

NEEDS ASSESSMENT DIVISION/AREA SUMMARY
Fall 2016

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:	Arts and Humanities
Division Meeting Date:	October 25, 2016
Number of Participants:	30

Additional Comments: The Arts and Humanities Faculty Chairs met on October 19 to evaluate and discuss the division program review requests. This group developed an initial prioritization. On October 25, the full division met. Following additional review and discussion, the division voted to accept the faculty chair recommendations, which follow. In addition to the prioritized lists below, the division offers its support to the cross-division request for a communications system in the theatre, which supports the need to provide a safe environment for students, employees and guests in the SBVC auditorium. Though it is not prioritized through the division, it would have received a high priority had it been a division only request.

All requests are integrated into departmental goals. Additionally, the requests support the divisional goals to improve student success, to provide quality education with current technologies, equipment and methodologies and to support the goals of the college and district through quality educational and community programming.

Rankings (Required)

Budget	Classified Staff	Equipment	Faculty
1) Music - Accompanist	1) A&H Division – Secretary II	1) Music – Instruments to support new instrumental music program	1) Art
2) English – Backfill reassigned time for Writing Center lead faculty	2) Art – Increase lab technician from 55% to 100%	2) Art – Pottery Wheels	2) English 1
3) RTVF – Internship Program	3) Music – Part-Time Staff Accompanist	3) Art – Clay Mixer	3) Communication Studies
4) Writing Center – increase budget for tutors	4) English – Part time clerical support for writing center	4) Theatre – Band Saw	4) English 2

Needs Assessment Applications due: 10/28/2016 (NOON).

5) Theatre – Budget for festival participation	5) RTVF – Media Specialist	5) Music – Clavinova Pianos	5) ASL
6) Art – Establish a budget for the Art Gallery		6) Theatre – Outdoor Message Center	
7)		7) Theatre – Drill Press	

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

Departments must submit their own requests.

Applied Technology, Transportation and Culinary Arts Division 2016 - 2017 Departmental Program Review Needs Assessment - STAFFING (CLASSIFIED)

Ranking	Department	Program	Description/Justification	Approx. Cost
1	Division Office	N/A	Secretary II Position	N/A
2	Division Office	N/A	CTE Coordinator (New Position)	N/A
3	Division Office	N/A	Tool Room Specialist (part-time)	N/A
4	Welding	Welding	Request for a Lab Assistant	N/A
5	Electricity/Electronics	Electricity/Electronics	Request for a Lab Assistant	N/A
6	Culinary Arts	Culinary Arts	Convert Professional Expert to Classified Staff Position	N/A
7	Auto Technology 1	Auto Technician	Request for a Lab Assistant	
8	Auto Collision 1	Auto Collision	Request for a Lab Assistant	N/A
9	Culinary Arts	Baking	Lab Assistant	N/a
10	Auto Technology 2	Auto Technician	Request for a Lab Assistant	
11	Auto Technology 3	Auto Technician	Request for a Lab Assistant	
12	Auto Collision 2	Auto Collision	Request for a Lab Assistant	
13	Diesel	Diesel	Request for a Lab Assistant	N/A

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Division Name:	Campus Technology Services
Division Meeting Date:	9/20/2016
Number of Participants:	6

Additional Comments:

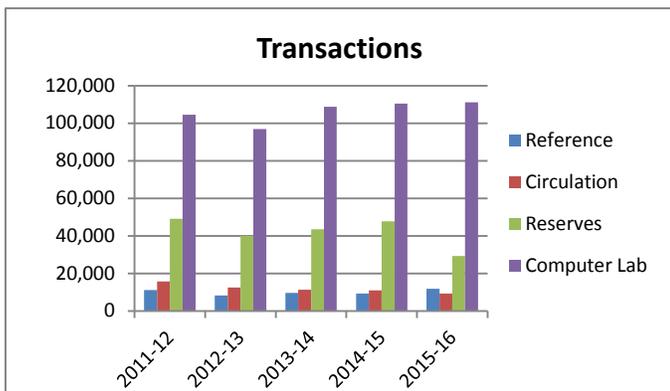
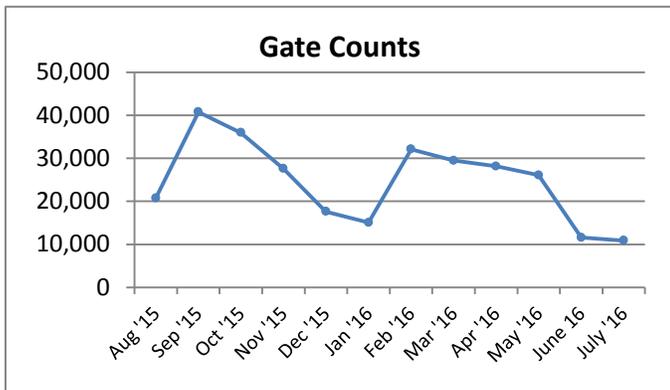
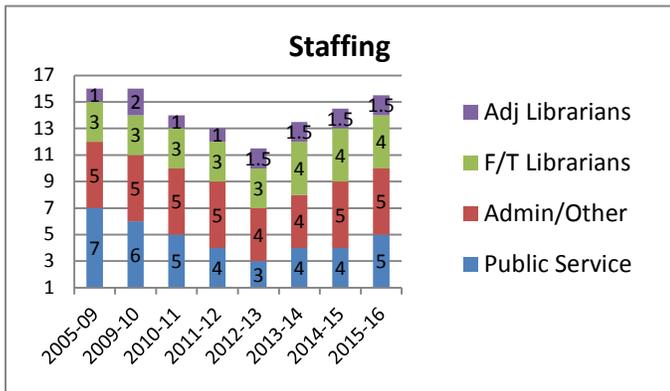
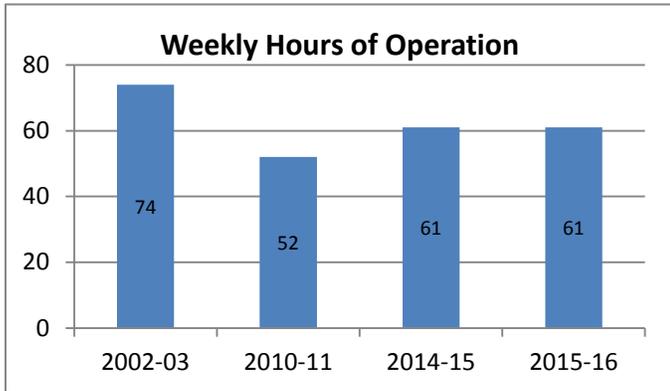
Rankings (Required)

Budget	Classified Staff	Equipment	Faculty
	Fulltime Secretary II		
	Technology Support Specialist I		

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LIBRARY & LIBRARY COMPUTER LAB 2015-16



Description:

The Library supports the academic programs of SBVC by providing a wide range of learning resources at varying levels of difficulty, with diversity of appeal, and representing differing points of view, to meet the needs of students and instructors. The 40,000 square foot building houses a collection of more than 75,000 volumes and 200,000 eBooks and articles. Students and faculty also have access to numerous full-text research databases. The Library Computer Lab provides currently enrolled students with 120 computers as well as cash/coin-operated printers and photocopiers. Computer technicians are available to provide basic technical support. The Reference Desk is staffed, usually by two Faculty librarians, during all regular hours of operation, offering one-on-one research assistance, orientations, workshops and information literacy instruction, as well as courses in the Library Technology AA and certificate programs. Books and other items in the general collection normally circulate for 3 weeks. Textbooks and other reserve items (available at the Circulation Desk) normally circulate for 2 hours, and are limited to in-library use. In 2015-16, when classes were in session the library was open: Mon-Thu 8:00-8:00, Friday 8:00-5:00, and Saturday 10:00-2:00.

Assessment:

- As of Fall, 2016 the library opens 30 minutes earlier, at 7:30 Mon-Fri.
- During 2015-16 the library served 296,126 visitors. (Due to a software glitch, the gate count on the previous EMP was doubled.)
- The percentage of 2015-16 Survey respondents reported below agreed or strongly agreed with the corresponding statements.
 - I feel welcome in the library, and comfortable asking staff for help. – **97%**
 - Library services and resources are sufficient to meet my needs as a student and a member of the community. – **94%**
 - Library hours of operation are sufficient and match my schedule well. – **87%**
 - The library environment (noise level, temperature, lighting, furnishings, etc) are conducive to study. – **90%**
 - As a result of my visit I have a better understanding of how to conduct my own research. – **90%**
 - The resources and/or assistance I received during my visit will help me earn a better grade. – **92%**
- One Library Media Clerk position, previously lost to attrition, was restored and filled, and the new employee began work in May 2016.
- Two sections of *Information Literacy & Research* (LIB 110) were taught as part of the Fall 2015 *First Year Experience* curriculum

Department Goals:

- Continue to systematically gather and analyze hard data to support and inform planning and needs assessment.
- Enhance and expand the Library's primary role as purveyor of Information Literacy instruction, as a core competency.
- Increase hours of operation to better meet students' needs.

Challenges:

- Relying on one-time funds for ongoing costs can lead to future shortfalls.
- Public study space is at capacity, and we are woefully short of collaborative learning spaces.

Opportunities

- Information Literacy instruction has been established as a core component of the First Year Experience curriculum, and will gain prominence as the FYE program grows.
- The draft Educational Master Plan indicates a need for additional library and learning support space, likely in the form of an adjacent or adjoining Student Services/Instruction building.
- Library services and resources contribute particularly to the success of targeted at-risk students, as described in SBVC's *Student Equity Plan*, for which additional funds continue to flow from the state.

Action Plan:

- Request restoration of one Library Media Clerk position, in order to eliminate reliance on overtime and further increase hours of operation.
- Actively contribute to the development of SBVC's Educational and Facilities Master Plans, advocating for library programs and facilities.
- Move LIB 110 for First Year Experience to Spring instead of Fall.
- Use Student Equity funds to acquire additional 24-hour textbooks, focusing on more expensive titles, and more aggressively promote the program.
- Continue to "institutionalize" budgets for textbook reserves.

**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2016**

Name of Person Submitting Request:	Ron Hastings, Celia Huston		
Program or Service Area:	Library Computer Lab		
Division:	Library & Learning Support Services		
Date of Last Program Efficacy:	Spring 2016		
What rating was given?	Conditional		
Current number of Classified Staff:	FT:	2	PT:
Position Requested	Library Media Clerk		
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/l5oqoxm)	Access; Student Success; Facilities		

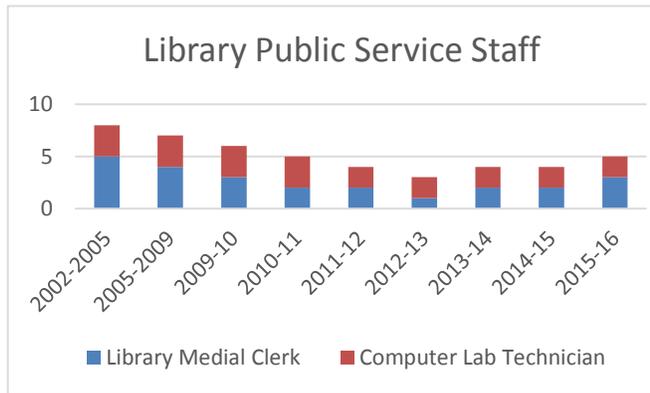
Replacement Growth

If you checked replacement, when was the position vacated? _____

1. Provide a rationale for your request.

The Library has been operating on overtime since 2012 when the number of public services staff dropped to 3. Reliance on overtime has decreased slightly over the years through filling a vacancy; shifting work hours; requiring some employees to work below class; and the recent hiring of a Library Media Clerk for the Circulation Desk.

This request is for a Library Media Clerk to: adequately staff the Computer Lab Circulation Desk during peak periods; provide coverage for lunches and breaks; and extend library hours of operation. With only two Computer Technicians to staff the desk and operate the lab across the 61 hours a week the Library is open, the highest demand times, mornings and early afternoons, are covered by only one Computer Technician.



Also, the Computer Techs are currently burdened with routine clerical duties like processing print jobs and assisting students with copiers, and are therefore unable to circulate throughout the 105-workstation lab, providing direct assistance to students with computer hardware and software problems. Restoring the Library Media Clerk position at the Computer Lab Circulation Desk would provide needed coverage during the daytime hours and free Computer Technicians to work directly with students who need computer assistance.

The Office of Research & Planning recently conducted a study that shows the number of student on campus during the hours the library is closed.

	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00
MON	2734													1822	525
TUE	2343													1772	620
WED	2775													1735	589
THU	2249													1498	601
FRI	329														
SAT		698	607				111	182	293	19					

(cont.) Students who are on campus in the early mornings, late evenings and Saturdays currently have limited access to the Library and the Computer Lab. The addition of a Library Media Clerk will allow for expansion of library hours of operation, to meet those students' needs. The addition of a Library Media Clerk would allow the flexibility to extend library hours as needed, while maintaining appropriate staffing levels during high-use hours – 10 a.m. to 7 p.m. as indicated at left. Currently, after 5 p.m. the library is covered by only 2 full-time classified staff and 1 adjunct librarian.

2. Indicate how the content of the latest Program Efficacy Report and current EMP data support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on Program Efficacy*).

As noted on page 9 in the 2016 Program Efficacy, 9% of survey respondents felt that library hours of operation did not meet their needs. By Spring 2016 (as noted in the most recent EMP, above) that number had grown to 13%. As of Fall 2016 the library opens at 7:30 a.m. Mon-Fri, but any further expansion of hours (beyond 8:00 p.m. and on Saturdays) cannot be covered with existing staff.

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

Title 5 of the California Code of Regulations ([§ 58724](#)) contains minimum standards for numbers of library staff and faculty based on student FTES. At 10,000 FTES, the SBVC Library should have 12 Classified Staff and 5.5 Library Faculty.

Research clearly linking student success and persistence to library use was reported in the Standards of Practice for California Community College Library Faculty and Programs by The State Academic Senate <http://asccc.org/sites/default/files/Library-paper-fall2011.pdf>.

In August 2012, Library Faculty conducted a student survey outside the library on a morning we were closed. Survey results showed

- 49% of the students surveyed needed the Library and Library Faculty Services such as research services, textbook check-out, reading material and study use.
- 36% of them needed Computer Services

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

Although a library may appear deceptively simple to a user, library operations are very complex. The SBVC Library is a 40,000 sq. ft., two-story building. Two public service desks require staffing for 61 hours a week. Currently, 5 full time classified staff are dedicated to customer services, and 2 full time back office staff are working below class to cover lunches, breaks, absences, and overtime. There are no full-time staff in the public areas of the second floor. Current staff are tied to the circulation desk and seldom have time to 'make rounds' upstairs to ensure appropriate library behavior. An adequate number of Library Media Clerks are necessary to a smoothly operating library. Without them, computer lab services and the library infrastructure falters, and the Library and Computer Lab will continue to fall short of the campus mission to provide quality education and services to a diverse community of learners.

BUDGET NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Ron Hastings, Celia Huston
Program or Service Area:	Library Reference Desk
Division:	Library & Learning Support Services
Date of Last Program Efficacy:	Spring 2016
What rating was given?	Conditional
Amount Requested:	\$3,900
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/l5oqoxm)	Access; Student Success

Note: To facilitate ranking by the committee, please submit separate requests for each general area of budget augmentation needed. Do not request a lump sum to encompass many different areas.

One-Time Ongoing

Does program or service area have an existing budget? Yes No
 If yes, what is the amount? \$27,191

1. Provide a rationale for your request (Please explain clearly the reasons for the need of the budget increase and also state whether this is a new, growth, or restoration request.)

The Library is asking for an ongoing budget augmentation to increase adjunct librarian coverage for the Reference Desk during anticipated increased hours of operation. This request is dependent upon the approval and hiring of a additional Library Media Clerk, as that position will also be needed to expand library hours. We anticipate expanding hours of operation by two hours each day. A recent study done by the Office of Research and Planning reveals the numbers students on campus in the early morning and late evening hours who currently do not have access to library or computer lab services.

	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	
MON	2734												1822	525		
TUE	2343												1772	620		
WED	2775												1735	589		
THU	2249												1498	601		
FRI	329												31	9		
SAT		698	607					111	182	293	19					

2. Indicate how the content of the latest Program Efficacy Report and current EMP data support this request. How is the request tied to program planning? (Reference the page number(s) where the information can be found on Program Efficacy.)

As noted on page 5 in the Fall 2011 Program Efficacy, library hours of operation do not meet student need and on page 7, maintaining hours of operation with current staffing levels is listed as one of the challenges facing the library.

Program Efficacy (p. 13) also notes that SBVC Library participated in "Snapshot: One Day in the Life of California Libraries." <http://www.cla-net.org/snapshotday/>. Students, overall, were deeply appreciative of the division's many services and computer access. Written negative comments were predominately associated with the noise level in the library (cell phones, loud voices), library hours and not being open on Saturdays.

As reported in the current EMP, 13% of respondents to the Spring 2015 User Survey disagreed with the statement, "Library hours of operation are sufficient and match my schedule well." Our goal should be to reduce or eliminate that number.

3. Indicate if there is additional information you wish the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, or planning, etc.*).

The library houses the textbook bank and the only open-access computer lab on campus. Students' their desire for extended hours has been a recurrent themes in library assessments, including the Spring 2016 user survey and the Spring 2013 Front Door Survey.

Additionally the library now captures demographic data when students check out book or use a computer, allowing the library to measure the success and retention of library users. A first look at this data shows that students using the library had slightly higher success rates and almost 5% higher retention rates.

Performance Measures - Library Services vs. No Library Services			
Student Group	Success Rate	Retention Rate	Term GPA
Used Any Library Service*	65.93%	89.30%	2.41
Did Not Use Library Services*	64.96%	84.85%	2.58

4. Evaluate amount requested, as well as related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources (*for example, Department, Budget, Perkins, Grants, etc.*).

6 hours per week for additional Adjunct Faculty

5. What are the consequences of not funding this budget request?

Students who need access to the library and library computer lab during the early morning, late evening, and Saturday hours will continue to be underserved.

TECHNOLOGY NEEDS ASSESSMENT APPLICATION
Fall 2016

Technology: Programs should list the technology needed to provide ongoing service or instruction, and an approximate cost of the request. *Technology that is listed in this category will be forwarded to Campus Technology Services to evaluate through their own processes.*

Name of Person Submitting Request:	Ron Hastings, Patti Wall
Program or Service Area:	Library Computer Classroom
Division:	Library & Learning Support Services
Date of Last Program Efficacy:	Spring 2016
What rating was given?	Conditional
Amount Requested:	\$10,000
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/l5oqoxm)	Student Success, Facilities

Replacement Growth

- 1. You are required to meet with Rick Hrdlicka – Director of Campus Technology Services prior to submitting a Technology Needs Request. 909-384-8656 or rhrdlicka@sbccd.cc.ca.us. Please provide the date and time of your meeting.**

Patti Wall and Rick Hrdlicka met on October 13 at 1:30 to discuss this need.

2. Projects that require modification to Buildings or Rooms will require a Facilities Need Request. Will this project require facilities changes?

No

3. What technology-based equipment or software are you requesting?

We are requesting an additional eight (8) student workstations in the Computer Classroom.

4. Indicate how the content of the latest Program Efficacy Report and current EMP data support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on Program Efficacy.*)

The central importance of Information Literacy instruction is discussed on page 8 of the 2011-12 Program Efficacy Report: “Librarians work with students individually at the Reference Desk and provide informal instruction on Library research to student so they may become independent, lifelong learners...Faculty librarians offer Library orientations to classes that include hands-on learning in the use of Library resources. Orientations can be introductory or specialized depending on the needs of the class and instructors.”

5. Indicate if there is additional information you wish the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.*).

Since July 2015, 66 course sections (1,658 students) have received Information Literacy instruction in the Computer Classroom. 10 sections exceeded the room's current capacity, in terms of available workstations. Additionally, the Computer Classroom is frequently used for Library 110 instruction for the two First Year Experience Cohorts, both of which exceed the room's capacity, and additional FYE cohorts are anticipated next year.

6. Provide a complete itemized list of the initial cost, as well as related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources. (*for example, Department, Budget, Perkins, Grants, etc.*)

8 workstations @ \$1,250 ea = \$10,000

7. What are the consequences of not funding this request?

Without additional workstations, an increasing number of students will be denied the benefit of hands-on Information Literacy instruction.

EQUIPMENT NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Ron Hastings, Angie Gideon
Program or Service Area:	Library
Division:	Library & Learning Support Services
Date of Last Program Efficacy:	2016
What rating was given?	Conditional
Equipment Requested	new seating
Amount Requested:	\$130,000 over 3 fiscal years
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/15oqoxm)	Facilities, 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

1. Provide a rationale for your request.

The current public seating was installed when the “new” library opened over 12 years ago. Virtually every chair shows the sort of wear illustrated in the photos on the reverse, and several have been retired due to broken legs.

2. Indicate how the content of the latest Program Efficacy Report and current EMP data support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on Program Efficacy.*)

As reported in the current EMP, the library served 296,126 visitors over the past year.

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

4. Evaluation of initial cost, as well as related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources (*for example Department, Budget, Perkins, Grants, etc.*).

Assuming the total cost to replace all seating at once would be prohibitive, an estimated average of \$45,000 over the next three fiscal years should cover the purchase of new “wired” library seating.

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

Deterioration of existing furniture will worsen.



EQUIPMENT NEEDS ASSESSMENT APPLICATION
Fall 2016

Name of Person Submitting Request:	Ron Hastings
Program or Service Area:	Library
Division:	Library & Learning Support Services
Date of Last Program Efficacy:	2016
What rating was given?	Conditional
Equipment Requested	6 additional study carrels
Amount Requested:	\$7,000
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/15oqoxm)	Facilities, 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

1. Provide a rationale for your request.

We seek to replace several less-useful pieces of upholstered furniture with study carrels, as pictured on the reverse. Offering electrical outlets and a larger working surface, the carrels are in high demand.

2. Indicate how the content of the latest Program Efficacy Report and current EMP data support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on Program Efficacy.*)

As reported in the current EMP, the library served 296,126 visitors over the past year.

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

4. Evaluation of initial cost, as well as related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources (*for example Department, Budget, Perkins, Grants, etc.*).

Some shopping around will be necessary to match existing furniture as closely as possible, but given current prices, units should not exceed \$1,000 each.

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

Demand for study carrels and the working space they provide will remain increasingly unmet.

**FACILITIES NEEDS ASSESSMENT
APPLICATION Fall 2016**

Facilities: Programs should list no more than three facility or renovation items. Identify the area in need of physical renovation, maintenance and/or repair. Requests for additional space should also be listed here. *Requests listed in this category will be forwarded to the Facilities Committee to evaluate through their own processes.* Provide a thorough rationale, **using data to support your request**, in order to help the Facilities Committee with their evaluation. List the approximate cost of your request.

Name of Person Submitting Request:	Ron Hastings, Angie Gideon
Program or Service Area:	Library
Division:	Library & Learning Support Services
Date of Last Program Efficacy:	2016
What rating was given?	Conditional
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/l5oqoxm)	Facilities

Replacement

Growth

Provide a rationale for your request.

As reported in the current EMP, the library served 296,126 visitors over the past year.
 1) The library carpeting is over 12 years old.
 2) The original building design did not foresee today's increased demand for electrical outlets.

1. Renovation Request

Several sections of carpeting on the 2nd floor are badly damaged and in need of repair or replacement. (photos on reverse)

Approximate Cost: Less than \$1,000

2. Renovation Request

Additional electrical outlets along the south wall of the 2nd floor, to accommodate students' laptops, phones, etc.

Approximate Cost: Unknown, depending upon whether current breakers can handle added load.



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Division Name:	Library & Learning Support Services
Division Meeting Date:	October 13, 2016
Number of Participants:	15

Division Feedback:

In addition to the needs listed below, the Library is submitting:

- 1 technology request for additional workstations in the computer classroom
- 2 facilities request for:
 - repair or replacement of 2nd floor carpeting
 - additional electrical outlets along 2nd floor south wall

Rankings (Required)

Budget	Classified Staff	Equipment	Faculty
Adjunct Libn +6 hrs/wk	Library Media Clerk	1) Seating (3 yrs) 2) Study Carrels	n/a

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 items be packaged together.

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Division Name:	Science Division
Division Meeting Date:	October 13, 2016
Number of Participants:	38

Additional Comments:

The Science Division met on Oct. 13 to prioritize our needs assessments. An email with the suggested priority for each category was sent to the Division for a vote.

- The discussion on Budget focused on the lack of supply budgets for chemistry and biology and the fact that for the last three years, the programs received less funding. For two years the programs had to ask College Council for funds; last year they received a one year augmented budget through Program Review. This increase was not rolled over leaving them short on supply budgets once again.
- The need for a half-time classified staff for Nursing is supported by their accreditation feedback and the reality that a larger percentage of skills are being developed using computerized simulation scenarios. We will need to replace our Planetarium Specialist after he retires in June.
- The disciplines in science, including health sciences, require equipment. Some equipment is smaller and less expensive, such as spirometers and some expensive, like microscopes. We also need a dependable budget for maintenance so equipment can be on a maintenance schedule to extend the life of equipment.
- The Science Division advocates for the needs of the Student Success Center: The classified position for the SI coordinator; the budget for SI leaders and tutors; and the budget for lead faculty. These positions or budget items are important to maintain the excellent student support that has been generated due to the 2 grants, the Pass Go grant and the MSEIP grants which have now ended.

Rankings (Required)

Budget	Classified Staff	Equipment	Faculty
Increase supply money 4300 -Biology	Nursing Simulator Technician Support Specialist	10 oscilloscopes, Physics	Biology

Needs Assessment Applications due: 10/28/2016 (NOON).

Increase supply budget 4300 - Chemistry	Planetarium specialist replacement*	Microscopes biology	Pharmacy Technology
Maintenance fees Science Division	Replacement tech- generalist for evenings*	8 Balances that are 3 decimal, Chemistry	Physics
Maintenance money for biology	Lab tech geography/geology/oceanography	Spirometers, biology	Chemistry
Maintenance fees nursing	Expand from half time to full time physics	Pyxis Medstation, Nursing	Psychiatric Technology (replacement for retiree, June 1 2017) No request was written since it will meet the rubric, but wanted it on the list.
Field trip augmentation (Geology/Oceanography)	Half-time classified lab tech for chemistry	heavy duty utility cart, geology	
Field trip money Biology		EKG machine, biology	
Field trip augmentation Geography		Autopipets for organic, Chemistry	
Bus rental for annual court observation – Psych Tech		Minus 80 freezer, biology	
Supply budget 4500- framed relief maps - geography		2 mini fridges, biology	
Supply budget 4500; Geology/Oceanography		Autopipets (C1910) Chemistry	
Increased supply money 4500 - major specimens including biogardens; Biology		Histology slides biology	

Needs Assessment Applications due: 10/28/2016 (NOON).

reference books -Biology		RT PCR, biology	
Journal Subscriptions- Biology		electrophoresis for A&P, biology	
Specimen collection permits - Biology		Anatomical models, biology	
Supplies 4300- geography		Three Rolling white boards, chemistry	
Marketing and outreach, workshop and online tutorial development non-instructional hourly- GIS		Raised relief Globe, geography and geology	
non-instructional rate- sterile processing tech - help with curriculum- Pharm Tech			
conference attendance students - GIS			
Supply budget -GIS			
Field trip augmentation GIS			
Tutor - GIS			
Tutor -geography			
Tutor – geology/oceanography			
Architecture supplies			
Conference attendance students - geography			
Conference attendance students – geology/ocean			

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

Departments must submit their own requests.

Needs Assessment Applications due: 10/28/2016 (NOON).

NEEDS ASSESSMENT DIVISION/AREA SUMMARY

Fall 2016

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:	Social Sciences, Human Development and Physical Education
Division Meeting Date:	Friday, October 21, 2016
Number of Participants:	Seven Faculty Chairs and the Division Secretary (note taker)

Additional Comments:

The faculty chairs from the Division of Social Sciences, Human Development, and Physical Education (SSHDPE) met Friday, October 21, 2016, to discuss and prioritize their needs assessments for the 2016/17 academic term. Faculty chairs who could not attend this meeting due to an off campus professional development activity shared their input electronically and at a previous informal meeting.

All Educational Master Plans (EMPs) for the division have been submitted to 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.

50% of the sections in the SSHDPE Division were taught by adjunct faculty in 2015/2016, and this percentage is higher for many high-enrolled departments in the division. Programs in Child Development and Human Services require extensive outreach to the community, duties which cannot be performed by part-time faculty. Psychology and History are two of the highest enrolled academic programs at San Bernardino Valley College (SBVC). Similarly, 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. While the research on teaching and learning in the American community college does not show 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.

Each of the needs assessment documents submitted by faculty department chairs within the Division 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 community of SBVC.

(See page 2 for rankings.)

Needs Assessment Applications due: 10/28/2016 (NOON).

Rankings (Required)

Budget	Classified Staff	Facilities	Faculty	Technology
PSYCH \$6,000 Annual Student Conferences	HUMSV PT Prof. Expert Training Specialist/CTE	ATHLETICS Renovations: Softball field, Soccer field & Baseball outfield	CHILD DEV I	PSYCH/ECON \$6500 Annual SPSS Software Licensing
POLIT/ECON \$16,000 Model UN Annual Student Conferences	CHILD DEV PT Prof. Expert Training Specialist/CTE		PSYCH I	
ATHLETICS \$150,000	ATHLETICS FT Trainer		HUMSV I	
			HIST	
			CHILD DEV II	
			PSYCH II	
			HUMSV II	
			PSYCH III	
			ATHLETICS Instructor/Head Baseball Coach	

SSHDPE Division rankings are in order of priority (top to bottom of each category)

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Departments must submit their own requests.

Applied Technology, Transportation and Culinary Arts Division 2016 - 2017 Departmental Program Review Needs Assessment - BUDGET

Ranking	Department	Program	Description/Justification	Req. Amount
1	Aeronautics	Aeronautics	Budget Augmentation - Update Manuals and Misc. Needs	\$8,000.00
2	HVAC/R	HVAC/R	Budget Augmentation - Supplies (6400.00; 4300.00; 2389.00)	\$12,000.00
3	Auto Collision	Auto Collision	Budget Augmentation - Supplies (4300.00)	\$8,000.00
4	Culinary Arts	Cullinary Arts	Budget Augmentation - Den (to provide supplies and other needed machines, etc)	\$10,000.00
5	Welding	Welding	Budget Augmentation - Consummable Supplies (4300.00)	\$10,000.00
6	Machinist Technology	Machinist Technology	Budget Augmentation - Consummable Supplies (4300.00)	\$10,000.00
7	Culinary Arts	Baking (New Program)	Budget Augmentation - Food and Non-Instructional Supplies (4300.00; 4500.00)	\$50,000.00
8	Culinary Arts	Culinary Arts/Baking	Budget Augmentation - Rialto Adult Education Off-site Classes Small wares (6400.00)	\$40,000.00
9	Inspection Technology	Inspection Technology	Budget Augmentation - Materials (Code Books) 4100.00	\$2,000.00

Applied Technology, Transportation and Culinary Arts Division 2016 - 2017 Departmental Program Review Needs Assessment - BUDGET
