which enables students to develop hands on technical training and communication skills. Assist students in employment placement. Provide a direct service to the community. Continue to develop curriculum to reflect changes in occupational needs. 	371	54/46	No request.	No request	Full-time floristry faculty member	Improve water system for floristry.
31	Foreign Language	<p><i>Annual Goals</i></p> <ul style="list-style-type: none"> Hire a full-time Italian teacher. Have the Foreign Language Center fully equipped and functioning. Develop student learning outcomes. Maintain visible presence through World Language Week and other college-wide activities. Continue updating course outlines. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Provide tutoring in all languages. Expand course offerings. Continue to avoid offering very large classes by splitting each into two smaller classes. Hire a student assistant. Hire additional faculty to full-time positions. Offer off-campus courses in conjunction with Community Education. 	See indiv. depts	See indiv depts	DVD/VCR player Multi-region DVD player	No request.	1 F/T Italian position.	No request.
32	French	<p><i>Annual Goals.</i></p> <ul style="list-style-type: none"> Have the Foreign Language Center fully equipped and functioning. Develop student learning outcomes. Maintain visible presence through World Language Week and other college-wide activities. Continue updating course outlines. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Provide tutoring in all languages. 	303	28/72	DVD/VCR player	No request.	No request.	No request.

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		<ul style="list-style-type: none"> Expand course offerings. Continue to avoid offering very large classes by splitting each into two smaller classes. Hire a student assistant. Hire additional faculty to full-time positions. Offer off-campus courses in conjunction with Community Education. 			<i>was funded for purchase in 2007.</i>			
33	Geography		428	0/100	No request.	No request.	No request.	No request.
34	Geology	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Write SLOs for GEOL 100,101,210, and 118. Create two new computerized review games. Hire and train a new stockroom technician. Restructure GEOL 210 <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Review the feasibility of continuing to offer a majors geology course if fall 2007 numbers remain low. Update course outlines. Work on SLO measurement and evaluation. Create more new computerized review games. Continue to increase the availability of study aids on the faculty website. 	487	88/22	<ul style="list-style-type: none"> Expand igneous and sedimentary structures collection. Review lab stools. 	No request.	No request.	<ul style="list-style-type: none"> Review floor outlets in 36-119 Display case lighting and related accessories for seismograph have not yet been delivered
35	German	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Have the Foreign Language Center fully equipped and functioning. Develop student learning outcomes. Maintain visible presence through World Language Week and other college-wide activities. Continue updating course outlines. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Provide tutoring in all languages. Expand course offerings. Continue to avoid offering very large classes by splitting each into two smaller classes. Hire a student assistant. Hire additional faculty to full-time positions. Offer off-campus courses in conjunction with Community Education. 	349	42/58	DVD/VCR player	No request.	No request.	No request.
					<i>Action: See Foreign Language; request funded for purchase in 2007.</i>			
36	Graphics	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Rewrite curriculum to convert courses to semester-length format. Revise scheduling. Add InDesign, Acrobat, and Dreamweaver classes to the required curriculum. Plan transition year between short courses and semester-length courses. Launch the first offering of the Multimedia, Graphics, and Photography learning community class. Investigate causes of enrollment decline including the 	381	76/24	31 iMacs (combined with MULT request)	No request.	No request.	No request.

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		<p>implementation of Canada's program.</p> <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> • Create a department website to showcase student work. • Raise the transfer rate of our students. • Create an online survey course. 			Action: Program request was funded for purchase in 2007.			
37	History		440	57/43	No request.	No request.	No request.	No request.
38	Horticulture	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> • Develop three new certificate options: Native Habitat Restoration, Aboriculture, and Interior Plantscape. • Update courses. • Develop a new course: Advanced Topics in Floral Design. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> • Provide a strong occ-ed and transfer level program. • Provide for an environment which enables students to develop hands on technical training and communication skills. • Assist students in employment placement. • Provide a direct service to the community. • Continue to develop curriculum to reflect changes in occupational needs. 	371	54/46	No request.	No request.	Full-time floristry faculty member	Improve water system for floristry.
39	Humanities	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> • Recommend significant improvements and changes in the design of classroom for the teaching of humanities and history classes <p><i>Long-term goals</i></p> <ul style="list-style-type: none"> • To help students complete humanities breadth requires for a degree and transfer institutions 	416	36/64	<ul style="list-style-type: none"> • Ceiling projector • 4 audio speakers • Adequate and attractive maps • Slides or computer maps 	No request.	No request.	No request.
40	Human Services		606	0/100	No request	No request	No request	No request.
41	Italian	<p><i>Annual Goals</i></p> <ul style="list-style-type: none"> • Hire a full-time Italian teacher. • Have the Foreign Language Center fully equipped and functioning. • Develop student learning outcomes. • Maintain visible presence through World Language Week and other college-wide activities. • Continue updating course outlines. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> • Provide tutoring in all languages. <p>Expand course offerings.</p> <ul style="list-style-type: none"> • Continue to avoid offering very large classes by splitting each into two smaller classes. • Hire a student assistant. • Hire additional faculty to full-time positions. • Offer off-campus courses in conjunction with Community Education. 	460	0/100	DVD/VCR player	No request.	1 FT faculty position	No request.
42	Japanese	<p><i>Annual Goals</i></p> <ul style="list-style-type: none"> • Have the Foreign Language Center fully equipped and functioning. • Develop student learning outcomes. 	615	0/100	DVD/VCR player	No request.	No request.	No request.

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44	Library & Learning Services	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> • Continue to promote visibility and collaboration with classroom faculty • Systematically implement student learning outcomes in instructional and public services • Work toward reengineering and re-envisioning library's public, office and instructional spaces • Engage faculty in collection management of print and online materials • Evaluate the design, effectiveness and usability of library's web presence • Continue to develop partnerships with multidisciplinary learning communities • Effectively collaborate and cooperate with other College District Libraries and Peninsula Library System • Conduct outreach activities <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> • Maximize opportunities for students to receive instruction and support from librarians toward acquisition of college level information competency skills • Engage and collaborate with Committee on Instruction and Academic Senate to design and develop Information Competency Program • Investigate, plan and implement digital initiatives to improve preservation and access to archives and PHLIP 	180	22/78	<ul style="list-style-type: none"> • Micromemo microphone • 2 2GB iPods w/ accessories • 2 cordless keyboards • Color Printer for the public • 5 computers for staff • Update 2 ADA computer stations • Bring MCC computers up to speed 	<ul style="list-style-type: none"> • 2 stand-up online catalog computer tables • Replace chairs or sofas (for casual seating) 	1 FT Technical Services/System Librarian	<ul style="list-style-type: none"> • ADA compliant elevators • Double pane window replacements with anti-glare • Adjustable, light filtering window coverings • Replace carpets • Replace window coverings • Stabilize library temperature, humidity and ventilation • Upgrade task lighting • Replace tiles in lobby • Reconfigure mezzanine for group study space with outlets and white boards • Paint walls in library stairwell
45	Management	<p><i>Goals:</i></p> <p>Maintain and improve quality of offerings. Continue to promote programs. Improve enrollments. Collaborate with other departments.</p>	304	50/50	<p>Project management software.</p> <p>Action: Needs currently under discussion by the department.</p>	No request.	No request.	Improve window coverings.
46	Mathematics	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> • Continue to develop and assess the MATH 111/Counseling Learning Community. • Reach out to local high schools about how to best offer college level courses to students. • Reclaim losses due to retirements, then replace losses due to retirements as they occur. • Continue to improve the method of collecting positive attendance for math tutoring and continue to build math tutoring services and tutor training. • Continue to run an accelerated MATH 110/120 for stronger students. • Offer an accelerated MATH 130/222 during Fall 2007. • Articulate the facilities needs of the department to those 	554	53/47	<ul style="list-style-type: none"> • Replacement batteries for laptops. • Fathom II – 10 User Pack. • White-board compasses. • <i>The Joy of Thinking: Beauty and Power of Classical Mathematical Ideal.</i> • 5 Tablet PCs 	No request.	3 F/T Faculty Positions	No request.

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		<ul style="list-style-type: none"> Develop and create marketing materials 			<ul style="list-style-type: none"> Digital audio equipment <p>Action: With exception of 12 digital camcorders program requests were funded for purchase in 2007</p>			
49	Music	<p>Annual Goals:</p> <ul style="list-style-type: none"> To gain approval to hire full-time faculty for the music program. To continue to develop the department website. To continue to work with the public relations staff to promote the music department. To staff the music classes with adjunct faculty who expertise and professional experience in the field of music. To explore distance learning options for popular music classes. To plan for the upgrade of BLDG 2, <p>Long-term Goals:</p> <ul style="list-style-type: none"> To provide an environment that allows students to develop their skills to the greatest extent possible. To equip music ensembles with quality instruments. To allow for the public performance of works created by students. To present quality live concerts. To encourage non-majors to explore music and its opportunities for individual expression. To provide a strong transfer program. To provide Electronic Music students the knowledge needed to achieve a certificate and to find gainful employment, To offer through the program's classes an understanding of the diversity that is apparent both in our community and the world in which it exists. To encourage students to work towards a certificate of completion and/or AA degree. To balance the music education needs of all of our students. To encourage all students to continue to seek new musical experiences after they leave the program. 	553	15/85	<ul style="list-style-type: none"> Musical instruments for music ensembles. Alesis Synthesizer DVD/CD Player Various software <p>Action: Program requests were funded for purchase in 2007.</p>	<ul style="list-style-type: none"> Piano Benches <p>Action: Piano benches purchased</p>	2 F/T Faculty positions	No request.
50	Nursing	<p>Annual Goals:</p> <ul style="list-style-type: none"> Revise the orientation faculty manual to include new information Continue to seek outside funding to maintain the increase in enrollment Continue to maintain the quality of the program with increased numbers of students <p>Long-Term Goals</p> <ul style="list-style-type: none"> Continue to update curriculum to reflect changes in nursing guidelines Consider utilizing new AND Model Curriculum as guideline for 	260	70/30	No request.	No request.	No request.	No request.

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		<ul style="list-style-type: none"> revision Continue to meet needs of the community for well qualified graduate nurses 						
51	Oceanography	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Continue to revise assignments and exercises. Continue to assess SLOs for Oceanography 100. Write SLO's for Oceanography 101 Hire and train a stockroom technician. Work on SLO measurement and evaluation. <p><i>Long-term Goals:</i> Update course outlines.</p>	571	0/100	<ul style="list-style-type: none"> Igneous rock, sediment and sedimentary structure sample collections. 	No request.	No requests.	<ul style="list-style-type: none"> Review floor outlets in 36-119 Display case lighting and related accessories for seismograph have not yet been delivered
52	Paleontology	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Continue to revise exercises to accommodate the increased number of students with the still very limited fossil and sedimentary structure samples. Create 2 new computerized review games. Hire and train a stockroom technician. Work on SLO measurement and evaluation. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Create a Paleontology field/lab course (spring only) Update course outlines. Create additional computerized review games. 	520	100/0	<ul style="list-style-type: none"> Improve vertebrate fossil collection. Improve sedimentary structures collection. 	No request.	No requests.	No request.
53	Philosophy	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Continue to offer a range of basic classes which meet transfer requirements for students at times that draw large numbers of students. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Offer a wide range of classes for students who are Philosophy majors. 	531	31/69	No request.	No request.	No request.	Access to Smart classrooms
54	Photography	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Increase enrollment. Improve student retention. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Expand digital photography program. Repair and upgrade wet darkroom facility. 	450	46/54	<ul style="list-style-type: none"> (3) LPL 4x5 Enlargers (6) Bogen tripods (4) Sekonic light meters (4) Pentax ZX-M cameras Epson Stylus pro printer (6) Cannon Digital Rebel cameras (1) Epson Expression 1000XL Photo Flatbed Scanner. <p>Action: Program requests were funded</p>	<ul style="list-style-type: none"> Repair/re furbish traditional photography facility. Expand digital media lab to meet demand. 	No request.	No request.

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55	Physical Education/ Athletics	<ul style="list-style-type: none"> • <i>Annual Goals:</i> • The division will continue to discuss and implement additional courses to "modernize" our curricular offerings. Within that discussion, the curriculum will be comprehensive in nature and designed to optimize enrollment. This modernization will require additional equipment to enhance and upgrade the curriculum. • The division will begin to develop course-level SLO's. The division already has in place division SLOs. • Modification of Program/Division SLOs to adjust to the development of course level SLOs. • Maintain compliance with Title IX gender equity. • Update existing web pages and create web pages for all athletics programs. • Continue to provide opportunities for faculty and staff to remain current by attending professional conferences and workshops. • <i>Long-term Goals:</i> • Pursue the development of degree and certificate programs including: Physical Education, Sports Management, Dance, Sports Medicine and Personal Training. • Create a CSM Athletics Hall of Fame. • Develop flex activities for CSM faculty as a stress reduction/healthy lifestyle initiative. • Create multi-cultural dance courses. • Consider adding a women's volleyball team and a men's basketball team. • Complete course-level SLOs and assessment. • Develop a comprehensive fitness evaluation assessment tool to be used for all students enrolling in physical education classes. 	707	65/35	<p><i>for purchase in 2007.</i></p> <ul style="list-style-type: none"> • Digital camera • Tennis Ball Machine. • Star Trac Pro Treadmill. • Hampton Machine crossover club pack. • Versaclimber. • 6 glass backboards for the gym. • Medicine balls • Agility ladders • Dumbbells • Balance Trainer • Cordisc <p>Action: Program requests were funded for purchase in 2007.</p>	No request.	<p><i>Faculty requests:</i></p> <ul style="list-style-type: none"> • 1 F/T General Physical Education Instructor • 1 Assistant Baseball Coach/ Acad. Advisor. <p><i>Classified requests:</i></p> <ul style="list-style-type: none"> • 1 Fitness Center Instructional Aid • 1 administrative support position. 	No request.
56	Physics	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> • Add a lab component to PHYS 100 • Continue to write and revise laboratory experiments to utilize newly purchased lab equipment. • Finish updating course outlines. • Finish development of SLOs for the department and all courses and begin assessment. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> • Increase enrollments in the program while maintaining the integrity of the program. • Evaluate the success of students in PHYS 210 and 250 who completed the preparation course, PHYS 150, to determine the effectiveness of the course. • Make revisions to PHYS 150 to increase its effectiveness. • Evaluate and revise Physics Readiness program. 	383	100/0	No request.	No request.	No request.	Complete all PHYS facilities requests as documented on the BLDG 36 master needs list.

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57	Political Science	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> • Full-time faculty position • Complete student learning outcomes for department and courses <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> • Have at least two new faculty members • Schedule and teach women in politics course 	415	27/73	Up-to-date regional maps	No request.	1 F/T faculty position	Electronic classroom with maps installed
58	Psychology		663	46/54	No request.	No request.	No request.	No request.
59	Reading	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> • Make recommendations to revitalize our department. • Replace older materials such as AVT used by our basic population of students served by the Reading Center. • Make a decision in March 2007 about the future use of pilot project materials. • Continue the department's involvement in (a) the Rising Scholar Learning Community and (b) What the best college teachers do. • Update lab only courses. • Explore Read Right • Convert department tapes to DVD. • Explore options for Reading Across the Curriculum. • Update course outlines. • Expand summer offerings. • Increase adjunct faculty. • Work with ESL faculty on scheduling. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> • Increase the number of students enrolling in our basic courses. • Explore developing online courses. • Increase READ 400 and 415 sections. • Update course outlines as needed. • Improve Reading Across the Curriculum. • Explore the possibility of adding reading course requirements for graduation and/or prerequisites for courses in other disciplines. • Explore the possibility of offering reading at high school institutions. 	600	100/0	No request.	No request.	Replace Reading/ESL Instructional Aide.	Resolve heating and cooling issues
60	Real Estate		827	0/100	No request.	No request.	No request.	No request.
61	Social Science	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> • Obtain full-time faculty position possibly with AOD • Complete course outline revisions • Obtain laptop • Assess one student learning outcome <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> • Continue to re-examine and revise curriculum • Seek staffing to offer new and additional courses • Continue efforts in integrative and interdisciplinary learning communities 	419	0/100	Laptop computer	No request.	1 F/T AOD/SOSC faculty position.	No request.

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		<ul style="list-style-type: none"> Continue community outreach 						
62	Sociology	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Obtain full-time faculty position possibly with AOD Complete course outline revisions Obtain laptop Assess one student learning outcome <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Continue to re-examine and revise curriculum Seek staffing to offer new and additional courses Continue efforts in integrative and interdisciplinary learning communities Continue community outreach 	594	34/66	Laptop computer	No request.	1 F/T AOD/SOSC faculty position.	No request
63	Spanish	<p><i>Annual Goals</i></p> <ul style="list-style-type: none"> Have the Foreign Language Center fully equipped and functioning. Develop student learning outcomes. Maintain visible presence through World Language Week and other college-wide activities. Continue updating course outlines. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Provide tutoring in all languages. Expand course offerings. Continue to avoid offering very large classes by splitting each into two smaller classes. Hire a student assistant. Hire additional faculty to full-time positions. Offer off-campus courses in conjunction with Community Education. 	377	62/38	DVD/VCR player	No request.	No request.	No request.
					Action: See Foreign Language; request funded for purchase in 2007.			
64	Speech Communication	<p><i>Annual Goals:</i></p> <ul style="list-style-type: none"> Study lab use and make recommendations for resources for 2007/08. Encourage faculty participation in posting resources on website. Expand website to include PDF files. Develop and assess program SLOs. Designate a faculty each semester to coordinate program outreach. <p><i>Long-term Goals:</i></p> <ul style="list-style-type: none"> Norm expectations and standards, including pass rates for sections. Expand lab's hours of operation. Justify a full-time instructional assistant for the lab. Justify adding a full-time hire to the department. Relocate to larger facilities within BLDG 18. 	453	66/34	<ul style="list-style-type: none"> iMac Dreamweaver Headphones 	Lab assistant chair	No request..	No request.
					Action: Program requests funded for purchase in 2007.	Action: Under discussion; working with original vendor.		
65	Welding	<p><i>Goals:</i></p> <ul style="list-style-type: none"> To provide quality technical and applied science courses To provide students with transfer equivalent courses To provide continuing education courses that support the 	356	66/33	<ul style="list-style-type: none"> 2 CC welding machine with pulse 1 wire feeding for 	No request.	1 F/T faculty position	New facility when Bldg. 27 is torn down

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		<p>community</p> <ul style="list-style-type: none"> • To provide student with a general education contributing to a responsible member of society • To continue evaluation of curricula and program • To maintain a representative advisory committee from small business, engineering, service industries, former students • To maintain a method of student recruitment • To assist graduates in obtaining job placement in the field 			<p>CV machine</p> <ul style="list-style-type: none"> • 1 CV machine <p><i>Action: Program requests were funded for purchase in 2007.</i></p>			
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