



**SBVC ACADEMIC SENATE
AGENDA**

**Wednesday, December 4, 2019
3:00-4:30 PM AD/SS 207**

- | | |
|--|---------|
| 1. Call to Order and Roll Call (Sign-In) | 3:00 pm |
| 2. Public Comments | 3:00 pm |
| 3. Senate President's Report | 3:02 pm |
| 4. Committee Reports | 3:08 pm |
| a. Ed. Policy – Jennifer Bjerke | |
| b. Personnel Policy – Joe Notarangelo | |
| c. Student Services – Ailsa Aguilar-Kitibutr | |
| d. CTE – Josh Milligan | |
| e. EEO – Rania Hamdy | |
| f. Professional Development – Rania Hamdy | |
| g. Elections – Davena Burns-Peters | |
| h. Curriculum – Mary Copeland | |
| i. Program Review – Paula Ferri-Milligan | |
| j. Accreditation & SLOs – Celia Huston | |
| 5. Additional Reports | 3:20 pm |
| a. SBCCD-CTA – S. Lillard | |
| b. District Assembly – B. Tasaka | |
| c. Guided Pathways – T. Simpson | |
| 6. Consent Agenda | 3:25 pm |
| a. Minutes 11/20/19 | |
| 7. Old Business | 3:30 pm |
| a. Campus Committees | |
| b. By-Laws: 300's | |
| c. CTE Faculty Minimum Qualifications Took Kit | |
| 8. New Business | |
| 9. SBVC President's Report | 4:15pm |
| 10. Announcements | 4:25 pm |
| 11. Adjournment | 4:30 pm |

Commonly known as the "Ten Plus One," (as articulated in Title 5 of the Administrative Code of California, Sections 53200) the following define "Academic and Professional matters."

<ul style="list-style-type: none"> 1. Curriculum including establishing prerequisites and places courses within disciplines 2. Degree and certificate requirements 3. Grading policies 4. Educational program development 5. Standards or policies regarding student preparation and success 6. District and college governance structures, as related to faculty roles 	<ul style="list-style-type: none"> 7. Faculty roles and involvement in accreditation processes, including self-study and annual reports 8. Policies for faculty professional development activities 9. Processes for program review 10. Processes for institutional planning and budget development 11. Other academic and professional matters as mutually agreed upon between the governing board and the senate
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Academic Senate

Sign-In Sheet

December 5, 2019

	SENATOR	INITIAL
A	Ababat, Anthony	AA
	Aguilar-Kitibutr, Ailsa	AK
	Allen, Tammy	TA
	Alvarez, Vicente	VA
B	Banola, John	B
	Bernardo, Yecica	
	Bjerke, Jennifer	JB
	Buchanan, Jamie	JB
	Burnham, Lorrie	
	Burns-Peters, Davena	BP
C	Castro, Anthony	
	Copeland, Mary	
F	Ferri-Milligan, Paula	
	Fozouni, Daihim	
G	Gregory, Leslie	
H	Hallex, Alicia	
	Hamdy, Rania	
	Heibel, Todd	
	Huston, Celia	CH
J	Jacobo, Magdalena	MA
	Johnson, Heather	JH
	Jones, Carol	CJ
	Jones, Patricia	PJ
L	Lawler, Kenny	
	Lawler, Mary	
M	Martin, Dave	DM
	Melancon, Kenny	
	Milligan, Joshua	JM
N	Notarangelo, Joe	NO

	SENATOR	INITIAL
P	Pave, Adam	PA
S	Simental, Yolanda	YS
	Smith, David	DS
	Sobhanian, Soha	
T	Tasaka, Bethany	BT
V	Valdez, Maria	MV
W	Wall, Patti	
	Worsley, Margaret	

	FREQUENT VISITORS	INITIAL
A	Avelar, Amy	AA
H	Humble, Dina	HD
L	Lillard, Sheri	
R	Rodriguez, Diana	
S	Simpson, Ty	TS
	Smith, James	
	Stark, Scott	
T	Thayer, Scott	

	VISITORS (please print your name)	INITIAL

See the reverse side for additional spaces.



Academic Senate

Voting Record

December 5, 2019

	SENATOR	Motion 1	Motion 2	Motion 3	Motion 4	Motion 5
A	Ababat, Anthony	Y	Y	Y		
	Aguilar-Kitibutr, Ailsa	_____	_____	_____	_____	_____
	Allen, Tammy	Y	Y	Y		
	Alvarez, Vicente	Y	Y	Y		
B	Banola, John	Abs.				
	Bernardo, Yecica	_____	_____	_____	_____	_____
	Bjerke, Jennifer	Y	Y	Y		
	Buchanan, Jamie	1st	Y	Y		
	Burnham, Lorrie	Y²	Y²	Y²	_____	_____
	Burns-Peters, Davena	Y	Y	2nd		
C	Castro, Anthony	_____	_____	_____	_____	_____
	Copeland, Mary	_____	_____	_____	_____	_____
F	Ferri-Milligan, Paula	_____	_____	_____	_____	_____
	Fozouni, Daihim	_____	_____	_____	_____	_____
G	Gregory, Leslie	_____	_____	_____	_____	_____
H	Halex, Alicia	_____	_____	_____	_____	_____
	Hamdy, Rania	_____	_____	_____	_____	_____
	Heibel, Todd	_____	_____	_____	_____	_____
	Huston, Celia					
J	Jacobo, Magdalena	Y	Y	Y		
	Johnson, Heather	Y	Y	Y	_____	_____
	Jones, Carol	Y	Y	Y		
	Jones, Patricia	Y	Y	Y		
L	Lawler, Kenny	_____	_____	_____	_____	_____
	Lawler, Mary	_____	_____	_____	_____	_____
M	Martin, Dave	2nd	2nd	_____	_____	_____
	Melancon, Kenny	_____	_____	_____	_____	_____
	Milligan, Joshua	Y	Y	Y	_____	_____
N	Notarangelo, Joe	Y	Y	1st		



Academic Senate

Voting Record

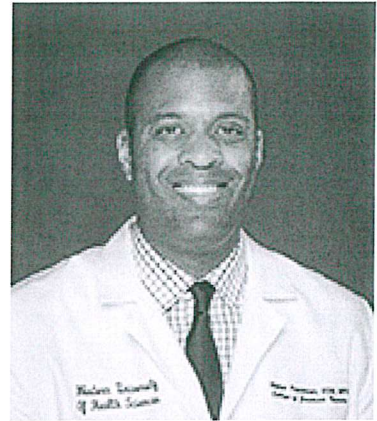
December 5, 2019

	SENATOR	Motion 1	Motion 2	Motion 3	Motion 4	Motion 5
P	Pave, Adam	Y	Y	Y		
S	Simental, Yolanda	Y	Y	Y		
	Smith, David	Y	1st	Y		
	Sobhanian, Soha	<hr/>				
T	Tasaka, Bethany	Y	Y	Y		
V	Valdez, Maria	Y	Y	Y		
W	Wall, Patti	<hr/>				
	Worsley, Margaret	<hr/>				

THE PSYCHIATRIC TECHNOLOGY PROGRAM: LIMITLESS OPPORTUNITIES

with **Dr. Walter Penniman**

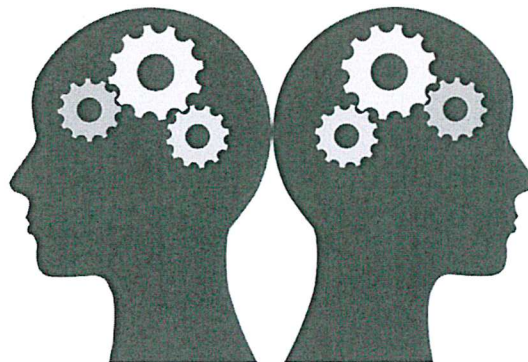
*Instructor in Psychiatric Technology,
Behavioral Science, SBVC*



Wednesday, December 11 – 4-5 pm
HLS 134

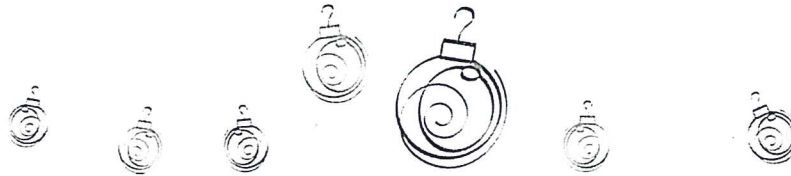
Please join Dr. Penniman as he uncovers the hidden profession of Psychiatric Technology. He will define the roles of the Psychiatric Technician, describe the settings in which they work, and explain the steps to take to enter this specialized field of study. He will discuss the needs of individuals with mental health disorders and the knowledge, skills, and abilities required by Psychiatric Technicians to meet those needs.

If your searching for a profession that brings fulfillment, satisfaction, and economic stability, you won't want to miss this presentation!





SBVC ACADEMIC SENATE
President's Report
December 4, 2019



Wishing Everyone a Joyous Winter Break and a Happy New Year!

President Elect Reassign: The .2 reassign will be redirected to the Senate secretary in order to update the Senate Website, Dropbox files, and establish clear documentation of policies and best practices for the Academic Senate and Senate President for essential duties such as; the process for assigning faculty peer evaluators and faculty to administrative evaluation, the tenure process, committee assignments, Senate signatory practices, assigning faculty to hiring committees, and other responsibilities. Interested faculty should contact me by 12/10/19.

Program Review: I'd like to recognize Paula Ferri-Milligan for her years of dedicated service as the Program Review Chair and thank Carol Jones and Joel Lamore who have stepped up to co-chair Program Review in the Spring.

EDCT and PDC (Educational Development and Career Training and Professional Development Center): I've attached the list of EDCT trainings that are offered through the District, and there are some screen snapshots of training offered by the PDC through a website called Ed2Go <https://www.ed2go.com/sbccd>. There are numerous offerings that potentially overlap SBVC curriculum. Please review the list and the website over the break so that the Senate can be addressing our concerns in January.

The next Academic Senate meeting is Wednesday January 15, 2020! Some of the topics we will be addressing in Spring 20 are EDCT/PDC, CTE, CTE Equivalency Tool Kit, AP/BP 7210 Academic Employees - Advancement in Rank, District Support Services Strategic Plan addendum, AP/BP 3505 Emergency Response Plan, and Accreditation.

2019/2020 Academic Senate Meetings

Fall 2019	Spring 2020
August 21, 2019	January 15, 2020
September 4, 2019	January 29, 2020*
September 18, 2019	February 5, 2020
October 2, 2019	February 19, 2020
October 16, 2019	March 4, 2020
October 30, 2019*	April 1, 2020
November 6, 2019	April 15, 2020
November 20, 2019	April 29, 2020*
December 4, 2019	May 6, 2020

*5th Wednesdays are reserved for Special Topics

Consider helping students in campus leadership roles by contributing to our **Academic Senate Scholarship**. Contributions to the Academic Senate Scholarship can be made through the SBVC Foundation sbvcfoundation@valleycollege.edu

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Microsoft Excel 2016 Series

72 Course Hrs

SHARE f

DETAILS REQUIREMENTS **ENROLLMENT OPTIONS**

Details

Each course within the Excel Series will build upon the last, giving you expert knowledge in navigating and using the software.

Introduction to Microsoft Excel 2016

In this comprehensive online course, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links, and creating macros and custom toolbar buttons. This informative course covers Quick Analysis, Flash Fill, and powerful charting capabilities available in Excel 2016.

Enrollment Options:

Instructor-Led Course Code: 88450

Start Dates* Dec 11 | Jan 15 | Feb 12 | Mar 18
*Choose start date in cart


\$324.00

Everyday Math | San Bernardino... www.cccregistry.org

ed2go.com/traced/online-courses/everyday-math

DETAILS SYLLABUS REQUIREMENTS **INSTRUCTOR** REVIEWS **ENROLLMENT OPTIONS**

Instructor



Ivy Bishop has been teaching math for eight years. She has worked with a wide range of students at different academic levels. She holds a bachelor's degree in math education, which has allowed her to combine the logic of math with her love of teaching.

Company Name: Topic	Contact:			Date:			
	Hours (Customizable)	Number of Employees			Total Employees	Projected Hours	Value
		2017	2018	2019			
BUSINESS SKILLS							
Accountability: Employee Performance & Accountability	24	0	0	0	0	0	\$0.00
Advanced Administrative Skills	24	0	0	0	0	0	\$0.00
Behavioral Interviewing	24	0	0	0	0	0	\$0.00
Bilingual Leadership Skills	32	0	0	0	0	0	\$0.00
Building Trust/Transparency	16	0	0	0	0	0	\$0.00
Business Etiquette	8	0	0	0	0	0	\$0.00
Business Reports: Writing and Delivering Effective Evaluations	8	0	0	0	0	0	\$0.00
Business Reports: Financial Reports for better Decision Making	24	0	0	0	0	0	\$0.00
Business Reports: Investigative Reports	8	0	0	0	0	0	\$0.00
Business Writing: Writing for Business Level 1	8	0	0	0	0	0	\$0.00
Business Writing: Writing for Business Level 2	8	0	0	0	0	0	\$0.00
Business Strategies: Office Management	24	0	0	0	0	0	\$0.00
Business Strategies: Developing Organizational Culture & Strategic Alignment	8	0	0	0	0	0	\$0.00
Change Management: Managing Change	8	0	0	0	0	0	\$0.00
Change Management: Operational Change Management	24	0	0	0	0	0	\$0.00
Change Management: Strategic Labor Management	24	0	0	0	0	0	\$0.00
Coaching & Mentoring	32	0	0	0	0	0	\$0.00
Communication Skills: Active Listening	16	0	0	0	0	0	\$0.00
Communication Skills: Communication for Women	24	0	0	0	0	0	\$0.00
Communication Skills: Difficult Conversation	8	0	0	0	0	0	\$0.00
Communication Skills: Effective Complete Communications	24	0	0	0	0	0	\$0.00
Communication Skills: Power of Listening and Speaking	32	0	0	0	0	0	\$0.00
Communication Skills: Public Speaking	8	0	0	0	0	0	\$0.00
Communication Skills: Workplace Communication	24	0	0	0	0	0	\$0.00
Communication Skills: Writing for Business Success	8	0	0	0	0	0	\$0.00
Conflict Management	24	0	0	0	0	0	\$0.00
Conflict Mgmt: Communicating Tactfully with Difficult People	8	0	0	0	0	0	\$0.00
Conflict Management: Conflict Resolution	16	0	0	0	0	0	\$0.00
Conflict Management: Dealing with Conflict	8	0	0	0	0	0	\$0.00
Conflict Mgmt. Preventing Bullying and Hostile Work Environment	8	0	0	0	0	0	\$0.00
Conflict Mgmt. Overcoming Setback & Opposition	8	0	0	0	0	0	\$0.00
Customer Service Academy	32	0	0	0	0	0	\$0.00
Customer Service: Exceptional Customer Service	16	0	0	0	0	0	\$0.00
Customer Service: Providing Personalized Customer Service	24	0	0	0	0	0	\$0.00
Decision Making	8	0	0	0	0	0	\$0.00
Delegation	8	0	0	0	0	0	\$0.00
Emotional Intelligence	24	0	0	0	0	0	\$0.00
Generations	8	0	0	0	0	0	\$0.00
Generations: Managing Across Generations	24	0	0	0	0	0	\$0.00
Interpersonal Skills: Attitudes in the Workplace	24	0	0	0	0	0	\$0.00
Interpersonal Skills: Cultural Workplace Issues	16	0	0	0	0	0	\$0.00
Interviewing Procedures	8	0	0	0	0	0	\$0.00
Interviewing: Hiring the Best	8	0	0	0	0	0	\$0.00
Interviewing: Hiring, Interviewing, Onboarding	8	0	0	0	0	0	\$0.00
Inventory Control	24	0	0	0	0	0	\$0.00
Lead Role	24	0	0	0	0	0	\$0.00
Leadership: 7 Habits of Highly Effective People	24	0	0	0	0	0	\$0.00
Leadership: Action Academy	32	0	0	0	0	0	\$0.00
Leadership: Advanced Leadership	48	0	0	0	0	0	\$0.00
Leadership: Basic Leadership Skills	8	0	0	0	0	0	\$0.00
Leadership: From Team Member to Leader	24	0	0	0	0	0	\$0.00
Leadership: Frontline Leadership Skills	8	0	0	0	0	0	\$0.00
Leadership for High Performance	40	0	0	0	0	0	\$0.00
Leadership: Skills for New Leaders	24	0	0	0	0	0	\$0.00
Managing a High Performance Workplace	8	0	0	0	0	0	\$0.00
<i>Business Skills page 1 subtotal</i>		0	0	0	0	0	\$0.00

BUSINESS SKILLS CONTINUED							
Managing Leadership Training	24	0	0	0	0	0	\$0.00
Mid-Level Manager	8	0	0	0	0	0	\$0.00
Motivation	24	0	0	0	0	0	\$0.00
Negotiation: Influence and Negotiation	8	0	0	0	0	0	\$0.00
Performance Management	8	0	0	0	0	0	\$0.00
Performance Mgmt: Basics of Performance Reviews	24	0	0	0	0	0	\$0.00
Performance Mgmt: Building Influence/Delivering Performance	48	0	0	0	0	0	\$0.00
Performance Mgmt: Effective Strategies to Improve Performance	24	0	0	0	0	0	\$0.00
Performance Evaluations the Right Way	8	0	0	0	0	0	\$0.00
PHR Preparation: Professional in HR Preparation Course	48	0	0	0	0	0	\$0.00
Planning and Goal Settings	8	0	0	0	0	0	\$0.00
Presentation Skills: Successful Presentation, Preparation & Delivery	24	0	0	0	0	0	\$0.00
Presentation Skills: Presenting for Business	16	0	0	0	0	0	\$0.00
Presentation Skills: Advanced Presentation Skills	24	0	0	0	0	0	\$0.00
Problem Solving	24	0	0	0	0	0	\$0.00
Project Management for Business	24	0	0	0	0	0	\$0.00
Project Mgmt: Intro to Project Management	24	0	0	0	0	0	\$0.00
Sales & Marketing: Additional Sales Techniques	8	0	0	0	0	0	\$0.00
Sales & Marketing: High Impact Sales & Marketing	24	0	0	0	0	0	\$0.00
Sales & Marketing: Sales Application	24	0	0	0	0	0	\$0.00
Sales & Marketing: Sales Techniques and Increasing Sales	12	0	0	0	0	0	\$0.00
Scheduling, Budget, and Cost Control	8	0	0	0	0	0	\$0.00
Standard Office Procedures	8	0	0	0	0	0	\$0.00
Strategic Planning	24	0	0	0	0	0	\$0.00
Supervisory Skills	32	0	0	0	0	0	\$0.00
Supervisory Skills: Becoming Excellent Leads & Supervisors	24	0	0	0	0	0	\$0.00
Supervisory Skills: Key Supervisory Skills	8	0	0	0	0	0	\$0.00
Supervisory Skills: Managing Different Personalities	8	0	0	0	0	0	\$0.00
Supervisory Skills: Managing Performance Everyday	16	0	0	0	0	0	\$0.00
Supervisory Skills: Meaningful Supervisory Feedback	16	0	0	0	0	0	\$0.00
Supervisory Skills: Skills for Success	16	0	0	0	0	0	\$0.00
Time Management	24	0	0	0	0	0	\$0.00
Understanding Work Group Dynamics	8	0	0	0	0	0	\$0.00
Workforce Dynamics: Cultural Competency Compliance	8	0	0	0	0	0	\$0.00
Workforce Dynamics: Building Cultural Competency & Diversity	8	0	0	0	0	0	\$0.00
Workforce Dynamics: Cultural Intelligence & Diversity	8	0	0	0	0	0	\$0.00
Workforce Dynamics: Multiple Generations in the Workplace	24	0	0	0	0	0	\$0.00
Value and Ethics	24	0	0	0	0	0	\$0.00
Other (Specify):		0	0	0	0	0	\$0.00
<i>Business Skills page 2 subtotals</i>		0	0	0	0	0	\$0.00
COMPUTER SKILLS							
Adobe Photoshop CS - CS5	8	0	0	0	0	0	\$0.00
Computer Literacy	24	0	0	0	0	0	\$0.00
Introduction to Cyber Security	8	0	0	0	0	0	\$0.00
Managing Email	24	0	0	0	0	0	\$0.00
Software Applications	32	0	0	0	0	0	\$0.00
Solid Works Modeling	8	0	0	0	0	0	\$0.00
World-Wide Web	24	0	0	0	0	0	\$0.00
<i>Computer Skills subtotal</i>		0	0	0	0	0	\$0.00

Company Name:	Contact:				Date:		
Topic	Hours (Customizable)	Number of Employees			Total Employees	Projected Hours	Value
		2018	2019	2020			
CONTINUOUS IMPROVEMENT							
Basic Logistic Standard Practices	32	0	0	0	0	0	\$0.00
Certified Logistics Associate (MSSC)	44	0	0	0	0	0	\$0.00
Certified Logistic Manager (MSSC)	32	0	0	0	0	0	\$0.00
Certified Logistics Technician (MSSC)	44	0	0	0	0	0	\$0.00
Cost and Analysis	24	0	0	0	0	0	\$0.00
Delegation Techniques	8	0	0	0	0	0	\$0.00
Diversity	8	0	0	0	0	0	\$0.00
Just in Time Production	24	0	0	0	0	0	\$0.00
Lean 5S	24	0	0	0	0	0	\$0.00
Lean 5S for the Office	12	0	0	0	0	0	\$0.00
Lean	32	0	0	0	0	0	\$0.00
Lean Advanced	48	0	0	0	0	0	\$0.00
Lean Concepts: Implementing 5S & Lean Tools in your Distribution	24	0	0	0	0	0	\$0.00
Lean Concepts - Intermediate	24	0	0	0	0	0	\$0.00
Lean Kaizen	24	0	0	0	0	0	\$0.00
Lean Manufacturing/ Operations/ Distribution	32	0	0	0	0	0	\$0.00
Managing Interactions	8	0	0	0	0	0	\$0.00
Mentoring	32	0	0	0	0	0	\$0.00
Optimizing your Labor Management	16	0	0	0	0	0	\$0.00
Root Cause Corrective Action (RCCA)	32	0	0	0	0	0	\$0.00
Safe Work Practice (SWP)	32	0	0	0	0	0	\$0.00
Scheduling and Planning	8	0	0	0	0	0	\$0.00
Six Sigma Green Belt	96	0	0	0	0	0	\$0.00
Standard Operating Procedures (SOP)	32	0	0	0	0	0	\$0.00
Supply Chain Elements	8	0	0	0	0	0	\$0.00
Supply Chain Elements: Logistics & Distribution Management	48	0	0	0	0	0	\$0.00
Teambuilding	24	0	0	0	0	0	\$0.00
Teambuilding: Effective Teams	8	0	0	0	0	0	\$0.00
Total Quality Management (TQM)	32	0	0	0	0	0	\$0.00
Other (Specify):		0	0	0	0	0	\$0.00
<i>Continuous Improvement subtotals</i>		0	0	0	0	0	\$0.00
MANUFACTURING SKILLS							
Advanced Controls and Automation Basics (Beg. PLCs)	56	0	0	0	0	0	\$0.00
Advanced Industrial Automation (Int., Adv. PLCs)	80	0	0	0	0	0	\$0.00
Basic Electric Motors And Controls	64	0	0	0	0	0	\$0.00
Blue Print Reading & Schematic Drawings	56	0	0	0	0	0	\$0.00
Computer Aided Design (CAD)	80	0	0	0	0	0	\$0.00
Computer Aided Manufacturing 1 (CAM)	80	0	0	0	0	0	\$0.00
CNC	80	0	0	0	0	0	\$0.00
Construction Management	32	0	0	0	0	0	\$0.00
Electrical Skills	32	0	0	0	0	0	\$0.00
Equipment Operation	24	0	0	0	0	0	\$0.00
Forklift Training	16	0	0	0	0	0	\$0.00
Hydraulics	32	0	0	0	0	0	\$0.00
Industrial Electrical Application	24	0	0	0	0	0	\$0.00
Inventory Control	24	0	0	0	0	0	\$0.00
Lubrication & Reliability	16	0	0	0	0	0	\$0.00
Machining	64	0	0	0	0	0	\$0.00
Machining: GD&T (Geometric Dimensioning & Tolerancing)	16	0	0	0	0	0	\$0.00
Maintenance	48	0	0	0	0	0	\$0.00
Manufacturing Practices & Skills	32	0	0	0	0	0	\$0.00
Manufacturing Skills: Safe Quality Food Training (SQFI)	16	0	0	0	0	0	\$0.00
Mechanical Skills & Craft Advanced Part 1 and Part 2 (each)	200	0	0	0	0	0	\$0.00
Mechanical Skills & Craft Intermediate	136	0	0	0	0	0	\$0.00

<i>Company Name:</i>	<i>Contact:</i>				<i>Date:</i>		
Topic	Hours (Customizable)	Number of Employees			Total Employees	Projected Hours	Value
		2018	2019	2020			
MANUFACTURING SKILLS CONTINUED							
Mechanical Skills & Craft Operator Skills	128	0	0	0	0	0	\$0.00
Nanotechnology Manufacturing	150	0	0	0	0	0	\$0.00
Non-Destructive Testing	40	0	0	0	0	0	\$0.00
Parts Products Manufacturing	24	0	0	0	0	0	\$0.00
Piping	24	0	0	0	0	0	\$0.00
Pneumatics	32	0	0	0	0	0	\$0.00
Power Transmissions With bearings & Seals	40	0	0	0	0	0	\$0.00
Production Operation	32	0	0	0	0	0	\$0.00
Pumps (Fluid)	16	0	0	0	0	0	\$0.00
Rigging	16	0	0	0	0	0	\$0.00
Servo Controls	16	0	0	0	0	0	\$0.00
Shop Math	24	0	0	0	0	0	\$0.00
Ultrasonic Inspection	40	0	0	0	0	0	\$0.00
Warehouse	32	0	0	0	0	0	\$0.00
Welding Skills	80	0	0	0	0	0	\$0.00
Other (Specify):		0	0	0	0	0	\$0.00
<i>Manufacturing Skills subtotal:</i>		0	0	0	0	0	\$0.00
LITERACY SKILLS							
Workplace Computation Skills	24	0	0	0	0	0	\$0.00
Multilingual Leadership Skills	48	0	0	0	0	0	\$0.00
Bilingual Skills for Supervisors	48	0	0	0	0	0	\$0.00
Understanding Numbering Systems	24	0	0	0	0	0	\$0.00
Understanding Verbal Direction and Instruction	8	0	0	0	0	0	\$0.00
Contextualized Language Skills for the workplace	48	0	0	0	0	0	\$0.00
Business Communication and Composition	24	0	0	0	0	0	\$0.00
Other (Specify):					0	0	\$0.00
<i>Literacy Skills subtotal:</i>		0	0	0	0	0	\$0.00
COMMERCIAL SKILLS							
HVAC (Grant Project Specific)		0	0	0	0	0	\$0.00
Principles of Photovoltaic and Solar Panel Applications	136	0	0	0	0	0	\$0.00
Other (Specify):					0	0	\$0.00
<i>Commercial Skills subtotal:</i>		0	0	0	0	0	\$0.00
OSHA 10/30							
CalOSHA 10 (California and Federal rules, general industry)	12	0	0	0	0	0	\$0.00
OSHA 10 (Federal rules, general industry)	12	0	0	0	0	0	\$0.00
CalOSHA 30 (California and Federal rules, general industry)	32	0	0	0	0	0	\$0.00
CalOSHA Creating an IIPP (California and Federal rules)	16	0	0	0	0	0	\$0.00
OSHA 30 (Federal rules, general industry)	32	0	0	0	0	0	\$0.00
<i>OSHA subtotal:</i>		0	0	0	0	0	\$0.00
Grand Total:		0	0	0	0	0	\$0.00

Program Review Needs Assessment Rankings
Fall 2019

CLASSIFIED & FACULTY

	Classified		Faculty
1	Research Analyst	1	Physics
2	Early College Program Coordinator	2	Child Development
3	Applied Technology Division—Secretary II	3	Middle College Counselor
4	Science Division--Secretary II	4	Biology (1)
5	Physics/Astronomy Lab Technician—(half time to full time)	5	Psychology (1)
6	Campus Computing Services—Technology Support Specialist (1)	6	Distance Education Coordinator
7	Arts & Humanities--Secretary II	7	Chemistry (1)
8	Athletic Trainer	8	Behavioral Counselor (Student Health Services)
9	Welding Lab Technician	9	Art
10	Health Sciences--Lab Technician (full time)	10	Computer Information Technology
11	Grounds	11	Culinary Arts--Culinary Arts Program
12	Custodian	12	Aeronautics
13	Health Services--Clerical Assistant	13	English (1)
14	Campus Computing Services—Technology Support Specialist (2)	14	Geography/GIS
15	Theater Technician	15	Human Services
16	Culinary Arts—Lab Technician	16	Communication Studies
17	Early College Student Service Technician II (1)	17	Welding
18	Music Accompanist	18	Geology/Oceanography
19	Aeronautics Lab Technician	19	Psychology (2)
20	Physical Sciences Lab Technician (full time)	20	Electricity/Electronics—Accelerated Program
21	Chemistry Lab Technician (full time)	21	HVAC/R
22	Art Lab Technician (from 55% to full time)	22	Biology (2)
23	Academic Success and Learning Services Division—Secretary II	23	English (2)
24	Biology Lab Technician (1) (half time)	24	Modern Languages (ASL)
25	Electricity/Electronics Lab Technician	25	Diesel
26	HVAC/R Lab Technician	26	Radio/Television/Film
27	Grounds (2)	27	Culinary Arts—Baking Program
28	Automotive Collision Lab Technician	28	Chemistry (2)
29	Early College Student Services Technician II (2)	29	Electricity/Electronics—Regular Program
30	Chemistry Lab Technician (half time)		
31	Culinary Arts Baking Lab Technician		
32	Biology Lab Technician (2) (half time)		

BUDGET

	Request	Department
1	Textbooks (for use in the Tutoring Centers)	Student Success Centers
2	Embedded Tutoring Services (Tutors & Reassigned Time for Lead Instructor)	Writing Center
3	*Resources (Hands-On Science Models)	Student Success Center
4	Establish Budget (supplies, hourly support)	Distance Education
5	Maintenance Fees	Science Division
6	*Student Supplies and Materials	Aeronautics
7	Instructional Supplies and Media	Anthropology
8	Field Trips	Science Division
9	Instructional Supplies	Welding
10	*Student Conferences	Psychology
11	Marketing, Honorariums, Insurance	Art
12	Journal Subscriptions	Biology
13	Non-Instructional Supplies (repairs, misc. services)	Applied Technology
14	Fish & Wildlife Special Permit	Biology
15	Accompanist	Music
16	Efficiency Spray Guns & Equipment for Students	Automotive Collision
17	Tooling for Computer Numerical Control Machines	Machinist Technology
18	Festival Participation	Theater
19	Course Materials and Conference Attendance	History
20	Supplies for Lab, Food for Advisory Board Meetings	Architecture
21	Marketing and Outreach	RTVF
22	Outreach and Marketing	Environmental Science
23	Classroom Supplies	Geography/GIS
24	Conference Participation	Geology/Oceanography
25	Adjunct Faculty	Transfer Center
26	Bus Rentals	Transfer Center
27	Promotions	Transfer Center
28	Refreshments	Transfer Center
29	Rentals	Transfer Center

***one-time**

Program Review Needs Assessment Rankings
Fall 2019

EQUIPMENT

	Equipment	Department
1	Spectrophotometers	Chemistry
2	Smart Boards	Student Success Center
3	Heat Pump Trainer	HVAC/R
4	Vernier Lab Quests	Chemistry
5	Hydraulic Landing Gear System	Aeronautics
6	Repair to Laminating Machine	Child Development
7	Large Periodic Tables	Chemistry
8	Spray Booth and Installation	Automotive Collision
9	PH Electrodes	Chemistry
10	Measuring System for Structural Diagnosis	Automotive Collision
11	Pottery Wheels	Art
12	Spectrophotometers	Biology
13	EKG Machines	Biology
14	Commercial Refrigeration Trainers	HVAC/R
15	CNC Lathe and Mill Machines	Machinist Technology
16	Easels and Drawing Tables	Art
17	Exercise Mats	Kinesiology
18	Spirogram Machines	Biology
19	Multi-Process RMD Machines	Welding
20	Fusing Kiln	Art
21	Fitness Sliders	Kinesiology
22	Dream Box	Theater
23	Hobby Box	Theater
24	Curved Punch Mitts	Kinesiology
25	Table Tennis Tables	Kinesiology
26	Lockers	Theater
27	Scutt Kiln	Art
28	Impact Medicine Balls	Kinesiology
29	Stability Balls	Kinesiology

**2019-2020 Program Review Technology Needs Prioritized
 (by Technology Committee)**

Committee Rank	Requester	Dept	Division	Amount requested	What is being requested	Ongoing Funding Required
1	Rick Hrdlicka	CTS	Admin Service	\$ 56,000	Upgrade 25 screens to Electric	no
2	Carol Jones	Chemistry	Science	\$ 790	Color Printer for student labs	
3	Jim Stewart	Art	Arts and Humanities	\$ 6,200	3D Pottery Printer. Extrudes Clay	
4	Amy Avelar	Chemistry	Science	\$ 5,700	Interactive Projector	
5	Kathy Kafela	Transfer and Career Center	Student Services	\$ 4,000	65" TV with Camera/microphone, and a Surface pro to use for Zoom meetings.	no
6	Judy Jorgensen	Architecture	Science	\$ 7,500	3d Printer	yes
7	Carol Jones	Chemistry	Science	\$ 2,400	Surface Pro or equivalent	no
8	Yolanda Simental/Maria Valdez/Robyn Seraj	Nursing/Psych Tech/Pharm Tech and future allied health programs	Science	\$ 20,000	2-70" TVs connected to 2 wireless cameras.	no
9	Judy Jorgensen	Architecture	Science	\$ 9,160	Laser Engraver	
10	Yolanda Simental/Maria Valdez/Robyn Seraj	Nursing/Psych Tech/Pharm Tech and future allied health programs	Science	\$ 62,030	40 Laptops with 2 carts	