

Dean's Summary --Academic Services Division Spring 2011

VI. Resource Requests include: staff, faculty, materials, "B" Budget, facility refresh, Measure C equipment

A. Please submit up to three **faculty and/or staff** requests below in ranked order: (copy this section as needed)

1	Rank	X	replacement		growth
Position:		Faculty Director			
Department :		Office of Diversity	Contact Person, ext.	R. Tomaneng x8510	

1 In addition to the Department's rationale and from a dean's perspective, briefly state how this person will enhance or maintain the status quo of your program plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program goals/plans below:

This position is critical to the achievement of the college's student equity plan (2005) , mission, and implementation of the strategic plan institutional initiative "Cultural Competency" and "Individualized Attention and Retention" of African Ancestry, Latino, and Filipino students.

2 Address FTE, PT/FTE ratios and WSCH that support your request below:

NA

3 In light of the department's statements about assessment results, describe any additional need or service to the College this person may bring to the Division below:

4 It is an expectation that resource allocations (awarded 2 or more years prior to the next Comprehensive Program Review) will be assessed relative to their contributions to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you, as the Dean, may use to assess the effect of this additional staff/faculty position to your program below:

Criteria will be focused on: 1)Accomplishment of Revision of Student Equity Plans for All Instructional and Student Services divisions; 2)Growth in number of faculty trained in culturally specific content and integration of training into courses;3)Revitalization of the Diversity Advisory Council as oversight committee for All diversity work on campus.

2	Rank		Replace	X	Growth
Position:		Technology Trainer			
Department:		Staff and Organizational Development	Contact person	M. Englen X	extension X8322

1 Briefly state below how this person will enhance or maintain the status quo of your program plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program goals/plans below:

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Statement:	In the past 8 years since the Technology Trainer position was eliminated due to a budget downturn, technology training has been irregular and inadequate, with training provided as funding and/or a presenter could be found. While Banner training has been marginally provided for faculty and staff, all other forms of administrative computing and use of technology to improve job efficiency has been ignored. We have been unable to train faculty in the use of Web 2.0 and Social Media tools, and even workshops as simple as managing their class rosters in a spreadsheet. Both the Academic Senate and Classified Senate have publicly recognized and supported the need for a Technology Trainer and this position was highlighted as a need in both the 2006 and 2011 Accreditation Self-Studies and in our prior program review.
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2 Highlight FTE, PT/FTE ratios, and WSCH that support your request below:

NA

3 If applicable, discuss PLOAC assessment results that support the program need for this resource below:

In both the 2007 and 2011 Needs Assessment, several types of technology are listed as high demand, and due to a lack of this position and funding we have been unable to implement: "Managing Your Desktop Email," "How to Use the De Anza Smart Classrooms," "The Basics of Using a Digital Camera," "Intermediate and Advanced PowerPoint," and "Creating Interactive PDF's." The lack of this position also makes it difficult to respond to institutional technology changes as there is no one to create the documentation and training as needs change, such as: "The Basics of Using CourseStudio," "Managing Email with Thunderbird," "Using Windows 7" and "The Basics of Podcasting and iTunes."
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4 Please note: It is an expectation that all resources that are allocated 2 or more years prior to the next Comprehensive Program Review (2013-14) will be assessed relative to their contribution to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you may use to assess the effect of this additional staff/faculty position to your program below:

<p>have current staff been able to redirect time spent on computer lab scheduling and maintenance to other projects and programs related to the strategic initiatives or other institutional directives?</p> <ul style="list-style-type: none"> • through use of a specific survey designed about technology training, samples of questions we would ask: are staff and faculty able to use their operating software, district standard software and hardware more easily because of the technology training? Are new staff and faculty able to "get up to speed" with district technology in an efficient and timely way? Are faculty more comfortable using the Smart Classrooms for teaching? • have staff and faculty found the additional one-to-one support that a trainer provides during office hours help them resolve their questions in a timely way and help them meet their own deadlines?

Please submit up to three **faculty and/or staff** requests below in ranked order: (copy this section as needed)

3	Rank		Replace	X	Growth
Position:		.5454 FTE for Faculty Coordinator			
Department:		LinC	Contact person	M. Abrahams	extension 8534

1 Briefly state below how this person will enhance or maintain the status quo of your program plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program goals/plans below:

Statement:	Asking for increase in reassigned time for coordinators in order to sustain and scale-up the success of the program
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2 Highlight FTE, PT/FTE ratios, and WSCH that support your request below:

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3 If applicable, discuss PLOAC assessment results that support the program need for this resource below:

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Faculty feedback, student focus group feedback, and program review data indicate increased retention and success of students who participate in learning community classes. The program assessment results also indicate that faculty are most successful in the classroom when they are able to concentrate and focus on integrating their curriculum and providing attention to their students. In order for faculty to be successful with their efforts, this requires the coordinators to coordinate the planning, scheduling, recruiting logistics, in addition to the time-intensive mentoring and faculty development so that faculty are successful with their curriculum and pedagogy. This time-intensive work is the reason for the .5454 reassigned time request.

- 4 Please note: It is an expectation that all resources that are allocated 2 or more years prior to the next Comprehensive Program Review (2013-14) will be assessed relative to their contribution to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you may use to assess the effect of this additional staff/faculty position to your program below:

Criteria: Improvement in retention and success of students who participate in learning communities; decrease in equity gap of students who participate in learning communities; and positive feedback from faculty development/training activities (such as Summer Institute); continued participation by faculty in teaching learning communities and new faculty joining the program.

- B. As applicable, list your requests for:

Materials, "B" Budget, facility refresh, Measure C equipment Refer to:

http://www.deanza.edu/gov/techtaskforce/pdf/Measure%20C.Prioritization.Processes.ClgeCnclApproved6_10_10.pdf

Please submit **materials, "B" Budget, facility refresh, Measure C equipment**, requests below in ranked order: (copy this section as needed) List 3 here, keep a prioritized list all items on hand.

1	Rank		replacement	X	growth
	Item	30 Flip Video Cameras for Oral History Projects			
	Cost	\$250/per camera (\$7000)	Contact Person, ext.	C. Kaufman x8739	

From a Dean's perspective, are there additional factors to add to the Department's rationale for this resource request? How will the addition of this resource enhance or maintain the status quo of this program's plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program Goals? Use the following three sections below to state:

- 1 . The ICCE Oral History Project meets goals outlined in the Strategic Planning Institutional Initiative "Community Collaborations." It is both an inreach to campus partners in the instructional divisions and outreach to community partners.

- 2 Highlight FTE, PT/FTE ratios and WSCH that support the request below:

NA

- 3 If applicable, discuss PLOAC assessment results that support the program need for this resource below:

NA

- 4 It is an expectation that resource allocations (awarded 2 or more years prior to the next comprehensive program review) will be assessed relative to their contributions to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you, as the Dean, may use to assess the effect of this additional staff/faculty position to your program below:

Criteria: 1) number of culturally specific courses that adopt oral history projects; 2) increase in campus and community partners

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2	Rank		replacement	X	growth
Item Description:	"B" budget for marketing/recruitment, supplies, events, etc. and computers/printer/scanner/photocopier for Honors Program office.				
Cost	5000 "B" budget/10,000 Measure	Contact Person, ext.	L. Hearn x5785		

From a Dean's perspective, are there additional factors to add to the Department's rationale for this resource request? How will the addition of this resource enhance or maintain the status quo of this program's plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program Goals? Use the following three sections below to state:

1 Additional factors: We will be able to use some budget to market and recruit more students into the program. Also, we can develop more specific materials to recruit targeted populations which speaks to the Strategic Planning Institutional Initiative "Individualized Attention and Retention," and The budget will also be used to fund events that create a culture of scholarship for students outside of the classroom.

2 Highlight FTE, PT/FTE ratios and WSCH that support the request below:

3 If applicable, discuss PLOAC assessment results that support the program need for this resource below:

4 It is an expectation that resource allocations (awarded 2 or more years prior to the next comprehensive program review) will be assessed relative to their contributions to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you, as the Dean, may use to assess the effect of this additional staff/faculty position to your program below:

3	Rank	X	replacement		growth
Item	Summer Institute: Two day faculty development event for LinC teams				
Cost	\$12,000	Contact Person, ext.	M. Abrahams X8534		

From a Dean's perspective, are there additional factors to add to the Department's rationale for this resource request? How will the addition of this resource enhance or maintain the status quo of this program's plan to improve student learning relative to the campus Mission, Institutional Core Competencies, or Program Goals? Use the following three sections below to state:

1 Additional factors: LinC courses directly support the college's Mission and Strategic Planning Institutional Initiative, "Individualized Retention and Attention" of African Ancestry, Latino, and Filipino students via their involvement in culturally specific cohorts.

2 Highlight FTE, PT/FTE ratios and WSCH that support the request below:

We have over 35 faculty in the program and continue to actively recruit faculty to participate in the program so we can continue to offer more diverse and cross-disciplinary offerings in the program.

3 If applicable, discuss PLOAC assessment results that support the program need for this resource below:

PLO: Faculty will engage in well-coordinated and organized staff development activities
Assessment Result through qualitative feedback: Summer institute needs more variety--especially for seasoned faculty in learning communities in order to promote their faculty development and growth. Faculty also indicate that this two-day institute is intensive time for them to work with their partners on curriculum integration with the support and mentoring of the LinC coordinators –time that is difficult to carve out during the quarter.

- 4 It is an expectation that resource allocations (awarded 2 or more years prior to the next comprehensive program review) will be assessed relative to their contributions to the program, its course or program level outcomes and its program review criteria. In this light, briefly state some of the criteria you, as the Dean, may use to assess the effect of this additional staff/faculty position to your program below:

Faculty feedback on quality and programming of summer institute. Recruitment of new faculty and participation in the Institute.. Quality of integrated curriculum as evidenced in the retention and success of students of those faculty who participate in the Institute.