

**NEEDS ASSESSMENT DIVISION/AREA SUMMARY**

**Fall 2018**

**Due by NOON on Monday, October 22, 2018**

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:	Admin Services (overall ranking)
Division Meeting Date:	10/22/18
Number of Participants:	3

**Rankings (Required)**

Budget	Classified Staff	Equipment	Faculty
	(1)Custodian		
	(1)Custodian		
	(1) Grounds Caretaker		
	(1) Admin Secretary		
	(3) Custodian		
	(2) Grounds Caretaker		
	(2) Technology Support Specialist I		

Provide any comments/explanations if needed:

**Divisions should only submit overall Division rankings and division requests with this form.**

**Departments must submit their own requests.**

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Division Name:	Applied Technology, Transportation and Culinary Arts
Division Meeting Date:	10/19/2018
Number of Participants:	19

**Rankings (Required)**

<b>Budget</b>	<b>Classified Staff</b>	<b>Equipment</b>	<b>Faculty</b>
<b>1 - Water Supply Technology</b>	<b>1 – Culinary Art (Laboratory Assistant)</b>	<b>1 – Across All Programs –Steam Cleaner</b>	<b>1 – Culinary Art - Baking</b>
<b>2 - Welding</b>	<b>2 - Electricity/Electronics (Laboratory Assistant)</b>	<b>2 – Automotive Tech &amp; Collision – Waste Oil Tank/Accessories</b>	<b>2 – Electricity / Electronic– Accelerated</b>
<b>3 - Aeronautics</b>	<b>3 – Division Office (Tool Room Specialist)</b>	<b>3 – Aeronautics – A-360 Engines &amp; others</b>	<b>3 – Automotive - Diesel</b>
<b>4 – Automotive - Collision and Repair</b>	<b>4 – Division Office (Secretary II)</b>	<b>4 – Automotive Tech – Tire Mount and Balance Machine</b>	<b>4 - Welding</b>
<b>5 – Machinist Technology</b>	<b>5 – Welding (Laboratory Assistant)</b>	<b>5 – Aeronautics - Red Bird Flight Simulators</b>	<b>5 - Aeronautics</b>
	<b>6 – Culinary Art – Baking (Laboratory Assistant)</b>	<b>6 – Automotive Tech – Hybrid &amp; Electric Vehicle Trainer</b>	<b>6 – HVAC/R</b>
		<b>7 – Auto Tech &amp; Collision/Repair – Front-end Alignment</b>	<b>7 - Electricity / Electronic – Regular Program</b>
		<b>8 – Automotive Tech – Meter Certification Kit</b>	<b>8 – Culinary Art</b>
		<b>9 – Automotive Tech – Torque Certification Kit</b>	
		<b>10 – Machinist Tech – Machine Tools and accessories</b>	

		<b>11</b> – RMD Welding Machines (2 each)	
		<b>12</b> – Water Supply Tech – Total Coliform Test Kits	

<b>Facility</b>
<b>1</b> – Culinary Art Program (new kitchen/building)
<b>2</b> – Water Supply Tech – dedicated class/lab rooms
<b>3</b> – HVAC/R – Cover to protect equipment stored outside of the Technical Building

**Provide any comments/explanations if needed:**

The Program Review “Needs Assessment” requests from the various programs in the Applied Technology Division are in five categories (Budget, Classified Staff, Faculty, Equipment and Facility). The Faculty and staff of the Division, in their October 22, 2018 Division meeting, also prioritized and ranked the overall (in all categories) **urgent needs** of the programs. They are as follows:

**Applied Technology Division Overall Needs Assessment Ranking Based on Programs’ Urgent Needs:**

<b>1</b>	Culinary Art	Baking	Faculty
<b>2</b>	Electricity/Electronic	Electricity/Electronic	Faculty
<b>3</b>	Automotive	Diesel	Faculty
<b>4</b>	Welding	Welding	Faculty
<b>5</b>	Aeronautics	Aeronautics	Faculty
<b>6</b>	HVAC/R	HVAC/R	Faculty
<b>7</b>	Electricity/Electronic	Electricity/Electronic	Faculty
<b>8</b>	Culinary Art	Culinary Art	Faculty
<b>9</b>	Culinary Art	Culinary Art	Classified Staff
<b>10</b>	Electricity/Electronic	Electricity/Electronic	Classified Staff
<b>11</b>	Water Supply Technology	Water Supply Technology	Budget
<b>12</b>	Welding	Welding	Budget
<b>13</b>	Across all Division Programs	Multi-discipline/Automotive Technology – Lead Program	Equipment
<b>14</b>	Automotive	Automotive Technology; Collision & Repair	Equipment
<b>15</b>	Aeronautics	Aeronautics	Equipment
<b>16</b>	Automotive	Automotive Technology	Equipment
<b>17</b>	Culinary Art	Culinary Art, Baking and Food Nutrition	Faculty

<b>18</b>	Water Supply Technology	Water Supply Technology	Facility
<b>19</b>	HVAC/R	HVAC/R	Facility

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Division Name:	Arts and Humanities
Division Meeting Date:	October 16, 2018
Number of Participants:	28

**Rankings (Required)**

Budget	Classified Staff	Equipment	Faculty
1. English – Writing Center Tutors	1. Division – Secretary II	1. Art – Furnace	1. Art
2. English-Writing Center Reassigned time for Lead Faculty	2. Music – ½ time accompanist	2. Art - Pottery Wheels	2. Communication Studies
3. RTVF-Production Insurance	3. Art – Increased hours to full time for lab technician (currently 55%)	3. Theatre Arts - Workbox	3. American Sign Language
4. Music – Professional Expert Accompanist		4. Theatre Arts - Cabinet	4. English (1)
5. Theatre Arts – Student participation at Kennedy Center American College Theatre Festival		5. Art – Moveable Walls	5. English (2)
6. English – Maintenance for Chromebooks		6. Art - Easels	6. Theatre Arts
7. English – Writing Center Mentors - after hours support			
8. Music – Professional Expert – Assist with new program curriculum			

Needs Assessment Applications due: 10/22/2018 (NOON).

9. Music – Percussion Instruments			
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Provide any comments/explanations if needed:

The faculty chairs completed an initial prioritization on 10/12. These recommendations were presented to the full division. After discussion on each category, the division made minor adjustments to the faculty chair recommendations. The final division prioritization is presented here.

The division did not prioritize technology or facilities requests as no prioritization is requested on this form.

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Division Name:	<b>Department of Marketing &amp; Public Relations</b>
Division Meeting Date:	<b>10/22/2018</b>
Number of Participants:	<b>1</b>

**Rankings (Required)**

Budget	Classified Staff	Equipment	Faculty
<b>\$300,000 – funding for advertising campaigns</b>	<b>Communications Specialist</b>		
	<b>Web Developer</b>		
	<b>Social Media Specialist</b>		
	<b>Assistant Director</b>		

Provide any comments/explanations if needed:

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**Applied Technology, Transportation and Culinary Arts Division Fall 2018 Departmental Program Review  
Needs Assessment - FACILITIES**

<b>Ranking</b>	<b>Department</b>	<b>Program</b>	<b>Description/Justification</b>	<b>Approx. Cost</b>
1	Culinary Art	Culinary Art, Baking and Food Nutrition	Need New Facility to accommodate program needs	\$5,000,000.00
2	Water Supply Technology	Water Supply Technology	Need dedicated class and lab rooms to effectively offer WST courses, particlulary WST 075	To be determined
3	Heating, Ventilation, Air-conditioning and Refrigeration	HVAC/R	Need cover to protect equipment stored outside of the building	\$150,000.00



**Applied Technology, Transportation and Culinary Arts Division Fall 2018 Departmental Program Review  
Needs Assessment - FACILITIES**


**FACULTY NEEDS ASSESSMENT APPLICATION**  
**Fall 2018**

Name of Person Submitting Request:		<b>Stephanie Lewis Briggs</b>
Program or Service Area:		<b>CIT</b>
Division:		<b>Math, Bus. &amp; Comp Tech</b>
Date of Last Program Efficacy:		<b>2016</b>
What rating was given?		<b>Met</b>
# of FT faculty 5	# of Adjuncts 20	Faculty Load ( <b>per semester</b> ):1.0
Position Requested:		Replacement for Roger Powell
Strategic Initiatives Addressed: Strategic Directions + Goals		Increase Access (1) and Promote Student Success (2)

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

In response to faculty attrition, we need to replace retiree Dr. Roger Powell

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (*Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.*)

To maintain growth and improve access to computer information system course, the replacement is needed.

3. Indicate any additional information you want the committee to consider (*for example, course fill rates, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

As there continues to be a greater demand for technology courses, we will need to increase our offerings, thus needing faculty to teach the courses.

4. What are the consequences of not filling this position?

Reduce access and growth will result if the position is not filled.

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Division Name:	Mathematics, Business and Computer Information Technology
Division Meeting Date:	September 21, 2018
Number of Participants:	27

**Rankings (Required)**

Budget	Classified Staff	Equipment	Faculty
			1.Zadock Reid - Retired
			2.Roger Powell – Retiring 12/18
400,000.00		3. Convert B216 into a computer lab	
67565.50		4. 30 Chromebooks in Business Building classrooms 123, 124, 131, 202, 214.	

Provide any comments/explanations if needed:

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**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2018**

Name of Person Submitting Request:	<b>Dr. Stephanie Briggs</b>
Program or Service Area:	<b>Mathematics, Business and CIT</b>
Division:	<b>Mathematics, Business and CIT</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>Met</b>
Equipment Requested	<b>Desktop computers, desks, and wiring</b>
Amount Requested:	<b>400,000.00</b>
Strategic Initiatives Addressed: <u>Strategic Directions + Goals</u>	Access and promoting student success

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional xx

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO xx

If yes, what are they? \_\_\_\_\_

1. Provide a rationale for your request. (Explain, in detail, the need for this equipment.)

To address AB705 and student access the equipment is needed.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (*Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.*)

To maintain growth and improve access to technology.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

100k for a Computer Technician (Rick Hrdlicka area)

5. What are the consequences of not funding this equipment?

Reduce access and limit student success

**EQUIPMENT NEEDS ASSESSMENT APPLICATION**  
**Fall 2018**

Name of Person Submitting Request:	<b>Dr. Stephanie Briggs</b>
Program or Service Area:	<b>Mathematics, Business and CIT</b>
Division:	<b>Mathematics, Business and CIT</b>
Date of Last Program Efficacy:	<b>2016</b>
What rating was given?	<b>Met</b>
Equipment Requested	<b>Chromebooks and wall cabinets (5 classrooms)</b>
Amount Requested:	<b>67,565.50</b>
Strategic Initiatives Addressed: <u>Strategic Directions + Goals</u>	Access and promoting student success

NOTE: To facilitate ranking by the committee, submit separate requests for each item; however, multiple items can be submitted as one request if it is required that the equipment is packaged together.

Replacement  Additional xx

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes  NO xx

If yes, what are they? \_\_\_\_\_

1. Provide a rationale for your request. (Explain, in detail, the need for this equipment.)

To address AB705 and student access the equipment is needed.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (*Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.*)

To maintain growth and improve access to technology.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

\_\_\_\_\_

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program's plans to support those costs.

100k for a Computer Technician (Rick Hrdlicka area)

5. What are the consequences of not funding this equipment?

Reduce access and limit student success

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Division Name:	Office of Research, Planning, and Inst. Effectiveness
Division Meeting Date:	10-10-18
Number of Participants:	8

**Rankings (Required)**

Budget	Classified Staff	Equipment	Faculty
	Research Analyst		
	Grants Director (Manager)		

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Division Name:	Science
Division Meeting Date:	October 12, 2018
Number of Participants:	25

Budget	Classified Staff	Equipment	Faculty
Ranked 1 Maintenance fees Science Division \$25,000	Ranked 1 expand from half time to full time physics and astronomy lab tech	Ranked 1 GC Instruments Chemistry \$7,000	Ranked 1 Pharm Tech
Ranked 2 Field trip money Science Division \$15,000	Ranked 2 Nursing Simulator Technician Support Specialist	Ranked 2 Augmented reality sand box Geol/Ocean \$8,000	Ranked 2 Biology
Ranked 3 Facilitators Science Division \$60,000	Ranked 3 Lab tech geography/geology/oceanography	Ranked 3 Spectrophotometers x 12 Biology \$12,000	Ranked 3 Physics
Ranked 4 Supply budget 4500 GIS/geog/geol/ocean \$2,000	Ranked 4 Half time program assistant Psych Tech	Ranked 4 Minus 80 freezer Biology \$11,000	Ranked 4 Chemistry
Ranked 5 Specimen collection permits ongoing Biology \$650	Ranked 5 Half-time classified lab tech Chemistry	Ranked 5 Spirometers/EKG Biology \$13,000	Ranked 5 Nursing peds/med surg
Ranked 6 Journal subscriptions – ongoing Biology \$2,000	Ranked 6 Half time classified lab tech Biology	Ranked 6 Spectrophotometers Chemistry \$25,000	Ranked 6 Chemistry
Ranked 7		Ranked 7 Models	Ranked 7 Biology

Needs Assessment Applications due: 10/22/2018 (NOON).

Marketing and outreach, workshop and online tutorial development non-instructional hourly GIS \$7,200		Biology \$10,000	
Ranked 8 conference attendance students GIS/geog/geol/ocean \$1,000		Ranked 8 Mini fridge replacements Biology \$2,200	Ranked 8 Psych Tech
Ranked 9 Outreach nursing/psych tech \$7,000		Ranked 9 3 rolling white boards Chemistry \$1,800	
Ranked 10 tutor GIS \$4,000		Ranked 10 Free Fall Apparatus Physics \$4,600	
Ranked 11 Program Budget Architecture \$2,000		Ranked 11 Museum Cabinets Biology \$2,500	
Ranked 12 Program Budget Environmental Science \$1,500		Ranked 12 Storage Cabinets Nursing \$1,000	

Provide any comments/explanations if needed:

All items are listed in the order ranked by the division with #1 being at the top of the list

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Division Name:	Social Science, Human Development, and Physical Education
Division Meeting Date:	10/19/18
Number of Participants:	24 f/t faculty

**Rankings (Required)**

Budget	Classified Staff	Equipment	Faculty
1. \$2500.00 Psychology Department- Student conference travel	1. Athletic Trainer (Athletics)	1. Police Academy (Criminal Justice) \$8000.00 Conference Table and Chairs	1. Psychology 2. History 3. Child Development 4. Psychology 5. Psychology
2. \$18,000 Model UN Political Science/Economics/ Communication Studies	2. Clerical Assistant II (Police Academy/Criminal Justice)		

Provide any comments/explanations if needed: Second ranked item is being turned in as an inter-divisional item but faculty asked it be included here as well.

There was only one item turned in for the equipment category.

Psychology turned in three faculty requests. The divisional rankings for all faculty positions are listed above.

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Division Name:	STUDENT EQUITY AND SUCCESS
Division Meeting Date:	SEPTEMBER 25, 2018
Number of Participants:	5

**Rankings (Required)**

Budget	Classified Staff	Equipment	Faculty
Student Health Services – Classified Employee consultant \$190,000.00			Student Health Services - FT Licensed Behavioral Health Counselor
			DSPS Counselor – 2.25 load per semester
			Student Health Services – FT Nurse Practitioner

Provide any comments/explanations if needed:

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**INTERDIVISIONAL NEEDS ASSESSMENT APPLICATION**  
**Fall 2018**

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:	10/15/18 to 10/19/18 Online
Name of Project Lead:	Dirkson Lee

<b>Participant:</b>	<b>Department:</b>
Amanda Deane	Psychology
Anthony Blacksher	Sociology
Brandy Nelson	Human Services
Davena Burns-Peters	ASL
James Stewart	Art
Jose Recinos	Spanish
Kathryn Adams	Child Development
Manuela Batalo	Art
Melinda Moneymaker	Human Services
Melissa King	Anthropology
Micah Martin	Spanish
Nori Sogomonian	Spanish
Riase Jakpor	Political Science
Roberto Catalano	Music
Samira Murtada	Arabic
Sandra Moore	Psychology
Todd Heibel	Geography
Tracy Marrs	Reading

Needs Assessment Applications due: 10/22/2018 (NOON).