Task Details Report

Planning Year: 2016-2017

Planning Unit: Counseling
Unit Manager: Lead Faculty, Counseling

Objective: 579 - Equipment, Technology & Facilities Requests for Counseling

Objective Description:

We would like to replace three of our HP EliteBook 8570P laptops that are older, slow and some do not work without being plugged in. Laptops are used by Counselors while attending off-site meetings and events, to access SARS/Banner/Degree Works while working with students throughout campus, and for Career class instruction. These activities are all part of the Counseling Program Plan.

Start Date:	Task Type:	Priority Level:	Task Order:
2/23/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$3,600

A quote for the 3 laptops has been obtained through Anthony Lim at CSM. If approved, our Counseling Division Assistant will move forward to purchase the laptops.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Counseling	Dell Latitude E7470 Laptop i5-6300U, 16GB, 256GB SSD, 14" LCD, plus case, adapter, and ProSupport	$3600.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Counseling
Unit Manager: Lead Faculty, Counseling

Objective: 580 - Retractable Banner Stand with Custom Printed Graphic for SEP Campaign

Objective Description:

Each Fall and Spring term, the Counseling Dept. initiates an "SEP Campaign" to encourage students to make a counseling appointment for updating or developing a new Student Educational Plan. Signage will help us get our message out to students. We are requesting a custom printed banner with a vertical stand that can be placed in the quad, the Grove, or other locations throughout campus.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/23/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$348

If approved, our Counseling Division Assistant will place the order with the identified vendor.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Counseling	Retractable Banner Stand with Custom Printed Graphic	$348.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Counseling
Unit Manager: Lead Faculty, Counseling

Objective: 581 - Mobile Pedestal File Cabinet

Objective Description:

If approved, this will provide a mobile pedestal file cabinet for the FT DRC Counselor. This is a relatively new position that did not come with equipment and supplies that were handed down.

Start Date:	Task Type:	Priority Level:	Task Order:
2/23/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$465

A quote has been obtained and the pedestal file will be ordered by the Division Assistant if approved.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Counseling	700 Series Files Mobile Pedestal-Pen/Box/File-20" depth, plus pencil tray	$465.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Counseling
Unit Manager: Lead Faculty, Counseling

Objective: 584 - Computer Monitor for DRC Counselor/LD Specialist

Objective Description:

Our Learning Disability Specialist/DRC Counselor is requesting an additional monitor to have two monitors. This is especially important for her to do Learning Disability report writing. All other Counselors have two monitors so that we can run multiple programs and websites while working with students.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/24/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$215

A quote has been obtained for the monitor and will be ordered by our Division Assistant, if approved.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Counseling	Dell UltraSharp 24" Monitor	$215.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Counseling
Unit Manager: Lead Faculty, Counseling

Objective: 591 - Full-time Tenure-track status for the College for Working Adults (CWA) Counselor

Objective Description:

The CWA Program currently has a full-time temporary Counselor, funded 56% through SSSP and 44% with Innovation funds. To increase the stability of counseling staff, the Counseling Dept. is advocating for this position to become tenure-track. The CWA program has had tremendous growth since its inception. The program's first cohort in 2011-12 enrolled 50 students; enrollment increased to 235 students in Fall 2016. Also since inception, the program has awarded 157 Associate's Degrees. The program gains in popularity each semester and is meeting an important educational need of working residents of our County. The CWA student population tends to be older, often with coursework from multiple institutions, and attends classes in the evening and week-end. These factors justify a dedicated CWA Counselor; tenure-track status will increase the likelihood that the Counselor will persist with the program.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/25/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$115,963

If approved. a Hiring Committee would be formed and approved by the Academic Senate.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	Counseling	Full-time Tenure-track College for Working Adults Counselor	$0.00	$0.00
NIPers	Counseling	Tenure-track CWA Counselor	$115963.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Economics
Unit Manager: Lead Faculty, Social Sciences

Objective: 15 - Strategic action plans for Economics

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date: 2/21/2016	**Task Type:** Departmental Action Plan	**Priority Level:** Medium	**Task Order:** 1
Due Date:	**Completion Date:**	**Task Status:** Ongoing Implementation (75%)	**Budget:** $1

Attend Economics and honors (NCHC) conferences.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ProDev	Economics	Conferences	$1.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/21/2016	Departmental Action Plan	Medium	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$1

Replace existing pull down screen in 13-116

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Economics	new pulldown screen for 13-116	$1.00	$1100.00

Assignment Details:

Name:	Email:
Diamond, Heidi	diamondh@smccd.edu

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/21/2016	Departmental Action Plan	High	3
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		In Progress	$0

Maintain a specific, identifiable space on campus for social science students to gather and events may occur.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/21/2016	Committee/College Action Plan	Medium	4
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Coordination time for the social sciences remains problematic.The college needs to decide if it wants finance the SSs to do things beyond teaching classes and keeping curriculum current.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
Anderson, Gregory	andersong@smccd.edu

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/21/2016	Resource Request	High	5
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		In Progress	$0

Marketing of the SS disciplines has been less than successful, at least in the eyes of some social science faculty members. Continuing discussions as well as concrete plans and evidence of the execution of any plans needs to come from those on campus who are responsible for marketing duties

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
Rodriguez, Megan	rodriguezm@smccd.edu

Task Details Report

Planning Unit: Fashion Design
Unit Manager: Lead Faculty, Design & Digital Media

Objective: 687 - Enhance program

Objective Description:

Add one new member to the Advisory Board
Work closely with district Study Abroad by offering a summer class in Italy.
Purchase new instructional equipment and upgrade software/hardware

Start Date:	Task Type:	Priority Level:	Task Order:
3/13/2017	Departmental Action Plan	High	1

Due Date:	Completion Date:	Task Status:	Budget:
		New	$29,963

Purchase a new PAD Controller Station and upgrade PAD hardware and software.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Fashion Design	PAD Controller Station	$963.00	$0.00
Equipm	Fashion Design	PAD software and hardware upgrade	$29000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Paralegal
Unit Manager: Lead Faculty, Business, Accounting & Paralegal

Objective: 665 - Improve marketing efforts

Objective Description:

The Paralegal program will develop new and improved marketing collateral and will increase outreach efforts to potential student groups.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/1/2017	Departmental Action Plan	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
5/1/2018		New	$0

1.) Increase marketing efforts and outreach
2.) Work with Director of Workforce Development
3.) Work with Skyline College Paralegal program (ABA accreditation?)
4.) Work with BAT program

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Arts & Art History
Unit Manager: Lead Faculty, Art and Art History

Objective: 25 - Strategic action plans for Art

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/27/2016	Committee/College Action Plan	High	6
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Work with the counselors to clarify and strengthen the message to students about the value of art classes for their education and careers

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
Johnson, David	johnsond@smccd.edu
Lead Faculty, Art and Art History	moralesw@smccd.edu
Lead Faculty, Theatre Arts	budda@smccd.edu
Lead Faculty, Music	mecklerd@smccd.edu

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/27/2016	Departmental Action Plan	High	2

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Persist in getting administrative support for an Arts Coordinator to facilitate and support curriculum development, planning, community outreach, and marketing

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
Lead Faculty, Art and Art History	moralesw@smccd.edu
Lead Faculty, Theatre Arts	budda@smccd.edu
Lead Faculty, Music	mecklerd@smccd.edu

Task Details Report

Start Date:	Task Type:	Priority Level:	Task Order:
2/27/2016	Departmental Action Plan	High	4

Due Date:	Completion Date:	Task Status:	Budget:
		New	$0

Initiate an active marketing plan to increase awareness of the presence and quality of the art program, and the excellence of the art gallery.) We need a commitment from the administration to assist us in marketing our program. We will be meeting with the college head of marketing this semester to begin this process.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
Lead Faculty, Art and Art History	moralesw@smccd.edu

Start Date:	Task Type:	Priority Level:	Task Order:
2/27/2016		High	5

Due Date:	Completion Date:	Task Status:	Budget:
		New	$0

Re-brand the Art Program by creating an Arts Honors Certificate, which raises the profile of all the arts at Cañada, and draws students from other colleges

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/27/2016	Committee/College Action Plan	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		In Progress	$0

Participate as leaders in the Arts Task Force to mobilize college-wide support of the Art Studio and Art History programs

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
Johnson, David	johnsond@smccd.edu
Lead Faculty, Art and Art History	moralesw@smccd.edu
Lead Faculty, Theatre Arts	budda@smccd.edu
Lead Faculty, Music	mecklerd@smccd.edu

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/27/2016		Medium	7
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

•Research ways to comply with state guidelines for our Art Studio classes to articulate for GE credit

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
Lead Faculty, Art and Art History	moralesw@smccd.edu

Task Details Report

Start Date: 2/27/2016	**Task Type:** Departmental Action Plan	**Priority Level:** Medium	**Task Order:** 8
Due Date:	**Completion Date:**	**Task Status:** New	**Budget:** $0

• Research Museum Studies programs in the Bay Area to see how we can help meet the growing demand for a museum work force

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 1/15/2017	**Task Type:** Departmental Action Plan	**Priority Level:** Medium	**Task Order:** 9
Due Date: 2/28/2017	**Completion Date:**	**Task Status:** New	**Budget:** $0

• Denise Erickson will attend the 2017 College Art Association Conference in New York to research new trends in pedagogy and scholarship

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/27/2016	Resource Request	High	3
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		In Progress	$0

• Improve the space and facilities of the photography and art studio classes to improve instruction

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
Johnson, David	johnsond@smccd.edu
Lead Faculty, Art and Art History	moralesw@smccd.edu

Task Details Report

Planning Unit: English
Unit Manager: Lead Faculty, English and ESL

Objective: 32 - Strategic action plans for English

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date:	Task Type:	Priority Level:	Task Order:
2/3/2016	Departmental Action Plan	High	1

Due Date:	Completion Date:	Task Status:	Budget:
2/23/2018		In Progress	$0

Our plan is to continue to institutionalize the faculty-led tutor training in the writing center and evaluate the frequency and content of trainings.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
Rana, Anniqua	rana@smccd.edu

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/19/2016	Departmental Action Plan	Medium	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
2/23/2018		New	$0

In 2012, we introduced two integrated and accelerated developmental courses, ENGL 827 and ENGL 847. Having taught these courses for four years, we believe that we have sufficient data to make an assessment regarding their efficacy in comparison with non-integrated and accelerated classes in terms of the students' retention, success, and grades in transfer-level English courses.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
Hsieh, Chialin	hsiehc@smccd.edu

Task Details Report

Planning Unit: English as a Second Language
Unit Manager: Lead Faculty, English and ESL

Objective: 33 - Strategic action plans for English as a Second Language

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date:	Task Type:	Priority Level:	Task Order:
2/8/2016	Departmental Action Plan	High	1

Due Date:	Completion Date:	Task Status:	Budget:
		New	$0

The ACES Committee has provided effective professional development using equity funds and the ESL faculty will continue to participate. However, week-long professional development sessions during the summer would provide much-needed in-depth learning on topics such as Data Dashboard, Canvas, Classroom Applications for Google Apps, and Teaching Men of Color.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/19/2016	Departmental Action Plan	High	2

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Advocate in every possible venue for the ESL Coordinator position, the ESL Retention Specialist position, and the ESL Basic Skills Counselor position to be on the Fund One budget.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/19/2016	Departmental Action Plan	High	3

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		Ongoing Implementation (75%)	$0

Continue our updated and improved Careers and Majors for ESL students with different foci. In Fall 2015 we collaborated with STEM. In Spring 2016 we are collaborating with CTE. We plan to begin discussions this semester with College for Working Adults (CWA) for Fall 2016.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/19/2016	**Task Type:** Departmental Action Plan	**Priority Level:** High	**Task Order:** 4
Due Date:	**Completion Date:**	**Task Status:** Planning/Discussion (25%)	**Budget:** $0

Work with faculty and Deans to investigate the possibilities of ESL Learning Communities in the areas of Business, including Accounting, International Business, and the Entrepreneur Center.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/19/2016	**Task Type:** Departmental Action Plan	**Priority Level:** High	**Task Order:** 5
Due Date:	**Completion Date:**	**Task Status:** Ongoing Implementation (75%)	**Budget:** $0

Continue collaboration with ACCEL partners, specifically South CATs and Coastside CATs, to create pathways to college and careers.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/19/2016	**Task Type:** Departmental Action Plan	**Priority Level:** High	**Task Order:** 6
Due Date:	**Completion Date:**	**Task Status:** Planning/Discussion (25%)	**Budget:** $0

The department wants to expand the use of ePortfolios to ESL Level II courses and possibly lower levels. Additionally, we are discussing streamlining the use of ePortfolios by linking the ESL template to the college template.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: History
Unit Manager: Lead Faculty, Social Sciences

Objective: 35 - Strategic action plans for History

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date:	Task Type:	Priority Level:	Task Order:
3/12/2016	Departmental Action Plan	High	1

Due Date:	Completion Date:	Task Status:	Budget:
		In Progress	$0

Program strengths and student opportunities are tied directly to the need for reassigned time for Social Sciences faculty coordination. If we are going to continue to offer Topics of Interest, Hub events, supplemental workshops and instruction, Student Scholarships, direct assessment and reflection of/on Social Sciences PLOs, and support for faculty in nine disciplines, then we need to ensure continued allocation of reassigned time for faculty coordination.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Latin American Studies
Unit Manager: Lead Faculty, Spanish & LAS

Objective: 36 - Strategic action plans for Latin American Studies

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date:	Task Type:	Priority Level:	Task Order:
2/29/2016	Departmental Action Plan	Medium	1

Due Date:	Completion Date:	Task Status:	Budget:
		In Progress	$0

I) Latin American and Latino/a Studies faculty are committed to continuing to meet and work together to coordinate and promote this degree and certificate program, and the LALS themed courses and curriculum to our students. Specific goals and objectives:
- offer at least one LALS themed field trip per year.
- offer at least one guest speaker or special event, such as a film series, on campus each year.
- continue to work with the Dean to ensure effective scheduling and course rotations in order to ensure the viability of LALS.
- collaborate closely with the Spanish Department, Puente and DREAMers to inform students of relevant additional opportunities.
- work with our outreach and marketing team to inform potential students of the opportunities that LALS offers them
- revise our brochure and flyers
- update our web page.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Psychology
Unit Manager: Lead Faculty, Social Sciences

Objective: 28 - Strategic action plans for Psychology

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/17/2016	Departmental Action Plan	Medium	1

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		Ongoing Implementation (75%)	$0

Attend Psychology conferences and workshops

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/17/2016	Departmental Action Plan	Medium	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		Ongoing Implementation (75%)	$0

Maintain a specific, identifiable space on campus for social science students to gather and events may occur.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Sociology
Unit Manager: Lead Faculty, Social Sciences

Objective: 29 - Strategic action plans for Sociology

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date:	Task Type:	Priority Level:	Task Order:
3/7/2016		Medium	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
5/31/2016		New	$0

Coordination time for the social sciences remains problematic.The college needs to decide if it wants finance the SSs to do things beyond teaching classes and keeping curriculum current.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
Johnson, David	johnsond@smccd.edu
Anderson, Gregory	andersong@smccd.edu

Task Details Report

Planning Unit: Spanish
Unit Manager: Lead Faculty, Spanish & LAS

Objective: 30 - Strategic action plans for Spanish

Objective Description:

Updating curriculum and promoting programs/courses/certificates

Start Date: 3/1/2016	**Task Type:** Departmental Action Plan	**Priority Level:** Medium	**Task Order:** 1
Due Date: 2/28/2018	**Completion Date:**	**Task Status:** Planning/Discussion (25%)	**Budget:** $0

The department will continue to work on promotion of Spanish courses, the Spanish program, and recently approved ADT-Spanish. We would like to have more support from our marketing and outreach departments.

We plan to continue to work closely with other faculty in Latin American and Latino/a Studies, as well as the newly established Puente program, so as to promote our programs and certificates.

Depending on the scheduling of SPAN 161 and 162 - Latino Literature, we may need to revise the English/Spanish Biliteracy and Bilingualism Certificate.

We will work on redesigning SPAN 680 - Spanish for Medical Professionals, if there is interest from MEDA and RADT to include this course as a selective in their programs.

We want to explore the possibility of bringing back our intermediate sequence (SPAN 131/132/140) in the daytime.

We plan to update curriculum to limit DE option in courses that already have it so that fully online courses are not offered, as well as evaluate whether to add a DE option to courses that do not currently have it.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Theatre Arts
Unit Manager: Lead Faculty, Theatre Arts

Objective: 31 - Strategic action plans for Theatre Arts

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/28/2016	Departmental Action Plan	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

To summarize the Arts Program Action Plan as described in this report, we will develop our programs in the following ways:

Develop a Certificate in Dramatic Writing by offering classes in Playwriting, Screenwriting, and Writing for Television; in 2016 Complete UCLA's Professional Program in Writing for Television in preparation for the development of this certificate; Complete UCLA's Professional Program in Screenwriting in 2017.

Participate as leaders in the Arts Task Force to mobilize college-wide support of the Theatre Arts program

Persist in getting administrative support for a Fine and Performing Arts Coordinator to facilitate and support curriculum development, planning, community outreach, and marketing

Initiate an active marketing plan to increase awareness of the presence and quality of the Theatre Arts program, and the excellence of its productions

Participate in the Arts Honors Certificate, which raises the profile of all the arts at Cañada, and draws students from other colleges

Work with the counselors to clarify and strengthen the message to students about the value of art classes for their education and careers

Research ways to comply with state guidelines for our Theatre Arts selective classes to articulate for GE credit

Create internships with local and SF theatre companies to offer students a pathway to a career in the performing arts

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Astronomy
Unit Manager: Lead Faculty, Astronomy and Physics

Objective: 569 - Enrollment/Retention improvement

Objective Description:

Stabilize section offerings, increase retention and completion rates, and strive towards increased section offerings.

Start Date:	Task Type:	Priority Level:	Task Order:
	Departmental Action Plan	Medium	1
Due Date:	Completion Date:	Task Status:	Budget:
		In Progress	$0

1. Analyze retention and completion rates for all demographic groups across all sections of class.
2. Discuss strategies with faculty, as well as the college for increasing retention rates in general, and specifically for targeted groups. Continue to monitor historically underrepresented groups in Astronomy, such as Hispanics and female students.
3. Develop a plan to implement those strategies.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 570 - Equipment update

Objective Description:

1. Assess the status of equipment: old, or insufficient.
2. Dispose of outdated equipment.
3. Acquire replacement equipment.
4. Update stockpile of equipment insufficient to meet class needs.

Start Date:	Task Type:	Priority Level:	Task Order:
2/20/2017	Departmental Action Plan	Medium	1

Due Date:	Completion Date:	Task Status:	Budget:
		In Progress	$0

1. Identify outdated equipment or insufficient number of equipment.
2. Dispose of outdated equipment (e.g. 8" Celestron telescopes).
3. Replace outdated equipment, and update stocks to meet class needs.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/20/2017	Departmental Action Plan	Medium	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$8,097

Acquire replacement equipment for outdated Celestron telescopes.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Astronomy	Meade 8 inch	$8097.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Biological and Health Sciences
Unit Manager: Lead Faculty, Biological and Health Sciences

Objective: 554 - Equipment Requests for 2016-17

Objective Description:

?Purchase instructional equipment to ensure the high quality of our program and the rich student learning experience in our classes.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
1/25/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$545

Purchase new laboratory equipment to enhance learning experiences for students.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Biological Sciences and Health Sciences	Human Skull model	$540.00	$0.00
Supply	Biological Sciences and Health Sciences	Soil moisture sensors	$5.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Biological and Health Sciences
Unit Manager: Lead Faculty, Biological and Health Sciences

Objective: 566 - Create a Neurodiagnostic Technology associate's degree program

Objective Description:

In partnership with UCSF we aim to create Northern California's first NDT program. Our goal is for the first cohort to start Jan. 2018.

Start Date:	Task Type:	Priority Level:	Task Order:
12/1/2016	Departmental Action Plan	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
2/16/2017	1/31/2017	Completed (100%)	$0

Acquire funding for the hiring of adjunct faculty to develop curriculum.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/1/2017	Departmental Action Plan	High	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		Planning/Discussion (25%)	$0

Discipline expert adjunct faculty member writes curriculum and submits to local curriculum committee. Curriculum committee approves curriculum and submits program to BACCC and CCCCO for approval.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
Stringer, Janet	stringerj@smccd.edu

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/1/2017	Departmental Action Plan	Medium	3
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Form an Advisory Board

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/1/2017	Departmental Action Plan	Medium	4

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Acquire funding and purchase instructional equipment for NDT program. Identify lab space for the equipment and courses.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Biological and Health Sciences
Unit Manager: Lead Faculty, Biological and Health Sciences

Objective: 608 - Re-invest in documentation of assessment of student learning in all biology courses

Objective Description:

The biology program will request assistance from the Instructional Assessment Coordinator to address our gaps in documenting assessment of student learning.

Start Date:	Task Type:	Priority Level:	Task Order:
2/27/2017	Departmental Action Plan	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Request a meeting with the Instructional Assessment Coordinator to learn about effective strategies for coordinating and training adjunct faculty in assessment work.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 560 - Equipment, technology and facilities requests for Chemistry

Objective Description:

To provide the technology to support instruction for all types of learners.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
1/20/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2017		New	$9,000

Purchase Mel-Temps. Mel-Temps allow students to quickly and safely determine the melting points of solids. This apparatus replaces the old way of doing it with Thiele Tubes and mineral oil which were a burn and fire hazard. This instrument has now been integrated into all levels of chemistry.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Chemistry	Mel-Temps	$9000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
1/20/2017		High	2

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2017		New	$6,500

To purchase 10 Used spectronic 20's. These are used in 3-4 labs a semester. A workhorse instrument, they are used to reinforce the classroom teaching of kinetics, equilibrium, and concentration. The reason we are looking to purchase used spec 20's is the new ones run between 2200-3000 dollars a piece. Additionally, the modern digital instruments are not appropriate to teach the operation theory of the instruments or the basis for their operation.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Chemistry	Spectronic 20	$6500.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
1/20/2017		High	3
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/20/2017		New	$12,000

The department requested 4 Vernier GC plus instruments last year to pilot their capability in the organic chemistry laboratory.These instruments are an asset since we increase student accessibility to this analytical technique and we eliminate the use o flammable and dangerous compressed gasses. However, having 32 students in a class, we need at least 4 more units (4 students per instrument as opposed to 8 students per instrument) for students to complete their lab is the typical three-hour lab period.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Chemistry	Vernier GC plus Gas Chromatography	$12000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/23/2017	Resource Request	High	4
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$4,300

Between Canada Organic Chemistry and Berkeley Organic Chemistry section, the enrollment in Organic Chemistry has more than doubled. Student use micro kits in their experiments.
We need to purchase 20 micro kits to keep up with the enrollment increase. The micro kits from Quark Glass Catalog # QMS-0-2 are a more economic alternative to the traditional Corning micro kits (about half the price).

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Chemistry	Mico Kits from Quartzy	$4300.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/23/2017	Resource Request	High	5
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$11,000

Purchase 20 7" Hotplate/stirrers. Hot plate/stirrers are the centerpiece of any chemistry workbench. Used anytime heating is needed and/or stirring. I have in the past asked for a replacement budget so we could replace several a year that either die a natural death or are inadvertently destroyed by students. However due to the lack of such a budget we have reached critical mass and need a complete replacement. These Hotplate/stirrers were purchased over almost a decade ago. Reliable and properly working hotplate/stirrers are important to both student success and safety.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Equipm	Chemistry	Hot Plate/Stirrer 7"	$11000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/23/2017		Medium	6
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$7,000

To purchase 2 new centrifuges to be used by the chemistry for health science students. The 410 class currently shares centrifuges with the other chemistry offerings. This often leads to scheduling conflicts and a long wait to spin down solutions. A centrifuge is a basic piece of equipment in any bio-medical lab. The inordinate wait time to perform this simple procedure leads to frustration and incomplete learning experiences. Currently, a simple separation of fat from milk experiment requires 8 students to share one milk sample result.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Equipm	Chemistry	Centrifuge	$7000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/23/2017	Resource Request	Medium	7
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$9,000

Purchase a new vacuum pump to replace the undersized pump on our GC/MS. The current pump often overheats during use leading to instrument failure.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Equipm	Chemistry	Vacuum Pump	$9000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 582 - Increase communication with the counseling department

Objective Description:

Students get assistance from counselors to select and schedule classes. It is necessary for the chemistry department to keep counselors updated on requirements, curricular and program changes so they can assist students in creating their most accurate student educational plan.
 Chemistry instructors would like to attend counselor meetings periodically and to identify a point of contact to submit any departmental changes for distribution to the academic counselors.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
8/21/2017	Departmental Action Plan	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Contact the Counseling Department to get their meetings agenda.
Schedule time to present at counselor meetings when relevant.
Identify a contact person to maintain communication.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 583 - Chemistry Tutoring Improvement

Objective Description:

Identify ways to improve the existing chemistry tutoring student support service

Start Date:	**Task Type:** Resource Request	**Priority Level:** High	**Task Order:** 1
Due Date:	**Completion Date:**	**Task Status:** New	**Budget:** $0

Contact the Learning Center to schedule an appointment.
Meet with Learning Center staff to design a more effective process to identify dedicated and qualified tutors for all chemistry classes.
Identify budgetary needs associated with a potential increase in tutoring staff.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 585 - CHEM Jam Development

Objective Description:

Collaborate with the STEM Center to design and implement an academic support program to help students get ready for transferable and required college chemistry courses.

Start Date:	Task Type:	Priority Level:	Task Order:
3/1/2017	Departmental Action Plan	Medium	1

Due Date:	Completion Date:	Task Status:	Budget:
		Planning/Discussion (25%)	$0

Meet with STEM Center staff to identify needs.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 3/3/2017	**Task Type:** Departmental Action Plan	**Priority Level:** High	**Task Order:** 2
Due Date:	**Completion Date:**	**Task Status:** Planning/Discussion (25%)	**Budget:** $0

Train staff and evaluate laboratory curriculum to make recommendations for improvement, if needed.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 8/7/2017	**Task Type:** Departmental Action Plan	**Priority Level:** Medium	**Task Order:** 3
Due Date: 8/11/2017	**Completion Date:**	**Task Status:** New	**Budget:** $0

Offer Fall 2017 CHEM Jam session.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 586 - Chemistry General Education Course

Objective Description:

Explore the possibility of creating a general education stand alone chemistry course as an option to fulfill the general education science requirement.

Start Date:	Task Type:	Priority Level:	Task Order:
8/16/2017	Departmental Action Plan	Medium	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Gather information on available general education stand alone chemistry courses.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 8/16/2017	**Task Type:** Departmental Action Plan	**Priority Level:** Medium	**Task Order:** 2
Due Date:	**Completion Date:**	**Task Status:** New	**Budget:** $0

Determine the need for a chemistry general education course.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 1/15/2018	**Task Type:** Departmental Action Plan	**Priority Level:** Medium	**Task Order:** 3
Due Date:	**Completion Date:**	**Task Status:** New	**Budget:** $0

Identify topics for the course and write the curriculum.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/15/2017	Departmental Action Plan	Medium	4

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Submit the course to curriculum committee for approval.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 587 - Adopt and Design Greener Laboratory Curriculum

Objective Description:

?The department is continuously looking for alternative experiments to teach the required laboratory chemistry concepts in a safer and cost effective manner. This means using regular household items and eliminating hazardous waste.
We have identified two new experiments:
1. Use of Vienna sausages to explore calorimetry in general chemistry.
2. Use of a recyclable oxidizing agent in a solvent free reaction in organic chemistry lab.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
8/14/2017	Departmental Action Plan	High	1

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
9/29/2017		New	$0

Gather required materials and supplies to run experiments.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
10/31/2017	Departmental Action Plan	Medium	2

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Hold a departmental meeting to analyze the results of the experiments and make adoption recommendation.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
	Departmental Action Plan	Medium	3

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Pilot new laboratory curriculum.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
8/15/2018	Departmental Action Plan	Medium	4

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Analyze the results of the pilot project to make recommendations for adoption.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 588 - Hire staff to support the Chemical Analytical Instrumentation Inventory and oversee the Honors Laboratory Research Program

Objective Description:

Analytical instrumentation is an integral part of the chemistry curriculum. Students are expected to have the basic knowledge in operating this instruments when they transfer or search for employment. This instruments must be continuously maintained to work properly. This requires dedicated time and daily monitoring. Teaching faculty do not have the needed dedicated time. This has resulted in instruments not being used as they should. This instruments are used by students in Honors projects. This projects often times need to be put on hold. Having a dedicated staff to maintain the instruments and supervise the Honors students is the only way the department can make use of the costly equipment and support Honors students who conduct independent laboratory research.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
8/1/2017		High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

If the request for the staff member is approved, the chemistry department will establish a working schedule to accomplish all the tasks necessary to complete the hiring process.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 589 - High Pressure Liquid Chromatography Training

Objective Description:

Train chemistry faculty in the use of HPLC so it can be incorporated in teaching laboratories. This is one of the most important analytical techniques used in any chemistry and biochemistry laboratory. Students who know this technique will be more marketable when looking fro employment in these fields.

Start Date:	Task Type:	Priority Level:	Task Order:
8/15/2017	Departmental Action Plan	High	1

Due Date:	Completion Date:	Task Status:	Budget:
		New	$0

Contact the Erin Moore to explain our request.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
9/30/2017	Departmental Action Plan	High	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

The department meets to select dates and identify the trainer (Perkin Elmer or Agilent) and cost.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
8/15/2017	Resource Request	High	3
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Maintain constant communication with Erin Moore to coordinate a possible Flex Day activity

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 590 - Certified Hazmat/ Emergency Response District Instructor Visit to Labs

Objective Description:

To have a Certified Hazmat/ Emergency Response District Instructor visit the chemistry laboratories during the first week of classes to instruct students, staff and instructors on the proper safety and emergency response procedures.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
5/12/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$0

Contact the District to coordinate a visit at the beginning of each semester.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Earth Science
Unit Manager: Lead Faculty, Earth Science

Objective: 621 - Create Environmental Science transfer degree

Objective Description:

We will develop an Environmental Science A.S. degree following the framework of the state-wide TMC. Although the TMC is currently in draft form, we will use the draft TMC to create our program and make amendments (if needed) later. This program is intended to increase enrollment in ENVS 115 and also facilitate easy transfer to CSU for interested students.

Start Date:	Task Type:	Priority Level:	Task Order:
2/28/2017	Departmental Action Plan	High	1

Due Date:	Completion Date:	Task Status:	Budget:
8/15/2017		New	$0

Research process for developing a degree.
Use the draft TMC as a template to create the degree program and input into CurriuNet.
This plan requires no outside resources, but rather simply TIME by the department faculty lead.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Earth Science
Unit Manager: Lead Faculty, Earth Science

Objective: 622 - Create Geology AS tranfer degree

Objective Description:

We will develop a Geology A.S. degree following the framework of the state-wide TMC. This program is intended to increase enrollment in GEOL 100 and GEOL 101 and also facilitate easy transfer to CSU for interested students.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/28/2017	Departmental Action Plan	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
8/15/2017		In Progress	$0

Research process for developing a degree.
Use the draft TMC as a template to create the degree program and input into CurriuNet.
This plan requires no outside resources, but rather simply TIME by the department faculty lead.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Earth Science
Unit Manager: Lead Faculty, Earth Science

Objective: 625 - SLO Assessment and TracDat Training

Objective Description:

Train all departmental faculty on how to assess SLOs and input results into TracDat

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/28/2017	Departmental Action Plan	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
5/31/2018		New	$0

Plan a departmental event for August 2017 Prof Development Day departmental time.
Invite all faculty.
Training on assessment requirements, assessment cycle, and TracDat
Will need support from TracDat and SLO experts.
Possible stipend for adjunct faculty through Prof Devel funds.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Earth Science
Unit Manager: Lead Faculty, Earth Science

Objective: 627 - Purchase lab equipment and supplies to improve student success.

Objective Description:

Purchase lab equipment and supplies to improve student success. Improved access to hands-on materials will improve student learning.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/28/2017	Departmental Action Plan	Medium	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
	3/15/2017	New	$1,061

Purchase lab equipment and supplies to improve student lab experience and success.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Earth Science	6 inch academic divider	$72.00	$0.00
Supply	Earth Science	Hand Lens	$20.00	$0.00
Supply	Earth Science	12 inch student globe with clear view base	$870.00	$0.00
Supply	Earth Science	Replogle Pinoeer Globe 12-inch Tabletop with full-swing meridian	$99.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Earth Science
Unit Manager: Lead Faculty, Earth Science

Objective: 644 - Research and Develop Earth Science CTE Opportunities

Objective Description:

We would like to create a certificate and/or degree program that would be useful for students not wishing to transfer. There are Earth and Environmental Science jobs in our community that do not require 4-year degrees. We need more research on these opportunities and we need to network with the local industries.

Start Date:	Task Type:	Priority Level:	Task Order:
2/28/2017	Departmental Action Plan	Medium	1

Due Date:	Completion Date:	Task Status:	Budget:
1/30/2018		New	$0

Research current local job trends for positions related to Earth Science and Environmental Science that do not require a 4-year degree. Make contacts with specific employers within specific industries to determine the knowledge and skill set necessary for employment. Ideally also develop internship or other work experience opportunities with the employers.

Release time for faculty research and networking will be required.

Institutional support for researching networking will be required.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 657 - Close Equity Gap for Female Students

Objective Description:

In order to address the 42.5% Female Equity Gap for program access, we will work with Math, Physics and Engineering Faculty to implement improvements identified as part of the "National Institute for Women in Trades, Technology" & Science (National IWITTS) Interactive Workshop held on October 20, 2016.

Start Date:	Task Type:	Priority Level:	Task Order:
3/1/2017	Departmental Action Plan	Medium	1

Due Date:	Completion Date:	Task Status:	Budget:
		Planning/Discussion (25%)	$0

Collect data and establish a baseline on female enrollment equity data in the current STEM course pipeline, including: Math 222/225, Math 251, Phys 250, Engr 230

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/1/2017	Departmental Action Plan	Medium	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		In Progress	$0

Extend exposure time for learning new concepts via flipped classroom model. Provide videos of lectures and labs for students to watch prior to class.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/1/2017	Departmental Action Plan	High	3
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		In Progress	$0

Provide big picture context to students on how course curriculum material is useful in industry by providing students opportunities to interact with industry professionals who have current work responsibilities which use concepts learned in class.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Early Childhood Education
Unit Manager: Lead Faculty, ECE-HMSV-COOP

Objective: 674 - Creation of Teacher Education Pathways

Objective Description:

Design and implement lower division certificate and degree pathways that address the demand for early education as well as K-12 teachers in San Mateo County.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
8/23/2015	Departmental Action Plan	High	1

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
8/5/2018		In Progress	$0

Create/finalize partnerships with SFSU, NDNU, University of Washington

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 3/5/2017	**Task Type:** Departmental Action Plan	**Priority Level:** High	**Task Order:** 2
Due Date: 5/31/2018	**Completion Date:**	**Task Status:** New	**Budget:** $0

Collaborate with general education faculty at Cañada College to expand Education courses across disciplines

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 8/20/2017	**Task Type:** Resource Request	**Priority Level:** Medium	**Task Order:** 3
Due Date: 5/27/2018	**Completion Date:**	**Task Status:** New	**Budget:** $0

Faculty release time to coordinate activities (.20

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 1/23/2017	**Task Type:** Departmental Action Plan	**Priority Level:** High	**Task Order:** 4
Due Date: 5/31/2018	**Completion Date:**	**Task Status:** New	**Budget:** $0

Develop/enhance teacher preparation pathway with high schools and adult schools.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 675 - ECE/CD and Human Services Merger

Objective Description:

Collaborate with Human Services and college administration in order to strengthen both ECE/CD and Human Services Programs.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/6/2017	Departmental Action Plan	High	1

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
5/31/2018		In Progress	$0

Change the Department name to reflect the Meta Major: Education and Public Service.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 3/5/2017	**Task Type:** Departmental Action Plan	**Priority Level:** High	**Task Order:** 2
Due Date: 5/31/2018	**Completion Date:**	**Task Status:** In Progress	**Budget:** $0

Establish new certificates and degrees under the Meta Major.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 3/5/2017	**Task Type:** Departmental Action Plan	**Priority Level:** High	**Task Order:** 3
Due Date: 5/31/2018	**Completion Date:**	**Task Status:** In Progress	**Budget:** $0

Expand student support and outreach.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/5/2017	Resource Request	Medium	4
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
3/5/2017		New	$0

Faculty release time to coordinate merger activities (.20)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/9/2017	Resource Request	High	5
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2017		New	$0

Develop new collateral materials for outreach, communication and counseling.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 676 - Strengthen the practical experience component of the ECE certificate/degree.

Objective Description:

Provide an early childhood education teaching lab on campus, for ECE majors and others interested in working with young children and enhance the practical experience component of the ECE and teaching majors.

Start Date: 8/1/2017	**Task Type:** Resource Request	**Priority Level:** High	**Task Order:** 1
Due Date: 8/1/2017	**Completion Date:**	**Task Status:** New	**Budget:** $0

Faculty re-assign time to lead The Child Study Development Center Task Force and coordinate fundraising/grant development and cross campus collaboration (.20)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:** Departmental Action Plan	**Priority Level:** High	**Task Order:** 2
Due Date: 8/1/2017	**Completion Date:**	**Task Status:** In Progress	**Budget:** $0

Offer the new "Reflective Teaching" advanced practicum class so that community Master Teachers who are supervising ECE 366 Practicum students have support and direction.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 1/2/2017	**Task Type:** Committee/College Action Plan	**Priority Level:** High	**Task Order:** 3
Due Date: 3/24/2017	**Completion Date:**	**Task Status:** In Progress	**Budget:** $0

Child Development Task Force will work with constituent groups to ensure that the creation of a Child Development Center/Child Study Lab be included in the Education Master Plan and subsequently the Facilities Master Plan.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Early Childhood Education
Unit Manager: Lead Faculty, ECE-HMSV-COOP

Objective: 678 - Develop and Impliment Distance Education Plan

Objective Description:

Develop and implement a DE Plan. This will include online and hybrid courses as well as technology assisted face-to-face classroom strategies.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/5/2017	Departmental Action Plan	High	1

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
12/15/2017		In Progress	$0

Develop DE Addendum for CAP 8 classes along with other identified, high-demand courses.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/5/2017	Departmental Action Plan	High	2

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
3/6/2017	3/6/2017	Completed (100%)	$0

Create faculty Online Learning Community for instructors teaching DE

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/6/2017	Departmental Action Plan	Medium	3

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
12/15/2017		New	$0

Complete faculty Professional Development (Best Practices in Online Education) Certificate for Cañada faculty in collaboration with DE Coordinator and PD Coordinator.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/6/2017	Resource Request	High	4
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
3/6/2017		New	$0

Provide compensation for part-time faculty to participate in curriculum development, DE Learning Community.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Early Childhood Education
Unit Manager: Lead Faculty, ECE-HMSV-COOP

Objective: 682 - Program Learning Objectives

Objective Description:

Map course SLOs to PSLOs.
Complete Curriculum Mapping.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
7/3/2017	Departmental Action Plan	High	1

Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
12/15/2017		New	$0

Complete Curriculum Mapping in Tracdat

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Accounting, Business & Technology
Unit Manager: Lead Faculty, Business, Accounting & Paralegal

Objective: 689 - Business HUB

Objective Description:

The number of students utilizing the current Business Skills Center (BSC) has decreased over the last 3 years due to a combination of canceled classes and the elimination of the computer literacy exit exam. This project outlines how the BSC can be redesigned as a Hub Center for Accounting, Business, CBOT (computer classes) and Meda (medical coding). In addition to redesigning the actual space, Business and Accounting Professors have increased enrollment through online and hybrid courses and this redesign will be utilized for online office hours once program whiteboard and canvas OEI are in place.

Start Date:	Task Type:	Priority Level:	Task Order:
3/13/2017	Departmental Action Plan	High	1

Due Date:	Completion Date:	Task Status:	Budget:
8/21/2017		Planning/Discussion (25%)	$0

Building 13 requires additional power (electrical) to support 40 laptops and additional broadband (wi-fi) to support same. Discussions have occurred with Karen Pinkerton and Yosef at the District. 13-217 will be taken off line during the summer months to accommodate the changes necessary for a grand opening in August 2107.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 53 - Strategic action plans for Athletics, Kinesiology, & Dance

Objective Description:

Use this objective to describe the action plans that your program intends to implement. Scroll to the "Action Plan and Required Resources" section and click the Add button. Describe your plan. Be sure to describe any research or training you will need to accomplish these plans. Then select PRIE and/or Professional Development in the "Units Impacted" section.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/26/2016	Departmental Action Plan	High	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		Implementation (50%)	$0

Expanding Curriculum Offerings:
Adding new courses such as KINE 105 (Stress Management), KINE 110 (Lifetime Fitness & Health), CPR/First Aid, Athlete Academic Support, Survey of Sport, Sports Management, Sports Appreciation and Sports Psychology, which can be transferable and may fulfill CSU Transfer Area E, will attract a broader range of students to the department. The department is seeking to add more online and evening courses to increase the appeal to a broader range of students and community members. In anticipation of a renovated Building 1, the Department is preparing to offer new courses such as Spinning, TRX, Zumba, badminton, functional training, body conditioning, and various Aquatics/Swimming courses, such as individual swimming stoke development, condition, water aerobics, and water polo. Adding new varsity sports, such as water polo, swimming, diving, women's basketball. We also would like to work on re-offering non-varsity sport activity courses such as evening volleyball (TEAM 171), noon basketball (TEAM 111), indoor soccer (TEAM 148).
With the desire to expand curricular offerings, faculty members are encouraged to seek certification, where applicable (Spin, TRX, etc), through professional development.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/26/2016	**Task Type:** Departmental Action Plan	**Priority Level:** High	**Task Order:** 3
Due Date: 11/30/2016	**Completion Date:**	**Task Status:** Planning/Discussion (25%)	**Budget:** $0

Implement "Exit Interview" to directly assess PLOs

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/26/2016	Departmental Action Plan	High	4
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		Planning/Discussion (25%)	$0

Updating the department website

An updated website is not only visually appealing but it a necessary marketing tool for students and student athletes. A visually appealing website is essential to successful competition in the recruiting of Varsity athletes to keep our programs viable. On campus activity programs also need a marketing outlet to attract students to the courses and events. Essential to this would be the addition of a point person on staff that would coordinate department-wide uploading of events and content to the site so that it always contains current information, promotes team sports, and provides department offerings on campus and in the community.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/26/2016	Departmental Action Plan	High	5
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
12/31/2016		Planning/Discussion (25%)	$0

Finding/Collaborating on "swing space" for all KAD department personal and offerings.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/26/2016	Departmental Action Plan	High	6
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		In Progress	$0

Building 1 design and planning

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/28/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**

Task Details Report

2016-2017 Instructional Request

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Athletics, Kinesiology, & Dance	Mueller MEDI KIT™ 200	$675.00	$0.00
Equipm	Athletics, Kinesiology, & Dance	Soccer Field Sound System/PA	$5000.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Rubbermaid FG424500 Stock Tank Black	$180.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Fair Play Scoreboard Remote	$1700.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Ruck Sled w/ Shoulder Harness & Drag Strap	$712.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Titliest ProV1 golfballs 12 pack	$810.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Antigua Polo Shirts	$352.00	$0.00
SubMbr	Athletics, Kinesiology, & Dance	SportsWare Injury Tracking Software	$250.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Antigua Golf Caps	$216.00	$0.00
SubMbr	Athletics, Kinesiology, & Dance	Modalities Calibration (annual expense)	$365.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Wilson US open heavy Duty Tennis Balls (case)	$1157.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Dozen R100 Rawlings Baseball	$3080.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Nike Womens Tempo Short	$250.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Champro Base Set	$132.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Nike Legend Womens SS Top	$250.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Louisville Slugger Bat	$1800.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Nike Womens Club Fleece Hoody	$350.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Nike Womens Legend LS Tee	$290.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Batting Helmets	$760.00	$0.00
Equipm	Athletics, Kinesiology, & Dance	DH Tennis nets and Center Bands	$1050.00	$0.00
Supply	Athletics, Kinesiology, & Dance	9' foot Tennis Air Pro Windscreen	$8000.00	$0.00

Supply	Athletics, Kinesiology, & Dance	Field Screen	$830.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Pitch Pro Bullpen Mound	$1495.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Practice Tops and Shorts	$3780.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Synergy	$1500.00	$0.00
Supply	Athletics, Kinesiology, & Dance	NCAA Competition Balls	$984.00	$0.00
Supply	Athletics, Kinesiology, & Dance	CaliHoop (Highlight service)	$500.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Ball Rack	$400.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Nike Club Team Swoosh Backpack	$1750.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Workout Pinnies	$240.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Nike Hoops Elite travel bag	$425.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Nike Team Matchfit Core Sock	$1400.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Come Ready Protein Bars 48 pack	$708.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Kirkland Signature Organic Milk 24 pack	$576.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Kwik Goal Soccer Tennis Nets	$340.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Tide Plus Bleach alt 144oz	$100.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Nike Club Team Swoosh Roller Bag	$110.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Molten NCAA Competition Volleyballs	$480.00	$0.00
Supply	Athletics, Kinesiology, & Dance	All Steel Wagon 400 lb Capacity	$119.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Plyometric Boxes	$305.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Practice Jerseys	$552.00	$0.00
Supply	Athletics, Kinesiology, & Dance	aircat drill machine	$3600.00	$0.00
Supply	Athletics, Kinesiology, & Dance	PowerColor Bumper Plate Sets (Heavy)	$1349.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Spandex Uniform shorts	$600.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Kwik Goal Flat Round Marker Set (Blue)	$98.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Alpha armour Kettle Bells: Complete Set	$1149.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Competition Warmup Shirts	$448.00	$0.00
Supply	Athletics, Kinesiology, & Dance	medicine ball 6-7 lb	$92.00	$0.00

Supply	Athletics, Kinesiology, & Dance	medicine ball 9-10 lb	$104.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Kwik Goal International Corner Flags 6B701 set of 4	$315.00	$0.00
Supply	Athletics, Kinesiology, & Dance	medicine ball 11-12 lb	$112.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Chains for Shelter 5 ft	$40.00	$0.00
Supply	Athletics, Kinesiology, & Dance	bosu ball trainers	$297.00	$0.00
Supply	Athletics, Kinesiology, & Dance	KwikGoal Net Support Strap: 6 ft (set of 2)	$184.00	$0.00
Supply	Athletics, Kinesiology, & Dance	KwikGoal 4H x 6W x 2D x 4B, 3 1/2" mesh, 3mm twisted net	$736.00	$0.00
Supply	Athletics, Kinesiology, & Dance	3 Ring Binders	$280.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Short Uni-Vest 20lbs	$378.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Select GK 600 Gram Training Ball	$128.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Scrimmage Vests	$240.00	$0.00
Equipm	Athletics, Kinesiology, & Dance	Upgrade/Repair Batting Cages	$23000.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Repair pitching machines	$750.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Soccer Balls	$2550.00	$0.00
Equipm	Athletics, Kinesiology, & Dance	Soccer Balls for TEAM 141	$2550.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Cones for TEAM 141	$132.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Cones Storage Caddy	$5.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Scrimmage Vests Storage Bags	$24.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Ball Bag	$60.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Varsity Soccer Balls	$2125.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Rolling Laundry Basket	$266.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Game Socks	$1200.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Soft Medicine Balls	$1080.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Agility Ladders	$120.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Nike Swoosh Team Backpack	$1500.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Finishing assistant net	$300.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Portable Mat Cart	$209.00	$0.00

Task Details Report

Supply	Athletics, Kinesiology, & Dance	Security cart	$745.00	$0.00
Supply	Athletics, Kinesiology, & Dance	Accessories Storage Bin	$450.00	$0.00
Supply	Athletics, Kinesiology, & Dance	12 Gal. Latch and Carry Tote (6-Pack)	$67.00	$0.00
Supply	Athletics, Kinesiology, & Dance	26 Gal. Latch and Carry Tote	$51.00	$0.00
Supply	Athletics, Kinesiology, & Dance	18 Gal. Latch and Carry Tote	$38.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
Unit Manager: Lead Faculty, Counseling

Objective: 593 - Career Kits

Objective Description:

Purchase of 10 Career Kits would be given to our neediest students who are not able to afford the costs of the course materials for their Career 137 course. Access to these items would remove obstacles for them to help them achieve better outcomes in the class. This would also show them how committed everyone at the college is to their success.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/25/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$350

If approved, the Career Kits will be ordered from the Bookstore by the Puente Counselor.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Puente	Career Kits	$350.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
Unit Manager: Lead Faculty, Counseling

Objective: 594 - Supplies for the neediest students and for the Program Coordinators.

Objective Description:

The office supplies listed in this proposal serve the following two purposes: these supplies will be used to create small kits for our neediest students so that they may have the necessary office supplies for English 847 and English 100 and the rest of these supplies will be used by the Coordinators of the Puente Program to facilitate the out-of-class Puente events held for all Puente students, Puente mentors and Puente parents. Access to these office supplies will help the neediest students have success in their two semesters of English and help the Coordinators plan and deliver the required Puente events.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/25/2017		Medium	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$710

Supplies will be ordered from Office Depot by our Division Assistant .

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Puente	List of supplies for neediest students	$710.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
Unit Manager: Lead Faculty, Counseling

Objective: 595 - Book loan for required English 100 reading, given to neediest students.

Objective Description:

Purchase of 10 books, "Enrique's Journey" by Sonia Nazario; the goal is to loan for free this required book for English 100 to our neediest students since students in English 100 do not qualify for the free book loan program called TLC. By supporting these students with loaned books, our campus would be showing our neediest students that their academic success is a priority.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/26/2017	Resource Request	Medium	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$170

If approved, the Puente Coordinators will work with the College Bookstore to make these books available to students.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Puente	Enrique's Journey by Sonia Nazario - required ENGL 100 reading	$170.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 596 - ENGL 100 required reading "They Take Our Jobs!" - book loan for neediest students

Objective Description:

Purchase of 10 copies of "They Take Our Jobs!" and 20 Other Myths about Immigration; the goal is to loan for free this required book for English 100 to our neediest students since students in English 100 do not qualify for the free book loan program called TLC. By supporting these students with loaned books, our campus would be showing our neediest students that their academic success is a priority.

Start Date:	Task Type:	Priority Level:	Task Order:
2/26/2017	Resource Request	Medium	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$170

If approved, the Puente Coordinators will work with the College Bookstore to make books available to students.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Puente	Book - "They Take Our Jobs" - 10 copies	$170.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
Unit Manager: Lead Faculty, Counseling

Objective: 597 - Purchase of "Read, Write, Connect" for book loan to neediest students

Objective Description:

Purchase of 10 copies of "Read, Write, Connect" by Kathleen Green and Amy Lawlor; the goal is to loan for free this required book for English 100 to our neediest students since students in English 100 do not qualify for the free book loan program called TLC. By supporting these students with loaned books, our campus would be showing our neediest students that their academic success is a priority.

Start Date:	Task Type:	Priority Level:	Task Order:
2/26/2017	Resource Request	Medium	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$1,110

If approved, the Puente Coordinators will work with the College Bookstore to make this resource available to students.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Puente	"Read, Write, Connect" required for ENGL 100	$1110.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
Unit Manager: Lead Faculty, Counseling

Objective: 598 - Graphing Calculator loans to Neediest Students

Objective Description:

Purchase of Graphing Calculators Teacher Pack (10); The goal is to loan for free graphing calculators to our neediest students since they are all required to take math courses before they can transfer. One of Puente's major goals is to transfer students to four-year universities or colleges.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/26/2017	Resource Request	Medium	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$1,270

If approved, the Puente Coordinators will place the order with the vendor and manage the distribution to students.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Puente	Texas Instruments Graphing Calculators	$1270.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
Unit Manager: Lead Faculty, Counseling

Objective: 599 - Provide neediest students with loaned Laptop to complete online assignments and essays.

Objective Description:

Purchase of 10 Dell Laptops; The goal is to loan for free a Dell Laptop to our neediest students so they are able to complete their on-line assignments for Career 137 and Career 110 and their research and essays for English 847 and English 100. The laptop will allow these students to work more on their assignments when they are not on campus and achieve much more academic success.

Start Date:	Task Type:	Priority Level:	Task Order:
2/26/2017	Resource Request	Medium	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$6,220

If approved, the Puente Coordinators will arrange for purchase and will develop a system for loaning out Laptops.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Puente	10 Dell Latitude Laptops	$6220.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
Unit Manager: Lead Faculty, Counseling

Objective: 600 - Topload Carrying Case for 10 Laptops

Objective Description:

Provides a computer bag for students to carry the loaned Laptops.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/26/2017	Resource Request	Medium	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$260

Computer bags will be ordered by the Puente Coordinators.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Puente	Topload Carrying Case	$260.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
Unit Manager: Lead Faculty, Counseling

Objective: 601 - Standard add-on for Dell Laptops

Objective Description:

10 Dell Mini Display Port to VGA Adapter, Standard Add-Ons for Dell Laptops

Start Date:	Task Type:	Priority Level:	Task Order:
2/26/2017	Resource Request	Medium	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$150

The Puente Coordinators will order the adapters along with the Laptops.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Puente	Laptop Adapter, Standard Add-On	$150.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Puente
Unit Manager: Lead Faculty, Counseling

Objective: 602 - Dell ProSupport for Dell Laptops

Objective Description:

Canada College's IT Department requested that we also purchase the technical support for the Dell Laptops in case the Laptops are faulty.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
2/26/2017	Resource Request	Medium	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$5,790

The ProSupport will be purchased along with the Laptops and other add-ons

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Other	Puente	Dell 5 Years ProSupport Plus	$5790.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: STEM Center
Unit Manager: Lead Faculty & Staff, Library & Learning Resources

Objective: 651 - Provide comprehensive management for tutoring for STEM subjects

Objective Description:

Currently the STEM Center has funding for one full-time program services coordinator who manages all aspects of the SI & tutoring programs for STEM subjects. This position has been key in growing the size and scope of tutoring services and in one year alone oversees over 1300 hours of tutoring. The STEM Center is requesting the development of a multi-year strategy and funds to incorporate a Program Services Coordinator position into the campus budget.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
3/1/2017	Resource Request	Medium	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
		New	$18,070

Develop a multi-year strategy to transition a grant funded Program Services Coordinator to the college budget.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	STEM Center	Institutionalization of Program Services Coordinator	$18070.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 564 - Staff the ELITE Program for Student & Faculty Support

Objective Description:

The ELITE Program currently consists of Allison Hughes, Instructional Technologist (1 FTE), Lezlee Ware, DE Faculty Coordinator (.2 FTE) and Jessica Kaven, Faculty Assessment Coordinator (.2 FTE). The program will be better able to meet its objectives and meet the support and training needs of Cañada faculty with the addition of more classified staff positions.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
7/1/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2018		New	$40,260

3 Full-Time (20 hours/week) student assistants.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	Instruction	3 Student Assistant Salaries (Summer, Fall & Spring 2017)	$40260.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: | **Task Type:** | **Priority Level:** | **Task Order:**
7/1/2017 | Resource Request | High | 2

Due Date: | **Completion Date:** | **Task Status:** | **Budget:**
6/30/2018 | | New | $76,950

2 ELITE Instructional Aide II:
-1 100% to offer on-campus student technology support and coordinate student assistants
-1 50% to meet accessibility needs for faculty: captioning, training, accessibility course reviews

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
NIPers	Instruction	ELITE Program Instructional Aides	$76950.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Objective: 565 - Enhance & Expand Distance Education at Cañada

Objective Description:

The ELITE Program will spearhead a campaign to improve distance education courses at Cañada and then expand distance education offerings to better meet student needs and demand for transferable courses.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
7/1/2017	Resource Request	High	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2018		New	$2,428

Obtain site license (for use by all faculty) Screencast-O-Matic.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
SubMbr	Instruction	Screencast-O-Matic Site Liscence	$2428.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
7/1/2017	Resource Request	High	3
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2018		New	$310

Purchase microphones for faculty to use that will enhance online video quality in distance education courses.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Instruction	Blue Snowball Microphone	$310.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
7/1/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2018		New	$7,000

Train faculty on accessibility, regular effective contact and the OEI Rubric in order to get current distance education courses up to District and State standards.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Instruction	Workshop Materials & Food for Participants	$7000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
7/1/2017	Resource Request	High	4
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2018		New	$5,000

Keep ELITE staff up-to-date on current online education trends and standards through webinars, conferences, and professional development.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ProDev	Instruction	InstructureCon Attendance	$5000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
7/1/2017	Resource Request	High	5
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
1/1/2018		New	$10,000

General technology hardware and software budget to be used as new items are found and evaluated to be imperative for advancing student learning in distance education coursework.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Instruction	General Technology Budget	$10000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: ELITE
Unit Manager: Hughes, Allison

Objective: 574 - Improve the Quality and Effectiveness of Cañada's SLO Assessment through Faculty Training

Objective Description:

SLO Assessment is not consistent across the college. SLOs are assessed differently depending on the course or the faculty member performing the assessment. Much of this inconsistency is due to a lack of training for faculty, especially adjunct faculty. The ELITE Program would like to take steps to create a more positive and consistent culture around SLO assessment.

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
7/1/2017	Resource Request	High	1
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2018		New	$5,000

Create a training program for incoming faculty and a training program for existing facutly. Both will work to clarify what assessment is, why its important, how SLOs should be assessed, and what roll SLOs and their results should play in faculty course planning.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Instruction	Workshop Materials & Food for Participants	$5000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
7/1/2017	Resource Request	High	2
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2018		New	$5,000

Keep ELITE staff up-to-date on current assessment trends and standards through webinars, conferences, and professional development.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ProDev	Instruction	Webinars, Conferences, Professional Development, etc.	$5000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
7/1/2017	Resource Request	High	3
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2018		New	$2,000

Provide faculty with relevant assessment materials (guides, manuals, etc.)

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Instruction	Assessment Materials	$2000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: ELITE
Unit Manager: Hughes, Allison

Objective: 606 - Re-Open CIETL

Objective Description:

The ELITE Program is looking to revitalize CIETL, the Center for Innovation and Excellence in Teaching and Learning, which was closed in 2015 and remains so today. ELITE would like to use the CIETL space as a hub for faculty and staff support around Canvas, online education, TracDat, and assessment. The space will also house a component of student support for Canvas and online coursework.

Start Date:	Task Type:	Priority Level:	Task Order:
7/1/2017	Departmental Action Plan	High	1

Due Date:	Completion Date:	Task Status:	Budget:
1/19/2018		New	$0

Clear out equipment and material from 9-154. Update posters and collaborate with library to update collection of books.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 6/1/2017	**Task Type:** Departmental Action Plan	**Priority Level:** High	**Task Order:** 2
Due Date: 1/19/2018	**Completion Date:**	**Task Status:** New	**Budget:** $1

Put in Facilities Work Request to have CIETL, 9-154 cleaned and re-painted.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Facili	Facility Management	Clean & Re-Paint 9-154	$1.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 7/1/2017	**Task Type:** Resource Request	**Priority Level:** High	**Task Order:** 3
Due Date: 1/19/2018	**Completion Date:**	**Task Status:** New	**Budget:** $4,000

Replace instructor station computer and projector.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Instruction	Replace Instructor Station Computer	$1000.00	$0.00
ITech	Instruction	Replace 9-154 Projector	$3000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:	**Task Type:**	**Priority Level:**	**Task Order:**
7/1/2016	Resource Request	High	4
Due Date:	**Completion Date:**	**Task Status:**	**Budget:**
6/30/2017		New	$40,000

Purchase a technology cart, 20 laptops, and 10 iPads.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
ITech	Technology Planning	Technology Charging & Storage Cart	$5000.00	$0.00
ITech	Technology Planning	20 Laptops	$30000.00	$0.00
ITech	Technology Planning	10 iPads	$5000.00	$0.00

Assignment Details:

Name:	Email:
No Data to Display	