



Program Review

Purpose

“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” – Academic Senate for California Community Colleges

Data Driven Decision Making

*Continual improvement
Evaluation of program resource needs
Fiscal stewardship and transparency
Culture of evidence*

Reporting Cycle

Program Review will be conducted every two years beginning Fall semester 2021.

Reporting Cycle Activities	Timeline
Program Review forms posted on the Program Review website :	August 22, 2023
Data is available on the ORPIE website:	
<ul style="list-style-type: none"> Instructional Program Review Dashboard 	Available now
<ul style="list-style-type: none"> Student Services Program Review Dashboard 	Coming August 28, 2023
<ul style="list-style-type: none"> State comparison data may be found on Data Mart or Cal-Pass Plus 	Available now
Program Review Office Hours and Data Support offered in a hybrid format in the Language Arts (LA) Room 115 and by zoom.	See the Program Review website schedule information.
Program Review draft due via Dynamic Forms.	Friday, October 6, 2023
Review and Feedback Steps to Finalize Program Review:	
<ul style="list-style-type: none"> Step 1a: Technical Review by IEC (for all) and Academic Senate (for any that include a faculty request). See the technical review rubrics. 	Friday, October 6, 2023
<ul style="list-style-type: none"> Step 1b: Content Review by Deans/Director. Feedback due to author. 	Friday, October 6, 2023
<ul style="list-style-type: none"> Step 2: Completed Revisions submitted by author for final approvals by Deans/Manager and Vice Presidents. Final draft will address technical and content review feedback. 	Friday, November 3, 2023
<ul style="list-style-type: none"> Step 3: Final Program Review Approvals by Deans/ Manager, Vice Presidents, and IEC. ORPIE will post final draft to the website. 	Friday, December 1, 2023
<ul style="list-style-type: none"> Step 4: Funding Requests proceed through governance structure. 	
<ul style="list-style-type: none"> Depending on the request either the Vice President or the IEC will assign the Program Review to the appropriate committee(s), including Planning Council for prioritization. 	Friday, December 1, 2023
<ul style="list-style-type: none"> Committees forward recommendations to the Budget Committee 	Friday, December 1, 2023

• Faculty Hiring timeline:	
• Academic Senate Q&A	Tuesday, November 14, 2023
• Senator Ratings due	Friday, November 17, 2023
• Academic Senate – Special Meeting to Review Rankings	Tuesday, November 28, 2023
• Prioritized requests for faculty positions will be provided by the Academic Senate to the Executive Team	Wednesday, November 29, 2023
<ul style="list-style-type: none"> President makes final faculty decisions and reports to Senate at Special Meeting. Based on approved faculty positions, faculty submit search committee membership and supplemental questions to HR and the Academic Senate. 	Tuesday, December 5, 2023
• Hiring committee participants appointed by the Academic Senate.	Tuesday, December 12, 2023
• The Budget Committee forwards all recommended non-faculty requests to the Executive Committee	Tuesday, December 12, 2023
• President announces all funded recommendations campus-wide	Monday, April 1, 2024

AUTHOR INFORMATION

Employee ID (E# or C#): First Name Last Name
Wing Email Address Office Phone

Dean/Manager First Name Last Name Email
Vice President First Name Last Name Email

Program Review - Draft

*Program-Review-Instruction.docx

Program Review - Final Submission

*Program-Review-Instruction.docx

This Program Review includes the following:

Pick all that apply.

Faculty Request

Facilities, Technology, Equipment Request

Classified Request

This Program Review includes the following:

Pick all that apply.

If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.

Faculty Request

Facilities, Technology, Equipment Request

Classified Request

Faculty Requests (up to 3) One upload per request

Faculty Upload1

Faculty Upload2

Faculty Upload3

Faculty Requests (up to 3) One upload per request

Faculty Upload1 Program-Review-Request-for-Funding-2023-24-Faculty - Baseball Request.docx

Faculty Upload2

Faculty Upload3

Facilities, Technology or Equipment Draft Requests (up to 5)

FTE Upload1 Facility Upgrade Requests.pdf

FTE Upload2

Facilities, Technology or Equipment Update Requests (up to 5)

FTE Upload1 Facility Upgrade Requests.pdf

FTE Upload2

Football Turf Replacement - Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding.pdf

Football Turf Replacement - Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding.pdf

FTE Upload3

Pool Bleachers - Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding.pdf

FTE Upload3

Pool Bleachers - Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding.pdf

FTE Upload4

Baseball Grandstands - Press Box - Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding.pdf

FTE Upload4

Baseball Grandstands - Press Box - Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding.pdf

FTE Upload5

Washer Dryer WPE - Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding.docx

FTE Upload5

Washer Dryer WPE - Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment,-Technology,-Other-Funding.docx

Classified Personnel Draft Requests (up to 3)

One upload per request

Classified Upload1

Athletic Operations Coordinator-Specialist - Program-Review-Request-for-Funding-2023-24-Classified-Personnel.docx

Classified Personnel Updated Requests (up to 3)

One upload per request

Classified Upload1

Athletic Operations Coordinator-Specialist - Program-Review-Request-for-Funding-2023-24-Classified-Personnel.docx

Classified Upload2

Athletic Trainer - Program-Review-Request-for-Funding-2023-24-Classified-Personnel.docx

Classified Upload2

Athletic Trainer - Program-Review-Request-for-Funding-2023-24-Classified-Personnel.docx

Classified Upload3

Sports Information - Program-Review-Request-for-Funding-2023-24-Classified-Personnel.docx

Classified Upload3

Sports Information - Program-Review-Request-for-Funding-2023-24-Classified-Personnel.docx

Supporting Materials (Optional)

Upload1 Athletics Operations Assistant.pdf

Upload2 Athletic Trainer.pdf

Upload3 Sports Information Specialist.pdf

Supporting Materials (Optional)

Upload1 Athletics Operations Assistant.pdf

Upload2 Athletic Trainer.pdf

Upload3 Sports Information Specialist.pdf

...303933388

Jim Bremen

10/06/2023

Author - Draft Signature

Date

[Empty signature box]

...393393432

Jim Bremen

11/03/2023

Author - Final Signature

Date

Dean/Manager Draft Feedback

no concerns.
Goal - consider a goal of "REORG" as one more classified is retiring this fiscal year..need to address incorrect job titles and salary structure.
Positions - Clearly indicate what is being an increase from 70 to 100, what is new and what should be an official evaluation.
also should mention Athletics lost the "secretary" position in 2018 and hasn't been replaced.

FileUpload2

IEC Feedback

- 1. For Q5, please provide some numbers related to enrollment, retention and success rate.
- 2. Please double check the FTES(Res)/FTEF ratio and FTES(Total)/FTEF ratio.
- 3. Do you use any SLO for your program?

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

[Empty feedback box]

FileUpload1
Program Review Rubric Upload

Dean/Manager Final Feedback

Strongly suggest District going out for a Bond Measure to address these facility issues

FileUpload2

...3132353633

Danny Johnson 11/13/2023
Dean/Manager Signature Date

Vice President Feedback

FileUpload3

...3639353831

Kay Nguyen 12/06/2023
Vice President Signature Date

Downloaded to the following Committee Teams folder on:

-- Choose --

...3934323237

Lauren Davis Losenko 12/11/2023
IEC Signature Date

Dean/Manager -
Feedback Signature

Electronically signed by Danny Johnson on 10/18/2023 9:51:19 AM

Academic Senate:
Technical Review
Signature

Signature not required

Academic Senate
Signature

Signature not required

IEC: Technical Review
Signature

Electronically signed by Shatarupa Ray on 10/12/2023 11:35:30 AM



Program Review Request Instruction

Program Review Purpose

“Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices” –Academic Senate for California Community Colleges, 2009

SUBMITTER INFORMATION

First Name:	Tim
Last Name:	Bremen
Email:	tbremen@gwc.cccd.edu
ID:	
Phone Number:	714-831-0026
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	No

GENERAL PROGRAM QUESTIONS

Name of Program (Academic Programs should be listed per discipline):
Athletics Department

Please provide a brief description and any significant change in your program since the last Program Review cycle.
Significant change has been providing a student athlete success center located in Techology 108 that serves over 150 students per week as a study hall, tutoring, and mentoring while providing academic counseling to increase success and completion. The center provides the students with chromebooks and printing as well.

What are your program’s strengths? (Answers could include but not limited to KPI data)
Our unduplicated headcounts have steadily increased over the past three academic years, 476 in 2020-21, 537 in 2021-22, and 554 in 2022-23 with success rates increasing from 97% in 2020-21 and 2021-22 to 98% in 2022-23. Our athletic programs continue to compete at the highest levels which directly leads to more recruits wanting to join our sport offerings.

What are the challenges for your program? (If there are regulations or requirements for your program that require additional support, please note those here)
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Program Review Request Instruction

A large challenge has been the addition of two programs to our sport offerings without any additional funding. The department was given a one time allotment to start the two programs but no further funding has been offered to support these additions in the budget. Existing programs had a reduction in funding to help supplement the two programs that were added in the 2019-20 academic year. Continual struggles to upgrade athletic facilities even though some steps have been made to update our various athletic facilities, the reality is athletics has deteriorating facilities, many of which have not been fully renovated since the campus was established over 50 years ago.

Describe any trends and contributing factors related to enrollment, retention, and success for this past cycle.

The effects from the pandemic has created a back log at the four year level for students and scholarship offers. This has directly impacted the two year institutions with immediate needs for students to participate in sports, which is why athletics enrollment has grown over the last three years from 476 in 2020-21 to 554 in 2022-23. Athletics consistent enrollment is due largely in part to the work of faculty and staff to actively recruit student athletes to come to Golden West. Athletics has had a stable success rate of 97% in 2020-21 and 2021-22. Additional factors that impact athletics recruitment are facilities, student support, and college support for student-athletes.

How does your department/program support the goals of diversity, equity, inclusion, and accessibility? (Answers could include but not limited to gaps in success data, modality of course offerings, part/length of term (full-term, non full-term, etc.)

Athletics recruit students from all backgrounds and ethnicities and allow for the field of competition to be a place where any student can feel a spirit of inclusivity because they are part of an athletic team. The academic requirements for participation also greatly motivate these students to succeed academically. Athletics continues to have the most diverse cohort on campus with a large share of the full-time Black or African American and Native Hawaiian/Pacific Islander students.

How does your department/program collaborate with other areas on campus to advance student success?

Athletics are directly tied with the Physical Education and Kinesiology programs that offer classes our student-athletes enroll to complete. Athletics collaborates with the counseling department to ensure our students have Student Educational Plans on file to guide them to completion and transfer out. The maintenance and operations department works hand in hand on our athletic facilities to ensure the safety and enhance the experience of our students during class times.

How does your department/program utilize technology to support student success?

In the athletic student success center we have a laptop cart with 50 chromebooks and a printing station to assist in the student academic needs and to provide a space for them to complete their work. All programs have access to Hudl which capture, analyze and share video and data so students can improve.



Program Review Request Instruction

Do any of the courses in your program have a CTE TOP code?
No

AWARDS

What type of awards does your program offer?

- Certificates
- Associate Degree
- Associate Degree for Transfer

Please provide the information for the number of awards for Associate Degrees (CCI-approved), Associate Degrees for Transfer (State-approved), and Certificates of Achievement for this program. Please put N/A if an area is not applicable for your program.

	3 years ago	2 years ago	1 year ago
Certificates	N/A	N/A	N/A
Associate Degrees	N/A	N/A	N/A
Associate Degrees for Transfer	N/A	N/A	N/A

Please comment on the trends for the number of awards. You may then comment on any other relevant information provided by the Office of Research and Planning, and Institutional Effectiveness (ORPIE).
N/A

FTES and FTEF

For the below questions, please provide your FTES (full-time-equivalent students, resident) divided by your FTEF (full-time-equivalent faculty). Please submit your rates from three years ago, two years ago, and this past year.

Please note: For programs with earned credit please use FTES (Res)/FTEF. For non-credit, please use FTES (Total)/FTEF.

	3 years ago	2 years ago	1 year ago (this past year)
FTES/FTEF Ratio:	.39	.48	.45

Outside of hiring new faculty or staff, please discuss the data trends above, and your plans for serving more students.
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Program Review Request Instruction

Our student population has grown each of the past three years, 476 in 2020-21, 537 in 2021-22, and 554 in 2022-23. We continue to serve more students annually with our current faculty and staff as our teams have been filling their rosters.

CURRICULUM

After a thorough review of your courses in CurricUnet, with the assistance of your CCI representative, answer the following questions.

If you do not currently have a representative on CCI, you may contact either:

Gary Kirby: gkirbyjr@gwc.cccd.edu

Monica Jovanovich: mjovanovich@gwc.cccd.edu

Do you have any courses that have not been updated to CCI, within the required timeframe (6 or more years for a transfer-level course, 3 years or more for a CTE course)?

- Yes
 No

Are there courses in your Program (Degree/Certificate) that have not been successfully offered since the last Program Review? Please note, classes that were cancelled, they were not successfully offered)

- Yes
 No

Do you have active courses that are not part of a degree or certificate?

- Yes
 No

Please indicate the name of the course(s) and the name(s) of the certificate(s) or degree(s) you intend to connect it to when you submit your revision to CCI.

Click or tap here to enter text.

STUDENT LEARNING OUTCOMES

Do any of your SLOs use the exact wording as the course objectives?

(SLOs should be written to reflect the course objectives while not using the exact same language as the course objectives).

- Yes
 No

How has your department/program utilized SLO (Student Learning Outcome) results to make changes or improvements to your Program?

Click or tap here to enter text.



Program Review Request Instruction

GOALS AND REQUESTS FOR FUNDING

Requests – If you are requesting any of the following, they MUST be addressed within your Department goals. These forms must be submitted separately from the Program Review.

- Faculty
- Facilities, Equipment, Technology & Other
- Classified Personnel

GWC Strategic Plan Goals Legend

1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and academic programs that lead to student success.
3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.
4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.
5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.
6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of the College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

Please refer to your previous Program Review cycle and summarize all outcomes for each goal.

Summary and Outcomes of Previous Goals (from the last Program Review) including resource requests and if they were funded or not.
Increase number of student-athletes within the athletic department - we have steadily increased from 476 to 554. Resource requests to hire additional classified staff to promote Athletics with a Sports Information Director and Athletic Compliance Specialist were not funded.
Stabilize Budget - this is a continual process, Athletics will be going through PVR and this should provide greater insight for stabilizing the budget



Program Review Request Instruction

Increase number of degrees and certificates awarded to student-athletes - we're continuing to work in coordination with counselors to educate, inform, and promote pathways to the student-athletes. Institutionalizing funding for the student-athlete success program with dedicated athletic counselors.

Continued success in athletic competition: conference, regional, and state levels - continuing to improve and upgrade athletic facilities and hiring/replacing fulltime coaches.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

Current goals should be connected to GWC's Strategic Plan Goals.

GOAL 1 (Required)

Description of goal:

Continue to build a more overall competitive athletic program with contenders in conference and regional championships including a reorganization of the Athletic department.

What actions will be taken to accomplish the goal?

Look at roster sizes and deficiencies of the programs who have struggled over the last few seasons. Determine if it's lack of recruiting, facility issues, coaching, classified staff, and/or if the overall trend in the state shows a decline in participation. Athletics will be losing a classified staff member to retirement at the end of the academic year that will directly impact eligibility. Athletics needs to address incorrect job titles and salary schedules which directly ties into building a more competitive athletic program.

What metric will you use to measure your goal?

Class and roster sizes, FTES to FTEF, and overall direction of sports in the 3C2A.

Which of the College's missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

GOAL 2 (Required)



Program Review Request Instruction

Description of goal:

Upgrade and improve athletic facilities

What actions will be taken to accomplish the goal?

Secure funding to upgrade, improve, build new athletic facilities for competition.

What metric will you use to measure your goal?

Safe and enhanced class space for student-athletes enrolled in that sport program
Enrollment growth within the facility that was upgraded.

Which of the College's missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

GOAL 3 (Required)

Description of goal:

Stabilize the athletic budget

What actions will be taken to accomplish the goal?

Work with the college to determine appropriate funding allocation for Athletics. Identify a base level of funding that does not rely on fundraising to cover annual operating costs.

What metric will you use to measure your goal?

Click or tap here to enter text.

Which of the College's missions and goals does this goal support? (check all that apply)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication



Program Review Request Instruction

OTHER INFORMATION

What additional information would you like to share about your program?

Click or tap here to enter text.

Submitter's Signature: *Tim Bremen*

Date: 11/3/2023

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Faculty

Golden West College

FACULTY REQUEST

Submitter's First Name:	Tim
Submitter's Last Name:	Bremen
Submitter's Email:	tbremen@gwc.cccd.edu
Submitter's Phone Number:	714-895-8246
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	No
Who is your Vice President?	Kay Nguyen
Program/Department:	Click or tap here to enter text.

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Faculty Hiring Criteria:

The primary sources of information for ranking/rating program/department needs are:

- Faculty request form
- Program Review reports
- Program Vitality Reports (PVR) if applicable
- Data demonstrating need for request

All data is in the Golden West College Instructional Program Review 2023 [dashboard](#) provided by the office of research, planning and institutional effectiveness (ORPIE). If this is a non-instructional request, additional data may be found in the Student Services Program Review dashboard.

Note: All analysis of data is trend over the past 4 to 6 years (3 program review cycles = 1 strategic plan cycle)

Position title and area of specialization (if applicable).
Instructor / Head Baseball Coach

Please provide and describe the data demonstrating the need for the request.
This was full-time instructors position until spring 2020 when the faculty member retired and it has not been filled with a full-time position.

Please post job description (copy and paste description).
Duties may include, but are not limited to, the following: <ul style="list-style-type: none"> o Provide instruction in Kinesiology and baseball in accordance with established course outlines. o Participate in curriculum development, implementation, and evaluation; participate in and develop programs to



Program Review Request- Faculty

Golden West College

measure student performance

- o Maintain current knowledge in the subject matter areas.
- o Recruiting, budget development and management, practice/game management, academic and social media supervision of student-athletes, public relations, and fundraising.
- o Lead in all phases of coaching intercollegiate baseball at the community college level, including but not limited to the recruitment of quality college student-athletes; lead practice, competitions and games; enforce team policies and rules as well as college policies and rules, fundraising and community involvement.
- o Create, implement, and assess a recruitment plan with a focus on student athletes from Orange County.
- o Create, implement, and assess a player development program which includes improvement in the whole person. Areas include but aren't limited to: athleticism, academic progress, and positive citizenship.
- o Manage, support, mentor, and be responsible for the actions and decisions of assistant baseball coaches
- o Comply with the rules and regulations of the California Community College Athletic Association, Orange Empire Conference, and Golden West College.
- o Maintain appropriate standards of professional conduct and ethics.
- o Fulfill the professional responsibilities of a full-time faculty member including, but not limited to the following: teach all scheduled classes unless excused under provisions of Board Policy; follow the department course outlines; keep accurate records of student enrollment, attendance, and progress; submit student grades according to established deadlines; post and maintain scheduled office hours; participate in departmental meetings and college and/or district-wide activities and committees as assigned.
- o Assignment may include day, evening, weekend, and online sections.

Program Classification (check all that apply)

- Instructor (transfer-level classes)
- Instructor (CTE classes)
- Instructor (ELL/ESL or non-credit)
- Counselor
- Librarian
- Other:

Click or tap here to enter text.

Does this faculty request meet the criteria for extenuating circumstances beyond the department/program's control since the last 2 program review cycles? (check all that apply)

- Untimely death or loss of faculty due to health conditions
- Sudden unexpected retirement or resignation
- Failed search since last PR cycle (i.e., The position was approved by the Exec team but not filled for any reason)
- Loss of tenure-track faculty
- Legal/mandatory requirements

Describe what you checked above.



Program Review Request- Faculty

Golden West College

Full-time instructor retired in the spring 2020 in the middle of the pandemic. The position was filled with a part-time instructor with the intentions of being backfilled with a full-time instructor once athletic competition returned. In turn Health, Kinesiology, and Physical Education lost a tenure track faculty position.

Respond fully to each of the following two prompts. Your responses to the listed criteria and data parameters are the basis from which senators apply the criteria to determine the rating/ranking of this request. Be as specific as possible in your responses.

Program/Department Needs (1-10 points)

- 1 - 4 points: little or no contribution or impact
- 5 - 7 points: some contribution or impact
- 8 - 10 points: significant contribution or impact

How does this request for a faculty position meet the following criteria?

Important considerations in this prioritization process are conditions unique to the program/department which support the need for additional full-time faculty, such as: (check all that apply and describe)

- Programs/departments with no or few full-time faculty to teach high demand area or for maintaining on-going (sequential) majors or certificates.
- Programs/departments with no or few full-time faculty.
- Negative impact created by the loss of full-time faculty due to retirement or non-replacement of full-time positions.
- There is not sufficient full-time faculty to develop and maintain current curriculum for the program/department.
- The program/department cannot maintain a stable core of full-time to part-time ratio to provide a quality program or program growth.
- There are substantial problems of coordination/supervision of the program's/department's part-time faculty. (There are not enough full-time faculty to coordinate, train, and supervise the part-time faculty).
- There is difficulty in finding and keeping qualified part-time faculty.
- Relevant, necessary courses are not taught or are cancelled because of the absence of qualified full or part-time faculty.
- New developments and/or trends in the service area that would influence a determination of need for the position.
- Supervision is required to reduce health and safety hazards.
- Preparation for careers/employment in fields with strong current and future prospects.

Describe what you checked above.

Full-time faculty often play a critical role in mentoring and advising students. The loss of this full-time position reduced the availability of mentoring and advising, making it more difficult for students to receive guidance on academic and career matters. Efforts to diversify faculty is hampered when this position was not replaced with a full-time instructor and the missed opportunity to hire faculty from underrepresented groups. The full-time faculty member that coaches baseball is responsible for an active student-athlete cohort of 70-75 full-time enrolled students.



Program Review Request- Faculty

Golden West College

Part time faculty brought in to fill gaps left by retiring full-time faculty, may have less commitment to the institution, leading to less engagement with campus activities, committees, and student support.

What program/department conditions (such as cutbacks, lack of offerings, no replacements, facilities, coordination of part-time faculty, new program requirements, etc.) support the need for additional full-time faculty?

Full-time faculty will be more available to students for advising, mentoring, and extra-curricular involvement, contributing to a well-rounded educational experience. This position will help sustain growth and high demand from students interested in participating in the baseball program along with the class offerings. This position is to backfill the lost tenure track faculty member who retired in 2020.

College-wide Needs (1-10 points)

- 1 - 4 points: little or no contribution or impact
- 5 - 7 points: some contribution or impact
- 8 - 10 points: significant contribution or impact

How does this request for a faculty position meet the following criteria?

Where other considerations are relatively equal, does the request for this position contribute to/impact the operations of other college programs such as: (check all that apply and describe)

- Coursework required or recommended for several degree/certificate programs.
- Significant general education requirements.
- Serve substantial numbers of the student population.
- Serve a special population of students not served by other programs.
- Application to Statewide Community College Goals of serving students in Transfer, Degree and CTE programs.
- New programs the college wants to develop and support through resources, facilities.
- Contributions to college and district goals including student equity.
- Negative fiscal impact to college created by the lack of full-time faculty due to retirement or non-replacement of full-time positions.

Describe what you checked above.

This position is well aligned with not only all of the college's priorities and plans but the Student Success Initiative recommendations as well. This specific program, which accounts for 70-75 FTES per year into Golden West College, also greatly attracts an ethnically diverse population that the college is otherwise lacking. To be a participant in the athletic programs the student must take a minimum of 12 units per semester and complete graduation requirements within two years of participation. Growth in these areas would serve the entire college by attracting well rounded, diverse, and transfer motivated students. Hiring this position would increase opportunities for the underserved population. This instructor would be actively engaged in the community by recruitment and outreach efforts. Initiative recommendations as well. This specific program, which accounts for 70-75 FTES per year into Golden West College, also greatly attracts an ethnically diverse population that the college is otherwise lacking. To be a participant in the athletic programs the student must take a



Program Review Request- Faculty

Golden West College

minimum of 12 units per semester and complete graduation requirements within two years of participation. Growth in these areas would serve the entire college by attracting well rounded, diverse, and transfer motivated students. Hiring this position would increase opportunities for the underserved population. This instructor would be actively engaged in the community by recruitment and outreach efforts.

If there are any license, certifications, or degrees required for this faculty position, please describe them here.

Have min 3 years baseball head coaching experience at the high school or collegiate level

1. Must meet one of the following qualifications under (a) through (d):

a. Possess the California Community College Teaching Credential for this subject area.

b. Possess a Master's degree from an accredited institution in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education.

science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education.

c. Possess a Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration or physical therapy.

d. OR, possess a combination of education and experience that is at least the equivalent to the above.

Candidates making an application on the basis of equivalency must submit an Application for Equivalency in addition to all other required materials.

Candidates making an application on the basis of equivalency must submit an Application for Equivalency in addition to all other required materials.

How does this position address long-term college goals and [Vision 2030 Goals](#)?

This position is well aligned with not only all of the college's priorities and plans but the Student Success Initiative recommendations as well. This specific program, which accounts for 70-75 FTES per year into Golden West College, also greatly attracts an ethnically diverse population that the college is otherwise lacking. To be a participant in the athletic programs the student must take a minimum of 12 units per semester and complete graduation requirements within two years of participation. Growth in these areas would serve the entire college by attracting well rounded, diverse, and transfer motivated students. Hiring this position would increase opportunities for the underserved population. This instructor would be actively engaged in the community by recruitment and outreach efforts. Initiative recommendations as well. This specific program, which accounts for 70-75 FTES per year into Golden West College, also greatly attracts an ethnically diverse population that the college is otherwise lacking. To be a participant in the athletic programs the student must take a minimum of 12 units per semester and complete graduation requirements within two years of participation. Growth in these areas would serve the entire college by attracting well rounded, diverse, and transfer motivated students. Hiring this position would increase opportunities for the underserved population. This instructor would be actively engaged in the community by recruitment and outreach efforts.

If you have more than one faculty request, please rank this against your others.

For example, if you are requesting three (3) faculty for this discipline, you could put a "2" in this box, a "1" on the next request and "3" on the third. "1" being your first priority, "2", your second priority, and "3" your last priority. This will



Program Review Request- Faculty

Golden West College

assist later reviews in better understanding the needs of your program and your preference. If you are only submitting one request, please leave this box blank.

Rank: Click or tap here to enter text.

Submitter's Signature: *Tim Bremen*

Date: 10/27/2023

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

No concerns

I have concerns

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

Hire position

Hire one-year temporary

Not hiring at this time

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Krissy
Submitter's Last Name:	Barone
Submitter's Email:	kgrana@gwc.cccd.edu
Submitter's Phone Number:	714-895-8229
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	N/A
Who is your Vice President?	Kay Nguyen
Program/Department:	Athletics

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):

Upgrade and improve athletic facilities, by renovating the soccer field to turf this would increase rental revenue and lower annual maintenance costs.

Data to support the Program's Goal (if necessary/desired)

[Data Dashboards](#)

If additional data is necessary/desired, fill out a [Research Request](#) - May take up to 4 weeks

Click or tap here to enter text.

What actions will the program take to accomplish this goal?

Upgrade, improve, build new athletic facilities for competition through fundraising, campus funding, and any other funds available.

What metric will you use to measure this goal?

Click or tap here to enter text.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals [\(Vision 2030\)](#).

Provides an intellectually and culturally stimulating experience for students and attendees of contests. Builds on providing flexible, accessible, and sustainable learning environment that supports the success of students, faculty, staff, and communities.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Turf Soccer Field	\$2.5 Million
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.

No, we continue to operate by supplementing our budget with fundraised dollars from our summer swim program just to provide the minimum needs.

Will there be an on-going cost for this request? What is the total cost of ownership?



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Every 10 years the turf will need to be replaced.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns about this recommendation
- I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
- Funding not recommended

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Tony
Submitter's Last Name:	Jimmerson
Submitter's Email:	cjimmerson@gwc.cccd.edu
Submitter's Phone Number:	714 895-8289
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	N/A
Who is your Vice President?	Kay Nguyen
Program/Department:	Athletic department

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):

Develop innovative marketing/branding strategies for the athletic program

Data to support the Program's Goal (if necessary/desired)

[Data Dashboards](#)

If additional data is necessary/desired, fill out a [Research Request](#) - May take up to 4 weeks

What actions will the program take to accomplish this goal?

Improve and upgrade athletic facilities through branding and updated graphics.

What metric will you use to measure this goal?

Recruitment, retention, and completion of student-athletes within the program.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals [\(Vision 2030\)](#).

Provides an intellectually and culturally stimulating experience for students and attendees of contests. Builds on providing flexible, accessible, and sustainable learning environment that supports the success of students, faculty, staff, and communities.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
5.9MN-126x504 LED Scorer's Table. Paint Color: Satin Black Finish; Pad	\$30,000
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.

No we have fundraising money for student athletes gears and food.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Will there be an on-going cost for this request? What is the total cost of ownership?

No 30K

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns about this recommendation
- I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
- Funding not recommended

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Andrew
Submitter's Last Name:	Ramos
Submitter's Email:	Aramos59@gwc.cccd.edu
Submitter's Phone Number:	EXT:51212
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	N/A
Who is your Vice President?	Kay Nguyen
Program/Department:	Athletics

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
Upgrade and improve athletic facilities, by renovating the baseball field to include a clubhouse. This would provide a safe and secure area for the team to store their equipment and change for practice/games.

Data to support the Program's Goal (if necessary/desired)
Data Dashboards
If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks
Click or tap here to enter text.

What actions will the program take to accomplish this goal?
Upgrade, improve, build new athletic facilities for competition through fundraising, campus funding, and any other funds available.

What metric will you use to measure this goal?
N/A



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals [\(Vision 2030\)](#).

Provides an intellectually and culturally stimulating experience for students and attendees of contests. Builds on providing flexible, accessible, and sustainable learning environment that supports the success of students, faculty, staff, and communities.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Clubhouse built behing dugout	\$100,000
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.

No, we continue to operate by supplementing our budget with fundraised dollars from our summer swim program just to provid the minimum needs.

Will there be an on-going cost for this request? What is the total cost of ownership?



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Basic Electricity that is run to the site already.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns about this recommendation
- I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
- Funding not recommended

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Scott
Submitter's Last Name:	Taylor
Submitter's Email:	staylor@gwc.cccd.edu
Submitter's Phone Number:	714-895-8235
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	N/A
Who is your Vice President?	Kay Nguyen
Program/Department:	Athletics

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):

Upgrade and improve athletic facilities, by adding a permanent shade structure over bleachers.

Data to support the Program's Goal (if necessary/desired)

[Data Dashboards](#)

If additional data is necessary/desired, fill out a [Research Request](#) - May take up to 4 weeks

Click or tap here to enter text.

What actions will the program take to accomplish this goal?

Upgrade, improve, build new athletic facilities for competition through fundraising, campus funding, and any other funds available.

What metric will you use to measure this goal?

Click or tap here to enter text.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals [\(Vision 2030\)](#).

Provides an intellectually and culturally stimulating experience for students and attendees of contests. Builds on providing flexible, accessible, and sustainable learning environment that supports the success of students, faculty, staff, and communities.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Shade Structure	\$100,000
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.

No, we continue to operate by supplementing our budget with fundraised dollars from our summer swim program just to provid the minimum needs.

Will there be an on-going cost for this request? What is the total cost of ownership?



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Replacement of shade every 10 years.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns about this recommendation
- I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
- Funding not recommended

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Andrew
Submitter's Last Name:	Ramos
Submitter's Email:	Aramos59@gwc.cccd.edu
Submitter's Phone Number:	EXT:51212
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	N/A
Who is your Vice President?	Kay Nguyen
Program/Department:	Athletics

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
Upgrade and improve athletic facilities, by renovating the baseball field to turf would increase rental revenue and lower annual maintenance costs.

Data to support the Program's Goal (if necessary/desired)
Data Dashboards
If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks
Click or tap here to enter text.

What actions will the program take to accomplish this goal?
Upgrade, improve, build new athletic facilities for competition through fundraising, campus funding, and any other funds available.

What metric will you use to measure this goal?
Click or tap here to enter text.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals [\(Vision 2030\)](#).

Provides an intellectually and culturally stimulating experience for students and attendees of contests. Builds on providing flexible, accessible, and sustainable learning environment that supports the success of students, faculty, staff, and communities.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Turf Baseball Field	\$2.5 Million
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.

No, we continue to operate by supplementing our budget with fundraised dollars from our summer swim program just to provid the minimum needs.

Will there be an on-going cost for this request? What is the total cost of ownership?



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Every 10 years the turf will need to be replace but the

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns about this recommendation
- I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
- Funding not recommended

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Nick
Submitter's Last Name:	Mitchell
Submitter's Email:	nmitchell@gwc.cccd.edu
Submitter's Phone Number:	714-895-8277
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	N/A
Who is your Vice President?	Kay Nguyen
Program/Department:	Athletics

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
Upgrade and improve athletic facilities, by renovating the football field with new turf. Turf surface is typically good for 10 years and we have reached the 10th year on the existing turf.

Data to support the Program's Goal (if necessary/desired)
Data Dashboards If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks
<p>We have seen an increase of lower limb injuries over the last few years and it is in line with the turf wearing down over time.</p> <p>2019 – Whole Season 2 Knee sprain 4 ankle sprain No surgeries</p> <p>2020 – Whole Season 7 knee sprains – 2 surgical 5 ankle sprains – 1 surgical</p>



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

2021 – Whole Season

7 knee sprains – 2 surgical

5 ankle sprains – 1 surgical

2022 – Whole Season

9 knee sprains – 2 surgical

3 ankle sprains

2023 – Half Season

7 knee sprains – 4 surgical

6 ankle sprains – 1 non-surgical fracture

What actions will the program take to accomplish this goal?

Upgrade, improve, build new athletic facilities for competition through fundraising, campus funding, and any other funds available.

What metric will you use to measure this goal?

Click or tap here to enter text.

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals [\(Vision 2030\)](#).

Provides an intellectually and culturally stimulating experience for students and attendees of contests. Builds on providing flexible, accessible, and sustainable learning environment that supports the success of students, faculty, staff, and communities.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Football Turf replacement	\$800,000
Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.

No, we continue to operate by supplementing our budget with fundraised dollars from our summer swim program just to provid the minimum needs.

Will there be an on-going cost for this request? What is the total cost of ownership?

Every 10 years the turf will need to be replace but the foundation is still good.

Supervisor’s Review

As the supervisor of this program, I have reviewed this request.

No concerns

I have concerns about this recommendation

I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor’s Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President’s Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President’s Recommendation:

- Funding recommended
- Funding not recommended



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Scott
Submitter's Last Name:	Taylor
Submitter's Email:	staylor@gwc.cccd.edu
Submitter's Phone Number:	714-895-8235
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	N/A
Who is your Vice President?	Kay Nguyen
Program/Department:	Athletics

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
Upgrade and improve athletic facilities, buy new ADA complaint 5-row bleachers for the pool deck.

Data to support the Program's Goal (if necessary/desired)
Data Dashboards
If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks
Click or tap here to enter text.

What actions will the program take to accomplish this goal?
Upgrade, improve, build new athletic facilities for competition through fundraising, campus funding, and any other funds available.

What metric will you use to measure this goal?
Click or tap here to enter text.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals [\(Vision 2030\)](#).

Provides an intellectually and culturally stimulating experience for students and attendees of contests. Builds on providing flexible, accessible, and sustainable learning environment that supports the success of students, faculty, staff, and communities.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Bleachers	\$70,000
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.

No, we continue to operate by supplementing our budget with fundraised dollars from our summer swim program just to provide the minimum needs.

Will there be an on-going cost for this request? What is the total cost of ownership?



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

No on-going cost or additional costs.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns about this recommendation
- I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
- Funding not recommended

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Andrew
Submitter's Last Name:	Ramos
Submitter's Email:	Aramos59@gwc.cccd.edu
Submitter's Phone Number:	EXT:51212
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	N/A
Who is your Vice President?	Kay Nguyen
Program/Department:	Athletics

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
Upgrade and improve athletic facilities, by renovating the baseball grandstands to enclose the entrance and rebuild the press box. We need to come up to ADA code with our bleachers and add stairs leading to the new or rebuilt press box.

Data to support the Program's Goal (if necessary/desired)
Data Dashboards
If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks
Click or tap here to enter text.

What actions will the program take to accomplish this goal?
Upgrade, improve, build new athletic facilities for competition through fundraising, campus funding, and any other funds available.

What metric will you use to measure this goal?
Click or tap here to enter text.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals (Vision 2030).

Provides an intellectually and culturally stimulating experience for students and attendees of contests. Builds on providing flexible, accessible, and sustainable learning environment that supports the success of students, faculty, staff, and communities.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Grandstands and Press Box	\$135,000
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.

No, we continue to operate by supplementing our budget with fundraised dollars from our summer swim program just to provid the minimum needs.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Will there be an on-going cost for this request? What is the total cost of ownership?

Only routine preventative maintenance done in house.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns about this recommendation
- I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
- Funding not recommended

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Nicole
Submitter's Last Name:	Woiemberghe
Submitter's Email:	nwoiemberghe@gwc.cccd.edu
Submitter's Phone Number:	714-895-8282
Who is your Dean/Supervisor?	Danny Johnson/Tim Bremen
Are you the Department Chair?	Click or tap here to enter text.
Who is your Vice President?	Kay Nguyen
Program/Department:	Athletics

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):

The ability to keep up with the demand for laundry service to all Golden West College departments on campus as well as our students and their needs in Athletics.

Data to support the Program's Goal (if necessary/desired)

[Data Dashboards](#)

If additional data is necessary/desired, fill out a [Research Request](#) - May take up to 4 weeks

Click or tap here to enter text.

What actions will the program take to accomplish this goal?

It would be helpful to have another washer and dryer to be able to keep up with laundry of the entire campus. It has become increasingly difficult to be able to help everyone with the amount of laundry that is being dropped off on a daily basis. We are in turn doing laundry all day that it is limiting employees ability to work on other assignments in athletics. If we are able to get another washer and dryer this will help us meet our goal of providing laundry to everyone on campus in a timely manner and also being able to meet deadlines of our athletes for games and practices.

What metric will you use to measure this goal?



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Number of cycles each department uses as well as time used on other areas of the employee.

Which of the College’s missions and goals does this goal support? (Vision 2030)

- Enrollment
- Equity and Success
- Completion
- Workforce Preparation
- Facilities
- Professional Development
- Communication

Please describe how this goal supports the College’s missions and goals (Vision 2030).

Since Athletics has the only washer and dryers on campus, we provide other departments with laundry service. However, due to the large amounts of cosmetology and esthetician usage, the washer and dryer is constantly in service. This does not include the amount of laundry we have for our own department and the ability we provide for Nursing, Student Health Center, Student Services and other departments to drop of items to wash. Having the high demand, it is becoming increasingly difficult to keep up with laundry service for everyone on campus with only one washer and dryer available for Women’s PE and Athletics.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- Technology
- Equipment
- Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Dryer	\$10000
Washer	20000
Hose/Disposal	300
Misc	3000
Tax	2400
Freight	1300



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Do you have any existing funds in your budget to cover this expense? Please describe.

Click or tap here to enter text.

Will there be an on-going cost for this request? What is the total cost of ownership?

The on-going cost is already included in our maintenance for our other washer and dryers in the department.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
 I have concerns about this recommendation
 I believe department or wing funds exist to cover this request: partial full payment

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

- Funding recommended
 Funding not recommended

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Classified

Golden West College

CLASSIFIED REQUEST

Submitter's First Name:	Tim
Submitter's Last Name:	Bremen
Submitter's Email:	tbremen@gwc.cccd.edu
Submitter's Phone Number:	714-831-0026
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	No
Who is your Vice President?	Kay Nguyen
Program/Department:	Athletics

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

POSITION REQUEST

Please check one of the following:

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

Please note: that an approved job description from the District office is required in order to complete the request form. You may not proceed with the request without the job description.

If this request is for a replacement, how long has the position been vacant?	Click or tap here to enter text.
Job Title	Athletic Operations Coordinator/Specialist

Salary Information

Salary Schedule Range:	EE-120
Annual Salary (Step 1) \$:	\$7,095.79
Step 5 \$:	\$106,636.30

Contract (check one):

- 100% FTE
- Other FTE %:
- 12 month
- 11 month
- 10 month

Job Description Summary

- Required:** Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.
- Required:** Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept).
- CCCD does not have a position description as it is a new position within the district.**



Program Review Request- Classified

Golden West College

What are the essential duties this position will fulfill?

This position oversees athletic facilities and related programs, which includes overall responsibility and oversight for maintenance and repair, scheduling of facilities, and events. Analyzes and addresses problems using reasoning and interpretation of principles to develop and recommend alternatives and best courses of action. Oversees the hiring, training, and management of student event staff; solicits and manages external event activities; prepares venues for intercollegiate and external activities; enforces college/district policies and procedures as necessary; schedules the use of the facilities; responsible for planning and budgeting of equipment & operations; and maintains files and records and prepares reports, as required. Provides analysis and evaluation of athletics facilities and exercises discretion and judgment in making recommendations to senior Athletics management on staffing and use of university resources. Coordinates operations with Facilities planning and management, public safety, and their relevant staff/departments. Conducts weekly facility and event meetings. Uses independent discretion and judgment to determine scheduling needs for student and casual workers; rental agreements and regular rental contracts with outside companies and personnel; invoices and collects funds for event rentals; and ensures all safety protocols are met for internal and external events for specified facility areas. Provides leadership and guidance to student and casual event staff workers who report to this position.

JUSTIFICATION

What is the compelling need for an immediate replacement?

This position would be a part of reorganization/reassignment of the current Athletic Operations, Assistant position. The current duties of athletic operations, assistant does not accurately reflect what it encompasses. The above information lists the essential duties of an Athletic Operations Coordinator/Specialist which goes way behind the scope of the current job description.

What are the consequences if this position is not immediately replaced?

The health, safety, and experience of the student-athlete, community members, and attending colleagues would be severely reduced during practices and competition. This brings down the retention and success of the student-athletes on campus.

If the full-time position is approved, will there be a request for funding for 160-day position during the hiring process?

- Yes
 No

Position title and Area of Specialization (if applicable)

Athletic Operations Coordinator/Specialist

Needs/Priority Rubric (1-10 points)

- 1 - 4 points: Little or no contribution or impact
- 5 - 7 points: Some contribution or impact
- 8 - 10 points: Significant contribution or impact

How does this request for a classified position meet the following criteria? (2 page max.)

Fully respond to each of the following questions. Your responses will be the basis that Planning Council and the Executive Team members will apply the criteria and rate this request.

#1. Program Needs (1-10 points):



Program Review Request- Classified

Golden West College

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences to the **program/department** that will result. Please use information from Program Review.

Expanding Services: This position can assist in planning and executing new initiatives, managing resources, and coordinating activities, contributing to the successful expansion of the program's services.

Technological Advancements: The staff member can take responsibility for implementing and maintaining new technologies, provide training to colleagues, and troubleshoot technical issues, ensuring the efficient use of technology within the program.

Game Management: The staff member can handle the administrative and financial aspects of game management, ensuring that all staff is hired, trained, and paid correctly.

If not filled existing staff may become overburdened with tasks related to athletic operations, compliance, or technological support, which could lead to burnout and decreased productivity. The program may miss opportunities for growth, expansion, and improved services, which could impact its ability to achieve its goals. Inefficient operations and difficulties in services can harm the Golden West's reputation and hinder its ability to attract and retain students or secure additional funding.

#2. College-Wide Priority (1-10 points):

How does this request align and directly support the [College's Goals](#)? How does this position address stated long-term college priorities identified by College plans? (e.g. Master Plan, Instructional Plan, Student Equity Plan, Facilities Plan) *Please cite the plans and goal(s).*

Enrollment:

An Athletic Operations Coordinator can help increase enrollment by attracting potential student-athletes to the college. Successful sports programs can draw in students interested in both credit and noncredit programs while enhancing the college's appeal.

Equity and Success:

The Coordinator can promote equity and success by ensuring that the athletic programs are accessible and inclusive to students from diverse backgrounds. They can also work on providing support services for student-athletes to enhance their chances of success.

Completion:

Athletic Operations can contribute to completion goals by helping student-athletes balance their academic and athletic commitments, leading to timely completion of degrees and certificates.

Workforce Preparation:

By offering athletic programs that focus on skill development and career opportunities, the Specialist can directly support the goal of preparing students for the workforce.

Facilities:

An Athletic Operations Specialist plays a crucial role in managing athletic facilities, ensuring they are flexible, accessible, and sustainable. This supports the creation of conducive learning environments for both athletes and the broader student body.

Professional Development:

The Coordinator can contribute to the professional development goal by providing opportunities for coaches, trainers, and staff within the athletic department. This ensures that they are well-equipped to support student-athletes and achieve college goals.

Communication:

Effective communication and collaboration are key for the success of sports programs. The Specialist can facilitate communication within the college, with students, faculty, staff, and the community, ensuring that everyone is informed about the athletic activities and their role in achieving the college's broader goals.

In summary, an Athletic Operations Coordinator/Specialist can play a vital role in supporting Golden West College's goals by not only managing athletic programs but also by aligning those programs with the college's strategic



Program Review Request- Classified

Golden West College

objectives. They can help increase enrollment, promote equity and success, facilitate timely degree completion, prepare students for the workforce, manage facilities effectively, provide professional development opportunities, and enhance communication and collaboration within the college and its communities.

#3. Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

Works directly with maintenance and operations on a daily basis to ensure the health and safety of the student-athletes.

#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need. (10 points):

(Determined by the Executive Team)

N/A

Please provide justification why the department wants the position to be permanent.

Click or tap here to enter text.

Submitter's Signature: *Tim Bremen*

Date: 11/3/2023

Submitter's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

No concerns

I have concerns

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:



Program Review Request- Classified

Golden West College

- Hire position
- Hire one-year temporary
- Not hiring at this time

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Classified

Golden West College

CLASSIFIED REQUEST

Submitter's First Name:	Pat
Submitter's Last Name:	Frohn
Submitter's Email:	pfrohn@gwc.cccd.edu
Submitter's Phone Number:	714-895-8165
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	No
Who is your Vice President?	Kay Nguyen
Program/Department:	Athletics

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

POSITION REQUEST

Please check one of the following:

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

Please note: that an approved job description from the District office is required in order to complete the request form. You may not proceed with the request without the job description.

If this request is for a replacement, how long has the position been vacant?	Click or tap here to enter text.
Job Title	Athletic Trainer

Salary Information

Salary Schedule Range:	EE-118
Annual Salary (Step 1) \$:	\$71,824.05
Step 5 \$:	\$87,303.39

Contract (check one):

- 100% FTE
- Other FTE %:
- 12 month
- 11 month
- 10 month

Job Description Summary

- Required:** Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.
- Required:** Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept).
- CCCD does not have a position description as it is a new position within the district.**



Program Review Request- Classified

Golden West College

What are the essential duties this position will fulfill?

1. Plans and implements certain components for a sports injury prevention program. Follows established protocols for the treatment, care, and rehabilitation of sports injuries. Inspects practice areas and athletic equipment, consulting with coaches on injury prevention methods.
2. Provides urgent care service for student-athlete injuries sustained during athletics classes, team practices and athletic events. Conducts the initial clinical evaluation of injuries, and administers first aid. Refers students to a physician as needed.
3. Provides protective taping, bracing and padding for athletes. Ensures compliance with safety standards by properly fitting athletic equipment, knee, and ankle braces, and other protective gear.
4. Monitors athletic rehabilitation programs for injured student-athletes. Provides physical therapy treatment for injuries as diagnosed or prescribed by team physicians. Administers light, heat, cold, sound, water, exercise, manual therapy and other physical therapy treatments as directed by physicians. Communicates the playing status of injured and recovered athletes to appropriate athletic and college personnel.
5. Assists in training and assignment of athletic trainers (including student trainers) in the areas of prevention, evaluation, rehabilitation, first aid and emergency care for athletic injuries. Coordinates travel arrangements and transportation for athletics trainers and first aid and emergency care equipment to out-of-town athletic events.
Athletic Trainer Updated September 2019 2
6. Educates and counsels athletes about their conditions including the nature of injuries and the procedures to be followed for recovery.
7. Serves as an Athletic Trainer at home-and-away athletic events. In the absence of the team physician, makes judgments concerning the ability of the injured athlete to safely participate in intercollegiate sports.
8. Provides in-service training to coaches on the prevention, care, and emergency treatment of athletic injuries.
9. Prepares written policies and procedures, in collaboration with administration and the Team Physician, regarding emergency management, treatment and reconditioning of injuries for athletes including the annual review and update of established procedures.
10. Promotes information to athletes regarding educational health programs concerning sexuality, drug abuse, personal, and academic wellbeing.
11. Coordinates, with the athletic director, the student-athlete physical examination clearance for eligibility ensuring proper medical clearance is obtained for each student athlete prior to their season of competition.
12. Performs pre-participation orthopedic exams, blood pressure check and vision check as part of the student-athlete's pre-participation physical exam clearance.
13. Modifies athletic equipment to fit student athletes in compliance with safety standards. Fabricates modifications to equipment that accommodate injury or other unique requirements.
14. Prepares and maintains records and reports including injury and accident reports, and rehabilitation logs. Maintains and updates student files.

JUSTIFICATION

What is the compelling need for an immediate replacement?

Athletics needs a third full-time athletic trainer at 100% capacity, at this moment we have two full-time and the third is funded at 70%. We serve 18 programs and cannot cover all sports adequately with our current staffing levels. To provide proper health and safety measures athletics needs the third athletic trainer to be 100% funded to provide the hours necessary to cover our sports.

What are the consequences if this position is not immediately replaced?

The health, safety, and treatment of the student-athlete is severely reduced and at risk during practice and competition. This brings down the retention and success of the student-athlete on campus.



Program Review Request- Classified

Golden West College

If the full-time position is approved, will there be a request for funding for 160-day position during the hiring process?

Yes

No

Position title and Area of Specialization (if applicable)

Athletic Trainer - Sports Medicine

Needs/Priority Rubric (1-10 points)

- 1 - 4 points: Little or no contribution or impact
- 5 - 7 points: Some contribution or impact
- 8 - 10 points: Significant contribution or impact

How does this request for a classified position meet the following criteria? (2 page max.)

Fully respond to each of the following questions. Your responses will be the basis that Planning Council and the Executive Team members will apply the criteria and rate this request.

#1. Program Needs (1-10 points):

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences to the **program/department** that will result. Please use information from Program Review.

Golden West College hosts 18 sport programs with inadequate athletic training coverage of the student-athletes and programs. The health and safety of student-athlete directly affects their recruitment, retention, and overall experience. GWC will continue to rely on information from the coaches on what lead to the injury, instead of having a trained professional on site who can diagnosis and treat on the spot. Most of the colleges in the area with a minimum of 15 sports have three full-time employed athletic trainers on staff.

If this position is not filled, Golden West will be at a disadvantage serving our current student-athletes with the subpar coverage and exposure in all facets of athletics.

#2. College-Wide Priority (1-10 points):

How does this request align and directly support the [College's Goals](#)? How does this position address stated long-term college priorities identified by College plans? (e.g. Master Plan, Instructional Plan, Student Equity Plan, Facilities Plan) *Please cite the plans and goal(s).*

It would directly align with providing it's intellectual and cultural stimulating learning environment for its diverse student population. This position provides a professional to connect with the student-athletes to treat and build them back to participating which makes their overall experience greater. It also directly aligns with the college providing enriching and innovative programs that help students: transfer to four-year institutions, earn associate degrees, complete certificates in career and technical education, advance their careers, and demonstrate college readiness. Athletics has the highest transfer rate on campus because these student-athletes want to move on to the next level and pursue their bachelors degrees but injuries can hamper this ability. With a full-time third athletic trainer, athletics would be able to mitigate injuries that affect their transferability.

#3. Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?



Program Review Request- Classified

Golden West College

The athletic training position has always worked with the campus health center to provide additional resources for the student-athletes health and safety.

#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need. (10 points):

(Determined by the Executive Team)

N/A

Please provide justification why the department wants the position to be permanent.

The health, safety, and treatment of the student-athlete is severely reduced and at risk during practice and competition. This brings down the retention and success of the student-athlete on campus. The athletic training position has always worked with the campus health center to provide additional resources for the student-athletes health and safety.

Submitter's Signature: *Tim Bremen*

Date: 11/3/2023

Submitter's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

- Hire position
- Hire one-year temporary
- Not hiring at this time



Program Review Request- Classified

Golden West College

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.



Program Review Request- Classified

Golden West College

CLASSIFIED REQUEST

Submitter's First Name:	Tim
Submitter's Last Name:	Bremen
Submitter's Email:	tbremen@gwc.cccd.edu
Submitter's Phone Number:	714-831-0026
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	No
Who is your Vice President?	Kay Nguyen
Program/Department:	Athletics

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- Instruction
- Student Services
- Administrative

POSITION REQUEST

Please check one of the following:

- Replacement Position (Previously funded/ not currently funded)
- New Position (Never been funded/newly created)

Please note: that an approved job description from the District office is required in order to complete the request form. You may not proceed with the request without the job description.

If this request is for a replacement, how long has the position been vacant?	15 years
Job Title	Sports Information Specialist

Salary Information

Salary Schedule Range:	EE-118
Annual Salary (Step 1) \$:	\$71,824.05
Step 5 \$:	\$87,303.39

Contract (check one):

- 100% FTE
- Other FTE %:
- 12 month
- 11 month
- 10 month

Job Description Summary

- Required:** Attach a copy of the department Organizational Chart showing all positions and highlighting the position requested.
- Required:** Attach a copy of the CCCD Position Description, if available (obtain from Personnel Dept).
- CCCD does not have a position description as it is a new position within the district.**



Program Review Request- Classified

Golden West College

What are the essential duties this position will fulfill?

Writes and distributes feature stories on athletics, athletes, and coaches. Obtains precontest information and compiles or summarizes post-contest results and occurrences.

2. Distributes media to various sources. Develops and maintains source lists of printed, electronic, and television new media contacts for distribution of information and stories.
3. Prepares copy for individual sport media guides that includes schedules, athlete and coach profiles and biographies, performance statistics, and history.
4. Participates in development of final media guides, with layout, photography, printing and distribution.
5. Contacts and seeks sponsorships and advertisers from local businesses. Secures contracts, arranges for invoicing, and assists with conversion of advertising materials to college formats.
6. Attends and may coordinate staffing of press boxes at athletic events. Duties include, but are not limited to, public address announcing, statistics, scoreboard operation, live statistics, live updates to social media.
7. Assembles and compiles schedules, results, records, standings, and statistics to athletic governing bodies, coaches, and the news media.
8. Maintains archives of athletic performance statistics, athlete biographies and other information supporting publications.
9. Plans, develops and produces electronic and web communications to reach current and future students including but not limited to web page development and maintenance, blogs, podcasts, e-advocacy, and social networking.
10. Performs other related duties as assigned that support the objective of the position.
11. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

JUSTIFICATION

What is the compelling need for an immediate replacement?

Of the nine (9) colleges in Orange Empire Conference, Golden West College is the only institution that does not have a sports information position putting athletics at a competitive recruiting disadvantage. Golden West Athletics lacks an online presence as there is no Sports Information Specialist that updates the website, actively posts on social media or produces positive engagement pieces about the success stories of the student-athletes and the school. With the addition of athletic teams and the statistical mandates by the Orange Empire Conference and 3C2A, the staff at Golden West College is spread too thin to give any type of justice to all that is required.

What are the consequences if this position is not immediately replaced?

Click or tap here to enter text.

If the full-time position is approved, will there be a request for funding for 160-day position during the hiring process?

- Yes
 No

Position title and Area of Specialization (if applicable)

Sports Information Specialist - sports communication, journalism, social media, and photography

Needs/Priority Rubric (1-10 points)

- 1 - 4 points: Little or no contribution or impact
- 5 - 7 points: Some contribution or impact
- 8 - 10 points: Significant contribution or impact



Program Review Request- Classified

Golden West College

How does this request for a classified position meet the following criteria? (2 page max.)

Fully respond to each of the following questions. Your responses will be the basis that Planning Council and the Executive Team members will apply the criteria and rate this request.

#1. Program Needs (1-10 points):

Explain the conditions that are unique to the program/department which support the need for additional full-time classified staff and how this position addresses those needs. If this position is not filled, explain the consequences to the program/department that will result. Please use information from Program Review.

Golden West College hosts 18 sport programs with no one position overseeing publicity of the student-athletes and programs. In today's society social media presence is an essential arm for recruitment, retention, and overall experience of the student-athlete. GWC will continue to rely on statistical information from the coaches, instead of having a trained professional documenting the stats with no bias. The sports information position has taken over a much larger public relations role within college athletics.

If this position is not filled, Golden West will be at a disadvantage serving our current student-athletes with the subpar coverage and exposure in all facets of athletics. Additionally, Golden West will be the only school in the OEC conference that does not have this position which puts GWC at a disadvantage among our local community college and recruitment of student-athletes.

#2. College-Wide Priority (1-10 points):

How does this request align and directly support the [College's Goals](#)? How does this position address stated long-term college priorities identified by College plans? (e.g. Master Plan, Instructional Plan, Student Equity Plan, Facilities Plan) *Please cite the plans and goal(s).*

It would directly align with providing its intellectual and cultural stimulating learning environment for its diverse student population. This position provides a professional to connect with the student-athletes to tell their story and connect with other students on campus and community members. It also directly aligns with the college providing enriching and innovative programs that help students: transfer to four-year institutions, earn associate degrees, complete certificates in career and technical education, advance their careers, and demonstrate college readiness. Athletics has the highest transfer rate on campus because these student-athletes want to move on to the next level and pursue their bachelors degrees.

#3. Contributions to Other College Operations (20 points):

To what extent would the position requested benefit or serve other departments, programs, or plans?

This position can work hand in hand with our marketing team on campus to highlight our programs and student-athletes successes in sport and in the classroom. The collaboration between this position and marketing would bring more cohesiveness to the cultural, atmosphere, and branding of the college and athletics.

#4. Request fills a current position that has been filled by an hourly employee for over one year because there is a demonstrated need. (10 points):

(Determined by the Executive Team)

N/A



Program Review Request- Classified

Golden West College

Please provide justification why the department wants the position to be permanent.

Click or tap here to enter text.

Submitter's Signature: *Tim Bremen*

Date: 11/3/2023

Submitter's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Supervisor's Review

As the supervisor of this program, I have reviewed this request.

- No concerns
- I have concerns

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

- Hire position
- Hire one-year temporary
- Not hiring at this time

President's Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Classification: Athletics Operations Assistant	Specification Number: 94300
Board of Trustees' approval date: 11/06/19	Salary Grade: 114

Summary

Plans, coordinates, and implements publicity, marketing, and reporting of athletic events and sports-related public information activities.

Distinguishing Career Features

The Athletics Operations Assistant performs a variety of activities requiring initiative, analysis and sound independent judgment. Assists Athletic Director, head coaches and staff with operational support for sporting and athletic events.

Essential Duties and Responsibilities

Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all of the following types of duties, as assigned:

1. Serves as the point of contact for visiting teams' athletic coaches and players, game officials, vendors, and other college departments/divisions during home athletic and game day events.
2. Plans and schedules college athletic facility rentals. Provides daily review of all athletic facilities to ensure integrity of the athletic field and/or facility to ensure readiness for scheduled activity/game or special event. Schedules any maintenance and/or repairs needed as observed during walkthrough and assessment.
3. Prepares and submits work orders for on-site repairs to be performed by college personnel or outside vendors, as needed.
4. Assists the Athletic Director and administration with scheduling related to the planning and implementation of athletic facility and venue improvements for existing and new construction.
5. Updates, maintains, and assists with implementation of standard operating procedures and guidelines for athletic events operations.
6. Provides content and updates college athletic website with game statistics, recaps, athletic interest stories, and college approved press releases.
7. Assists in the hiring of event staff for sporting events hosted by the college and works with appropriate staff and management in scheduling temporary staffing to meet the event needs and college requirements. Schedules and trains special event staff in college processes related to ticket sales and cash handling procedures.
8. Updates and maintains college athletic facility venue standard operating procedures, guidelines, rules, regulations, policies and procedures as needed to be provided for all vendors to ensure compliance with college athletic events.

9. Compiles data and provides assistance with annual budget preparation and year-end closing functions related to the college athletic facility rental and operations. Maintains department budget to ensure receipts and disbursements are recorded accurately.
10. Coordinates with appropriate District or college office regarding purchase orders, vendor contracts for facility and event rentals, liability releases, standard insurance riders/waivers, vendor payments, etc. Prepares and ensures accuracy of game day or special event deposit forms to be approved/signed by the appropriate administrator.
11. Assists Marketing and Public Relations Department related to special promotions hosted by the college to encourage participation in athletic programs, athletic sporting games and special events.
12. Works with college promotions staff in preparing and distributing athletic event programs, posters, press releases, and various projects as assigned.
13. Performs other related duties as assigned that support the objective of the position.
14. Required to abide by all District policies and procedures including Board Policy 3050- Code of Professional Ethics.

Qualifications

▪ Knowledge and Skills

1. The position requires a working knowledge of athletic program terminology, practices and procedures, and conference and state athletic codes, rules and regulations.
2. Requires working knowledge of District and college policies and procedures and Education Codes applicable to interscholastic athletics.
3. Requires working knowledge of modern office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
4. Requires a working knowledge of, and skill at using personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, basic presentation graphics, special applications used by the organization unit, and data entry onto custom databases.
5. Requires sufficient math skills to perform financial and statistical record keeping.
6. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
7. Requires sufficient human relations skill to work productively and cooperatively with others, exercise patience when dealing with internal and external customers, and convey technical concepts.

▪ Abilities

1. Requires the ability to perform the essential responsibilities and functions of the position.
2. Requires the ability to carry out the accountabilities of the position.
3. Requires the ability to develop and maintain productive and influential relationships with athletic department staff, athletes, and media representatives.
4. Requires the ability to prepare press releases and other materials, including taking and preparing photographs in complete and final form for distribution.

5. Requires the ability demonstrate sound judgment in the application and interpretation of events, situations, rules and regulations.
6. Requires the ability to write in a professional manner, proofread and edit accurately, and compile presentation-quality reports.
7. Must be able to learn, interpret, explain and apply knowledge of state, conference, and District and department rules, regulations, services, functions, in order to relieve others of a variety of administrative details.
8. Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases.
9. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
10. Requires the ability to provide direction to others and to organize and manage multiple projects.
11. Requires the ability to work flexible hours as the job may require evening and weekend commitments.
12. Requires the ability to maintain cooperative and productive relationships with others.

- **Physical Abilities**

1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.
2. Essential functions will vary by position.
3. As defined by Title I of the Americans with Disabilities Act (“ADA”) and California’s Fair Employment and Housing Act (“FEHA”), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

- **Education and Experience**

The position typically requires an Associate’s degree in a related field and 1 year of concurrent experience in administrative/ program support. Or, any combination of education and experience which would provide the required equivalent qualifications for the position.

- **Licenses and Certificates**

Requires a valid driver license.

Working Conditions

Work is performed indoors and outdoors where minimal safety considerations exist.

This job specification describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Classification: Athletic Trainer	Specification Number: 65031
Board of Trustees' approval date: 11/06/19	Salary Grade: 118

Summary

Administers preventive treatment and rehabilitation to physical education students and athletes engaged in various intercollegiate sports. Ensures compliance with health and safety standards. Oversees the issuance, maintenance and replacement of athletic injury protective gear and equipment for the college athletic program.

Distinguishing Career Features

The Athletic Trainer is a professional position and senior level in a career path for injury prevention, response, and sports rehabilitation. The Athletic Trainer provides leadership over clinical protocols and day-to-day sports training and injury rehabilitation. Advancement to Athletic Trainer is based on need and requires the ability to train and lead student-trainers, coordinate athletic rehabilitation programs, oversee equipment and inventory control, and serve as the primary resource in developing athletic rehabilitation plans.

Essential Duties and Responsibilities

Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all of the following types of duties, as assigned:

1. Plans and implements certain components for a sports injury prevention program. Follows established protocols for the treatment, care, and rehabilitation of sports injuries. Inspects practice areas and athletic equipment, consulting with coaches on injury prevention methods.
2. Provides urgent care service for student-athlete injuries sustained during athletics classes, team practices and athletic events. Conducts the initial clinical evaluation of injuries, and administers first aid. Refers students to a physician as needed.
3. Provides protective taping, bracing and padding for athletes. Ensures compliance with safety standards by properly fitting athletic equipment, knee, and ankle braces, and other protective gear.
4. Monitors athletic rehabilitation programs for injured student-athletes. Provides physical therapy treatment for injuries as diagnosed or prescribed by team physicians. Administers light, heat, cold, sound, water, exercise, manual therapy and other physical therapy treatments as directed by physicians. Communicates the playing status of injured and recovered athletes to appropriate athletic and college personnel.
5. Assists in training and assignment of athletic trainers (including student trainers) in the areas of prevention, evaluation, rehabilitation, first aid and emergency care for athletic injuries. Coordinates travel arrangements and transportation for athletics trainers and first aid and emergency care equipment to out-of-town athletic events.

6. Educates and counsels athletes about their conditions including the nature of injuries and the procedures to be followed for recovery.
7. Serves as an Athletic Trainer at home-and-away athletic events. In the absence of the team physician, makes judgments concerning the ability of the injured athlete to safely participate in intercollegiate sports.
8. Provides in-service training to coaches on the prevention, care, and emergency treatment of athletic injuries.
9. Prepares written policies and procedures, in collaboration with administration and the Team Physician, regarding emergency management, treatment and reconditioning of injuries for athletes including the annual review and update of established procedures.
10. Promotes information to athletes regarding educational health programs concerning sexuality, drug abuse, personal, and academic wellbeing.
11. Coordinates, with the athletic director, the student-athlete physical examination clearance for eligibility ensuring proper medical clearance is obtained for each student athlete prior to their season of competition.
12. Performs pre-participation orthopedic exams, blood pressure check and vision check as part of the student-athlete's pre-participation physical exam clearance.
13. Modifies athletic equipment to fit student athletes in compliance with safety standards. Fabricates modifications to equipment that accommodate injury or other unique requirements.
14. Prepares and maintains records and reports including injury and accident reports, and rehabilitation logs. Maintains and updates student files.
15. Performs other related duties as assigned that support the objective of the position.
16. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

Qualifications

▪ Knowledge and Skills

1. The position requires seasoned specialized knowledge of the theories, principles, practices, and techniques of physical therapy and preventative and rehabilitative treatment used in college athletic and physical education programs.
2. Requires a complete knowledge of the equipment, materials, and supplies used in a college athletic and physical education program.
3. Requires in-depth knowledge of human anatomy and medical terminology.
4. Requires knowledge of injury evaluation and treatment techniques including first aid and the proper fitting of assistive devices.
5. Requires skill at fitting and modifying athletic equipment.
6. Requires knowledge of proper methods for inventorying and storing equipment, materials, and supplies.
7. Requires knowledge of pertinent health and safety regulations governing rehabilitation health care.
8. Requires well developed language and human relation skills to explain technical concepts to others, conduct in-service training, and serve customers.

- **Abilities**

1. Requires the ability to perform the essential responsibilities and functions of the position.
2. Requires the ability to perform physical therapy.
3. Requires the ability to develop protocols and procedures for treatment and rehabilitation of injuries.
4. Requires the ability to deliver and administer urgent first aid, preventative, and rehabilitative treatment to physical education students and athletes.
5. Requires the ability to evaluate and treat a variety of injuries.
6. Requires the ability to apply and fit protective taping, padding, braces, and related equipment.
7. Requires the ability to operate a variety of equipment used for treatment.
8. Requires the ability to fit, maintain, and repair athletic equipment and apparatus.
9. Requires the ability to work effectively under extreme time constraints.
10. Requires the ability to work varying schedules and attend and travel to athletic events.

- **Physical Abilities**

1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.
2. Essential functions will vary by position.
3. As defined by Title I of the Americans with Disabilities Act (“ADA”) and California’s Fair Employment and Housing Act (“FEHA”), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

- **Education and Experience**

The position requires a Bachelor’s degree in Kinesiology, Physical Education, Athletic Training, Sports Medicine, or related field and two years of related experience. Or, any combination of education and experience which would provide the required equivalent qualifications for the position.

- **Licenses and Certificates**

Requires a valid driver license. Requires a First Aid and Cardiopulmonary Resuscitation (CPR) card. Requires a National Athletic Trainers Association Certificate.

- **Working Conditions**

Work is performed in an indoor and outdoor environment where health and safety considerations exist from physical labor, blood-borne pathogens, and equipment.

This job specification describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Classification: Sports Information Specialist	Specification Number: 65320
Board of Trustees' approval date: 12/11/19	Salary Grade: 118

Summary

Plans, coordinates, and implements publicity, marketing, and reporting of athletic events and sports-related public information activities.

Distinguishing Career Features

The Sports Information Specialist is a specialized position within a marketing and public information career, providing outreach to the student and sports community with promotions and journalistic reporting on behalf of the college’s athletic programs. The Sports Information Specialist requires the ability to develop communications about the programs and prepare and distribute stories about events and activities.

Essential Duties and Responsibilities

Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all of the following types of duties, as assigned:

1. Writes and distributes feature stories on athletics, athletes, and coaches. Obtains pre-contest information and compiles or summarizes post-contest results and occurrences.
2. Distributes media to various sources. Develops and maintains source lists of printed, electronic, and television new media contacts for distribution of information and stories.
3. Prepares copy for individual sport media guides that includes schedules, athlete and coach profiles and biographies, performance statistics, and history.
4. Participates in development of final media guides, with layout, photography, printing and distribution.
5. Contacts and seeks sponsorships and advertisers from local businesses. Secures contracts, arranges for invoicing, and assists with conversion of advertising materials to college formats.
6. Attends and may coordinate staffing of press boxes at athletic events. Duties include, but are not limited to, public address announcing, statistics, scoreboard operation, live statistics, live updates to social media.
7. Assembles and compiles schedules, results, records, standings, and statistics to athletic governing bodies, coaches, and the news media.
8. Maintains archives of athletic performance statistics, athlete biographies and other information supporting publications.
9. Plans, develops and produces electronic and web communications to reach current and future students including but not limited to web page development and maintenance, blogs, podcasts, e-advocacy, and social networking.
10. Performs other related duties as assigned that support the objective of the position.
11. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

Qualifications

▪ Knowledge and Skills

1. The position requires specialized knowledge of journalism principles, techniques, and practices.
2. Requires specialized knowledge of the newspaper, television, and radio industry practices for conveying written and oral materials via print and social media.
3. Requires working knowledge of advertising.
4. Requires advanced writing skills sufficient to prepare written materials for public and media consumption.
5. Requires knowledge of and skill in using modern office productivity software including word processing, spreadsheets, photo editing, and desktop publishing.
6. Requires sufficient math skills to compile statistics, ratios, and percentages.
7. Requires well-developed human relations skills to convey technical concepts to others, to work with media representatives, and give information to the public.

▪ Abilities

1. Requires the ability to perform the essential responsibilities and functions of the position.
2. Requires the ability to carry out the accountabilities of the position.
3. Requires the ability to develop and maintain productive and influential relationships with athletic department staff, athletes, and media representatives.
4. Requires the ability to prepare press releases and other materials, including taking and preparing photographs in complete and final form for distribution.
5. Requires the ability demonstrate sound judgment in the application and interpretation of events, situations, rules and regulations.
6. Requires the ability to write in a professional manner, proofread and edit accurately, and compile presentation-quality reports.
7. Requires the ability to provide direction to others and to organize and manage multiple projects.
8. Requires the ability to work flexible hours as the job may require evening and weekend commitments.
9. Requires the ability to maintain cooperative and productive relationships with others.

▪ Physical Abilities

1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.
2. Essential functions will vary by position.
3. As defined by Title I of the Americans with Disabilities Act (“ADA”) and California’s Fair Employment and Housing Act (“FEHA”), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

- **Education and Experience**

The position requires a Bachelors Degree in Journalism or a related communications field; 1 year of concurrent experience in sports journalism or external communications. Or, any combination of education and experience which would provide the required equivalent qualifications for the position.

- **Licenses and Certificates**

Requires a valid driver license.

Work Conditions

Work is performed indoors where minimal safety considerations exist.

This job specification describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.