

**NEEDS ASSESSMENT DIVISION/AREA SUMMARY**  
**Fall 2017**

The purpose of this summary is to ensure that discussion addressing the needs of departments and individuals is taking place in the Division; to gather any additional information at the division level that supports a needs request; and to provide the committee with some feedback on how requests are integrated into Division planning and goals. It is the responsibility of the Division to check for duplicate applications and advise requestors to consolidate their requests.

Division Name:	Applied Technology, Transportation and Culinary Arts
Division Meeting Date:	10/20/2017
Number of Participants:	18

**Additional Comments:** Program Review “Needs Assessments” in five categories (Budget, Faculty, Classified Staff, Equipment and Facility) were presented and discussed during the Faculty Chair meeting on October 13, 2017 and the Division meeting on October 20, 2017. About 18 faculty and staff were present.

Division priorities were based on each category and were ranked as follows: Priority 1: Classified Staff; Priority 2: Budget Augmentation; Priority 3: Faculty; Priority 4: Equipment; and Priority 5: Faculty. The “Program Review Needs Assessments Ranking” below were unanimously approved during the Division Meeting held on October 20, 2017.

**Rankings (Required)**

<b>Budget</b>	<b>Classified Staff</b>	<b>Equipment</b>	<b>Faculty</b>
<b>1</b> - Culinary Arts – Baking (\$25,000)	<b>1</b> – Electricity /Electronics – Lab Assistant	<b>1</b> - Automotive Technology – Torque Certification Kit	<b>1</b> – Welding tenure, full-time faculty
<b>2</b> – Aeronautics (\$8,000)	<b>2</b> - Welding – Lab Assistant	<b>2</b> – Aeronautics – Magneto Tester, Misc.	<b>2</b> – Aeronautics tenure, full-time faculty
<b>3</b> - Automotive Collision (\$8,000)	<b>3</b> - HVAC/R – Lab Assistant	<b>3</b> – Welding – GMAW, FCAW, MCAW Machines	<b>3</b> - Culinary Arts tenure, full-time faculty 1
<b>4</b> – Welding (\$10,000) - Supplies	<b>4</b> - Division Office – Secretary II	<b>4</b> -Automotive Collision – MIG-TIG Machine	<b>4</b> – Culinary Arts tenure, full-time faculty 2
<b>5</b> - Electricity /Electronics (\$10,000)	<b>5</b> - Automotive Technology – Lab Assistant	<b>5</b> - Machinist Technology – Tool Accessories	
<b>6</b> - Machinist Technology (\$12,000)	<b>6</b> - Automotive Collision – Lab Assistant	<b>6</b> - Automotive Technology – Tire Mount and Balancer	
<b>7</b> – Welding (\$10,000) - Repairs	<b>7</b> - Division Office – Tool Room Specialist	<b>7</b> - Automotive Technology – Parts Cleaning	

Needs Assessment Applications due: 10/23/2017 (NOON).

<b>8</b> - Division Office (\$350,000) Class/Lab Room Leasing Costs and Furniture	<b>8</b> - Culinary Arts – Lab Technician 1	<b>8</b> - Automotive Technology – Meter Certification Kit	
	<b>9</b> – Culinary Arts – Lab Technician 2	<b>9</b> - Automotive Technology – Scan Tools	

<b>Facility</b>		
<b>1</b> – Electricity/Electronics	\$ 200,000	
<b>2</b> – Culinary Arts	\$1,000,000	
<b>3</b> - HVAC/R	\$ 50,000	
<b>4</b> - Diesel	\$1,500,000	
<b>5</b> – Machinist Technology	\$10,000 - \$15,000	

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Division Name:	Arts and Humanities
Division Meeting Date:	10/19/2017
Number of Participants:	19

**Additional Comments:**

The faculty chairs completed an initial prioritization on 10/17. These recommendations were presented to the full division. After discussion on each category, the division voted to support the faculty chair recommendations.

The chairs did not prioritize technology requests, but the division voted to prioritize reading software as its number one priority and new Mac computers as its number two priority in that category.

**Rankings (Required)**

Budget	Classified Staff	Equipment	Faculty
Art Gallery – Establish a budget	A&H Division Secretary II	Art – Pottery Wheels	English 1
Music – Short-Term Accompanist	RTVF – Media Specialist	Theatre – Portable Mirrors	Art
RTVF – Cover increased cost of required software license	Music – Part-Time accompanist	Art - Furnace	Communication Studies
Writing Center – maintain tutoring services given increases in costs	Art – Tech (part-time to full-time)	Art – Clay Mixer	ASL
Theatre – Support Participation by students at Kennedy Center American College Theatre Festival		Theatre – Rolling Whiteboard	English 2
			English 3
			Theatre Arts

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**NEEDS ASSESSMENT DEPARTMENT SUMMARY  
FALL 2017**

The purpose of this summary is to ensure that discussion addressing the needs of departments and individuals is taking place in the Department; to gather any additional information at the department level that supports a needs request; and to provide the committee with some feedback on how requests are integrated into Department planning and goals. It is the responsibility of the Department to check for duplicate applications and advise the requestors to consolidate their requests.

Department Name: Maintenance & Grounds

Department Meeting Date(s): September 20, 2017, October 2, 2017

Participants: Chris Hylton, Ron Gordin, Jose Alvarez, Cesar Rojas, Adam Angulo, Kris Shafer, Kevin Grishow, Jorge Vivar, Gino Vargas, Larry Laughlin

Additional Comments: None

Ranked New Equipment:

1 – Utility Carts \$37,975.00

2 – Proximity Access Control System \$22,260.00

3 – Main Sewer Jetter \$18580.96

4 – Zero Turn Riding Lawn Tractor \$13,604.00

5 – Portable Electric Arc Welder \$1,348.92

**NEEDS ASSESSMENT DIVISION/AREA SUMMARY**  
**Fall 2017**

Division Name:	Mathematics, Business & Computer Technology
Division Meeting Date:	10/13/17
Number of Participants:	13

During our Division meeting which was held on 10/13/17, there was much discussion about the Student Success Center (SSC) and its need for a Tutorial Center Coordinator. While this position is new for the college, it is not for the District, as Crafton employs both a Tutorial Center Coordinator (CTA) and Tutorial Coordinator (CSEA). Presently, the SSC has an unfilled and on-hold Tutorial Coordinator (CSEA) position that does not meet the educational, apportionment and curriculum prerequisites required to currently support the SSC. Since the SSC also has an unfilled Director position, consistent structural, academic & coordinating support, all vital to SSC's operation which provides services across disciplines, has been inadequate. From 2014-15 to Fall 2017, the SSC has experienced a 67% decrease in support staff. Yet, the SSC's unduplicated student headcount has increased 10.5% since 2012-13. On average, the SSC currently services approximately 3000 students per academic year. With such an influx of students utilizing the SSC, the need for adequate professional development (soft skills and academic skills) for tutors has become increasingly important. The SSC Tutorial Center Coordinator position that the Division is seeking would provide the following services, but not limited to, being responsible for tutor guidance, structure, services coordination, facilitator training, budget recommendations, institutional fiscal & accounting reports, developing & implementing effective educational programs, schedules, event planning and outreach activities for the Student Success Center.

**Rankings (Required)**

Budget	Classified Staff	Equipment	Faculty
			Tutorial Center Coordinator
			Computer Science
			Mathematics

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Division Name:	Science
Division Meeting Date:	October 13, 2017
Number of Participants:	29

Additional Comments: All items below are in order of ranking

**Rankings (Required)**

Budget	Classified Staff	Equipment	Faculty
Increased supply money 4300-\$10,000 Biology	Nursing Simulator Technician Support Specialist	1. Microscopes - 2 labs left Biology- \$120,000	Pharm Tech
Increase supply money 4300: Glassware & chemicals (\$15,000)supply - prices are increasing; labs are expanding- Chemistry	Replacement tech- A&P	GC instruments x 3- Chemistry-\$7,000	Biology
Maintenance fees Science Division- Division-\$25,000	expand from half time to full time physics and astronomy lab tech	EKG machine x 4 Biology- \$13,000	Physics
Glassware budget- Chemistry-\$20,000	Lab tech geography/geology/oceanography	Augmented reality sand box Geol/Ocean-\$8,000	Nursing skills lab
Field trip money Science Division \$12,000	Half-time classified lab tech- Chemistry	Spectrophotometers x 6 Biology-\$6,000	Nursing mental health/med surg
Supply budget 4500- Geog/Geol/GIS/Ocean- \$2,000		Precision balance Biology-\$1800	Chemistry
Journal subscriptions Biology-\$2,000		Minus 80 freezer Biology- \$11,000	Nursing peds/med surg

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Specimen collection permits Biology-\$2,000		Spirometers Biology-\$13,000	
		Micropipettes Biology-\$1,800	Biology
Marketing and outreach, wokshop and online tutorial development non-instructional hourly-GIS/\$7,200		Spectrophotometers Chemistry-\$25000  Models Biology-\$10,000  mini fridge x 3 Biology-\$2,000 2. 3 Rolling white boards Chemistry-\$1,800	
conference attendance students-GIS/geog/geol/ocean \$1,000			
Outreach nursing/psych tech/\$7,000			
tutor GIS-\$4,000			

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Division Name:	Social Sciences, Human Development and Physical Education
Division Meeting Date:	Friday, October 13, 2017
Number of Participants:	Seven Faculty, Two Managers, One Classified. Two faculty chairs served as proxy votes for two members of the faculty unable to attend.

**Additional Comments:**

The faculty-chairs from the Division of Social Sciences, Human Development, and Physical Education (SSHDPE) at San Bernardino Valley College (SBVC) met Friday, October 13, 2017, to discuss and prioritize their needs assessments for the 2016/17 academic term. The results of that meeting are summarized in the chart below. (p.3)

All Educational Master Plans (EMPs) for the division have been provided the Office of Research, Planning, and Institutional Planning. Data from EMPs and program efficacy have been well integrated in each proposal. The Technology request has been prefaced by a documented meeting with the Director of Technology Services, Mr. Rick Hrdlicka.

**Faculty Needs Assessment**

Over 50% of the sections in the SSHDPE Division were taught by adjunct faculty in 2016/2017, and this percentage is higher for many high-enrolled departments in the Division. Psychology and History are two of the highest enrolled academic programs at SBVC. Psychology is the highest transfer major at SBVC and the largest major at the College’s primary recipient of transfer students, CSU San Bernardino. The program in Child Development requires extensive outreach to the community to establish clinical observations for students, duties which cannot be performed by part-time faculty. The History program is one of the largest set of course offerings at the College in the number of sections and number of FTES generated for the College. The Department of History has a vital need for a specialist in World History to teach sections that are in high demand by students. The majority of faculty in the Kinesiology department are athletic coaches. Coaching is an instructional responsibility that requires extensive recruitment, mentorship and travel. These are responsibilities that are much harder to accomplish for part-time faculty than for full-time faculty. The current head coaching position in baseball has been occupied by the same adjunct faculty member for over 20 years. While the research on teaching and learning in the American community college is mixed on statistical differences in student outcomes based on whether or not an instructor is full or part-time, this research does show qualitative differences in the level of faculty engagement with the wider college community and student access to faculty based on the full or part-time status of the instructors. (see Roueche, Roueche, and Milliron, 1998, and Shapiro and Soter, 2013, for instance).



## **Classified, Facilities, Budget Equipment and Technology Requests**

The need for an additional athletic trainer in the *classified staff category* is paramount for reasons of compliance with the rules and regulations of the California Community College Athletic Association (CCCAA) and the safety and well-being of over three hundred student athletes. There has been only one athletic trainer serving SBVC for over thirty years. Every student-athlete at SBVC must be enrolled in 12 or more units per semester and maintain a minimum GPA of 2.0 to be eligible for intercollegiate competition. The minimum GPA for student-athletes seeking transfer to four-year institutions on athletic scholarships is 2.5.

The need for an on-campus softball facility is required by Title IX of the federal Education Amendments of 1972. Currently, female student-athletes in softball must practice and compete at an off-site facility. The other facilities needs for Athletics are urgently needed for the safety and well-being of student-athletes in soccer and baseball.

Each of the requests in the budget, equipment, and technology categories will enhance learning and student engagement for the respective departments. The Psychology Department's need for statistical software is particularly acute and again will help students intending to transfer to CSU San Bernardino. All four of the requests in the budget category will enhance student engagement for the Anthropology, Psychology, Political Science and Athletics departments, respectively.

Each of the needs assessment documents submitted by the faculty-chairs from the SSHDPE are identified as pertaining to specific division and college-wide goals, and strategic directions. The number one priority of the SSHDPE Division is to better serve the students and the communities of San Bernardino Valley College.

**Rankings (Required)**

Budget	Classified Staff	Equipment	Faculty	Facilities	Technology
1-Anthropology Increase from \$600 to \$1,200 annually	Athletics Trainer	1- Kinesiology \$5,000 Accessible Cable Cross Machine	1-Psychology I	1-Athletics Softball Field, \$250k-\$500k	1-Psychology \$6k continued funding: SPSS Software for 50 students annually
2-Psychology Club \$3,000 annually			2-Child Development I	2- Re-seed and level soccer field \$250,000.00	
3-Political Science \$400 for 2 texts “Quantitative Methods” for Library reserve			3-History	3- Re-seed and level baseball field \$250,000.00	
4- \$150,000.00 Athletics			4-Child Development II		
			5-Psychology II		
			6-Psychology III		
			7- Athletics/Kinesiology Baseball Coach		

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Division Name:	STUDENT EQUITY & SUCCESS
Division Meeting Date:	MONDAY, October 23, 2017
Number of Participants:	5

Additional Comments: Student Equity and Success is submitting their rankings for Needs Assessment. The rankings are as shown under each category. Should you have questions please let me know at x8592 or email [marodrig@sbccd.cc.ca.us](mailto:marodrig@sbccd.cc.ca.us)

**Rankings (Required)**

Budget	Classified Staff	Equipment	Faculty
\$140,000 consultant	FT Clerical Assistant (Health)	NEW SEATING (\$130,00.00) (LIB)	FT lic. Therapeutic mental health clinician
\$55,000 (supplies for Title IX)			Full-time DSPS Counselor
\$13,400.00 (LIB067 additional sections)			Nurse Practitioner shared by two colleges
			LIBRARY MEDIA CLERK (LIB)
			LIBRARY TECH (1.9)/LIBRARIAN(6.5)

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**INTERDIVISIONAL NEEDS ASSESSMENT APPLICATION**  
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The purpose of this form is to address the needs of interdivisional projects in the Program Review process that are NOT being ranked within specific divisions. This form should be submitted with the relevant needs assessment application(s).

Project Name:	Supplemental Instruction Across the Disciplines
Meeting Date of Participants:	10/16/17 to 10/20/17 Online
Name of Project Lead:	Paula Ferri-Milligan

<b>Participant:</b>	<b>Department:</b>
Kathy Adams	Child Development
Romana Pires	Sociology
Amy Jennings	Psychology
Anthony Blacksher	Sociology
Dirkson Lee	ESL/English
Melissa King	Anthropology
Mandy Batalo	Art
Julie Edwards-Matanga	Music
Mary Copeland	English
James Stewart	Art
Todd Heibel	Geography
Tracy Marrs	Reading
Alma Lopez	English
Mark Williams	Automotive
Paula Ferri-Milligan	English

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Project Name:	Wireless Microphones
Meeting Date of Participants:	10/18/17 – 10/23/17 Online
Name of Project Lead:	Melinda Fogle

<b>Participant:</b>	<b>Department:</b>
Melinda Fogle	Theatre Arts
Michael Gonzales	Theatre Arts
Ryan Bethke	Theatre Arts
Julie Edwards-Matanga	Music
Margaret Worsley	Music
Rochelle Fender	Nursing
Jeffrey Klug	Police Academy Director
Rick Hrdlicka	Campus Technology Services