



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
<ul style="list-style-type: none"> Faculty Hiring timeline: 	

<ul style="list-style-type: none"> Academic Senate Q&A 	Tuesday, November 14, 2023
<ul style="list-style-type: none"> Senator Ratings due 	Friday, November 17, 2023
<ul style="list-style-type: none"> Academic Senate – Special Meeting to Review Rankings 	Tuesday, November 28, 2023
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Hiring committee participants appointed by the Academic Senate. 	Tuesday, December 12, 2023
<ul style="list-style-type: none"> The Budget Committee forwards all recommended non-faculty requests to the Executive Committee 	Tuesday, December 12, 2023
<ul style="list-style-type: none"> 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

[*2022-2023 Program-Review-Instruction_revised.docx](#)

Program Review - Final Submission

[*2022-2023 Program-Review-Instruction_revised.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

Faculty Upload2

Faculty Upload3

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

FTE Upload1

[Program-Review-Request-for-Funding-2023-24-Facilities,-Equipment_Microscope Maintenance.docx](#)

FTE Upload2 [Program-Review-Request-for-Funding-2023-24-Facilities,-PCR machine_\\$.docx](#)

FTE Upload3 [Program-Review-Request-for-Funding-2023-24-Facilities-Equipment_Ice machine.docx](#)

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

FTE Upload1

FTE Upload2

FTE Upload3

FTE Upload4
Program-Review-Request-for-Funding-2023-24-Facilities-Equipment_UltraLow Freezer.docx
FTE Upload5

FTE Upload4
FTE Upload5

Classified Personnel Draft Requests (up to 3)
One upload per request

Classified Upload1 Program-Review-Request-for-Funding-2023-24-Classified-Personnel (002).docx
Classified Upload2 Instructional Assistant - Biological Sciences_Chemistry.pdf
Classified Upload3 GWC-Org-Chart.pdf

Classified Personnel Updated Requests (up to 3)
One upload per request

Classified Upload1
Classified Upload2
Classified Upload3

Supporting Materials (Optional)

Upload1
Upload2
Upload3

Supporting Materials (Optional)

Upload1
Upload2
Upload3

* ...3336393537
Catherine Egan 10/04/2023

Author - Draft Signature Date

* ...3133343033
Catherine Egan 12/04/2023

Author - Final Signature Date

Dean/Manager Draft Feedback

no concerns.
Please see email about FTES/FTE ratio, and also statement about fill rates in program strengths.
thank you!

FileUpload2

IEC Feedback

-Program challenges: Second to last paragraph ends with comma, not sure if it's a typo or if thought is unfinished.
-Awards: Since certificates are not part of the program enter "N/A" instead of "0". Same for ADT for 3 years, and 2 years ago.
-FTES and FTEF: Since Biology is a credit program use FTES(RES)/FTEF instead of FTES(total)/FTEF.
-SLO: Great description of the process. Please include specific examples of where this has occurred in classes.
- Goal #3: There is a Dual Enrollment Dean (Lauren Davis Sosenko) that should be a collaborating member.
-UltraLow Freezer request: You should reframe your goal to something like "Increase the number of biology experiments that students can perform using enzymes and other substances". You need to include a metric on how you will measure this as well (e.g., number of experiments, greater understanding of bio concepts demonstrated in said experiments, etc.) Think about this in terms of the ice machine and microscope maintenance as well (e.g., less wasted class time on experiment prep, etc.). For the ice machine request, what would a water line installation cost? I don't see that under the cost table.
-All funding request purchases would be strengthened by including a quote.

FileUpload4

Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1

Program Review Rubric Upload

Dean/Manager Final Feedback

FileUpload2

* ...3635333036

Danny Johnson 12/05/2023
 Dean/Manager Signature Date

Vice President Feedback

FileUpload3

* ...3733343039

Kay Nguyen 12/05/2023
 Vice President Signature Date

Downloaded to the following Committee Teams folder on:

* ...3933373439

Lauren Davis Losenko 12/14/2023
 IEC Signature Date

* _____
 Academic Senate Signature Date

Dean/Manager - Feedback Signature

Academic Senate: Technical Review Signature

Academic Senate Signature

IEC: Technical Review Signature



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:	Catherine
Last Name:	Egan
Email:	cegan@gwc.cccd.edu
ID:	24448
Phone Number:	714-892-7711 ext 52186
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	Yes

GENERAL PROGRAM QUESTIONS

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

Please provide a brief description and any significant change in your program since the last Program Review cycle.
<p>Since the last program review, the biology department has welcomed a new tenure-track faculty member in Anatomy and Physiology. The new hire has taken the lead position in Human Physiology which has provided more structure and support to a large program.</p> <p>A Biology associate degree for transfer (ADT) received approval at the end of Fall 2021 and became effective as of the Fall of 2022.</p> <p>The Title V HSI grant that was awarded in 2019 has allowed us the opportunity to expand the number of tutors available for STEM classes, develop a peer mentor program geared for, but not limited to Hispanic STEM students and Pell grant recipients. We have hosted multiple events in the STEM Center aimed at building community among STEM students and increasing interest in STEM fields.</p> <p>This fall, Rick Hicks accepted a new position as Vice President of Operations and Danny Johnson has</p>



Program Review Request Instruction

been hired as interim dean. Danny brings many years of experience from the multiple roles he has served on the GWC campus and we look forward to his leadership as the dean of Math and Science.

Since the last program review, we have had turnover twice in our Biology instructional associate position the supports Biology 100, Biology 180, Biology 104, Biology 220 and Biology 225.

What are your program's strengths? (Answers could include but not limited to KPI data)

The Biological Sciences program prepares students for further study in biology or related life sciences. The Biological Sciences program has a wide range of quality course offerings in multiple modalities to better meet students' need. These include lecture courses, lecture-lab combinations, and online courses. Courses can be taken to satisfy the newly approved biology associate degree for transfer (Biology AST) requirements, complete majors transfer requirements (Biology AAT), general education or as a prerequisite to vocational programs such as Nursing. The department has 9 full-time faculty, 2 full-time classified staff, 3 permanent part-time classified staff and approximately 19-22 part-time faculty and student lab assistants to serve our students. We are particularly proud of the outstanding retention and success rates of GWC biology given the difficulty of biological science courses.

From Fall 2021 to present we have fill rates ranging from 112-126% in our courses which demonstrates the efficiency of our program.

Our students enter and successfully complete programs in the health professions such as pharmacy, nursing, physical therapy, occupational therapy, dentistry, medicine, kinesiology, and physician's assistant.

Our botany professor, Travis Vail hosts a botany symposium where students are provided the opportunity to showcase their research. Faculty, students and family attend the event.

After taking a break during the pandemic, GWC has resumed hosting Science Showtime, which is open to the public and consistently well attended. The focus is on fifth and sixth grade students and their parents, allowing them to participate in many different activities in both the physical and life sciences. This night is an exciting time when biology instructors open their labs so students and parents can peek at what we do here in our lab courses. Since Science Showtime is the result of collaboration with the Rotary Club of Huntington Beach, it provides excellent community outreach as well. A major goal is to interest young people in science as a possible career path, to highlight the wonderful courses we teach here at Golden West College and showcase our state-of-the-art Math and Science facility.

The biology faculty continues to provide direct support by donating the Biology G100 Lab Manual royalties to the GWC Foundation. In turn, these funds are then available to purchase extra supplies and support items for our program as the need arises.

With the support of our HSI STEM Grant, we have been able to increase the hours of the STEM Center



Program Review Request Instruction

which is a hub of activity for our STEM students. The extended hours increase student learning opportunities by providing study resources such as calculators and textbooks and models for use outside of the classroom.

The biology faculty and classified staff are a cohesive and collaborative group with a reputation for excellent instruction. Both part-time and full-time faculty are committed to open communication and professional development to improve student success.

Our faculty participated in the shared governance of the campus and all campus committee have representatives from the Biology department.

The Biology department offered its first dual enrollment course at the Early College Academy at Los Amigos high school in Spring 2023.

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

As scientific discoveries in the field of molecular biology rapidly progress, it is important that we provide our students with the tools required to stay current with the ever-changing techniques used in biological research. Currently our equipment is dated and not adequately preparing our students for transfer as biology majors or for industry. Our department has a PCR machine that is over 20 years old, and no longer works consistently. In fact, with the inconsistent results we were obtaining with our ancient equipment, and the increasing costs of the chemical reagents to perform DNA amplification, we are having to limit the reactions performed in class. We therefore request funds to purchase a new PCR machine and the essential chemical reagents to ensure both our students' academic success and their preparation for opportunities in the scientific field.

In 2022 the biological sciences department was given 3 permanent 10-month part-time instructional assistants. Although these additions have greatly improved the efficiency of the lab staff, who are integral in student success, these positions should be 12-month positions. Currently our part-timers have to take 2 months off, in month long blocks. Because of the nature of our courses, there is no "down time" when it is best to take time off. Our PT staff will typically take off during December or August when the class load is light, however this time is essential to prepare for the upcoming semester and leaves our staff short handed at a critical time. The changes in our IA staffing is requiring extra time and training in order to insure the labs are adequately prepped ahead of classes. Additionally, we currently do not have a dedicated evening support IA which leaves our labs unsupported at night. The labs at night are mostly taught by part-time faculty and our newest additions to our program and without evening support they often are not able to ask questions or get help if the lab experiments are not going smoothly. This leads to frustration on the part of the instructors and negatively impacts the student experience.



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As we continue to expand our biology course offerings for dual enrollment, we will need to procure adequate supplies to run the labs and have one dedicated instructional associate to prep, set up and break down the labs on the high school campus. We also will need to have dedicated space on the high school campus to store the equipment and supplies needed for that course,

As we work to move the Biology 100 lab manuals for in-person labs to OER, there will be an increase copy costs required for lab reports.

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

The last program review cycle was 2021-2022. In the past two years there has been a decrease in community college enrollment numbers statewide. The Biology department has also seen a significant decrease in enrollment during this past program review cycle. As we move further away from the pandemic, enrollment numbers appear to be stabilizing and, as of the time of this writing, enrollment appears to be slowly increasing, although still well below the pre-pandemic numbers. With the help of the HSI STEM grant, there has been an increase in STEM specific outreach efforts to attract more STEM students to GWC. The biology department has participated in the on-campus outreach efforts in order to draw more attention to our Biology program.

Even though enrollment is down, success and retention rates in Biology have improved in the past two years. Retention rates in Biology courses fell to 82% during the first two years of the pandemic but have increased to 86% in 2022-2023. Post-pandemic success rates in Biology (2021-2022) lagged behind the college success rates by 4% but have increased in this past year. This success gap has closed significantly and currently the success rates in Biology are 1% lower than the collegewide success rates. The increase in retention and success rates can be in part attributed to the work being done by faculty to direct students to available resources and incorporate more equity minded practices into their course delivery. We have historically seen lower success rates with African American and Hispanic students in biology. The pandemic disproportionately affected these student groups. The HSI STEM grant is focused on increasing success and transfer rates for underserved student populations and we are beginning to see improvements in success rates for these students. In 2021-2022 the success rates for African American students in Biology were 59%. During the 2022-2023 period the success rates increased to 67%. Similarly, the success rates for Hispanic students in 2021-2022 were 59% and they increased to 66% in 2022-2023. There still is an achievement gap of 8% for Hispanic students in Biology and 7% for African American students.

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.)

The biology department have DE addenda in place for nearly all Biology courses, and we have enhanced the online/hybrid course offerings. Based on a STEM Student survey that was administered at the beginning of the Spring 2021 semester, a large percentage of our STEM student population



Program Review Request Instruction

prefers online and hybrid courses. The ability to offer courses in multiple modalities offers more scheduling flexibility to meet the diverse needs of STEM students.

Many biology courses are working toward zero cost to participate in the college's zero cost degree. Since the last program review cycle, several biology faculty have participated in professional development training related to DEIA teaching practices. Four faculty members participated in the "Culturally Responsive Teaching in STEM" workshop provided through Escala Education Services. A number of biology faculty members have enrolled in equity minded sessions through the Center for Innovation and Learning (CIL) which provides additional avenues for increasing faculty awareness and skills targeted at DEIA practices.

The STEM Center serves as a resource for students looking for additional support outside of the classroom. Many faculty has placed reference copies of course materials in the center to lower barriers to success for students. Many full-time and part-time faculty hold office hours in the STEM center to answer STEM specific questions. The Gateway 2 STEM grant has allowed the opportunity to fund scheduled STEM specific counseling hours in the STEM Center as well.

In the fall of 2023, Biology faculty has developed a basic biology skills workshop to assist students at the beginning of their STEM journey and assist in the development of skills needed for success in the program.

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

With the assistance of the HSI STEM grant, a STEM Open House event has been held the first week of each semester for the past 2 academic years. This event allows for students to come together to build a STEM community but also gives them an opportunity to familiarize themselves with other campus resources. All the student support services are invited to participate in the event and to share their support materials with the students in attendance. This gives students an opportunity to learn all about the myriad of resources available to them before they need them. The hope is that by directing them to all resources, not just STEM resources, we acknowledge that there are many barriers to success outside of the classroom and that if they are familiar with these resources their chances of success and transfer improve.

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

The biology faculty regularly use canvas to post materials needed for their courses, post grades and other ancillary materials geared towards increasing student success. Many of the lab instructors have incorporated Labster activities into their courses. The district purchased a Labster contract and the instructors can embed these activities into their laboratory canvas shells or assign them during class. The lab simulations give students the opportunity to perform laboratory activities that they would not have access to otherwise due to funding limitations. While simulations are not equivalent to actual hands on lab experimentation, they do allow the students to gain experience that is valuable.



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Many of the biology lab instructors utilize virtual platforms such as Connect Virtual Labs through McGraw Hill or MyLab and Mastering through Pearson to make the student lab experiences more comprehensive.

Many faculty use Camtasia and Panopto for making pre-recorded instructional (lecture and lab videos).

We are currently piloting Biology 100 Virtual labs to increase modality offerings in a sustainable format that meets student need.

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 Dress 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	0	0	0
Associate Degrees	27	31	27
Associate Degrees for Transfer	0	0	10

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).

The number of awards in Biology has increased since the last program review cycle. 2022-2023 was the first time students were able to earn an Associate Degree for Transfer in Biology and 10 students earned this award.

FTEs and FTEF



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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:	44	33	33

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

The biology department continues to implement and improve the following steps to ensure instructional and operational efficiency. These steps include:

- Offer a diverse blend of online, hybrid, and on campus lecture and lab courses to ensure the diverse needs of all students are met.
- Evaluate the fill rates of courses and eliminate sections with low enrollment to increase operational efficiency.
- Continue to adopt more OER content making our courses more accessible to students.
- Encourage faculty to participate in training sessions offered through the Center for Innovation and Learning so that they can become more familiar with barriers to success for our students and learn best practices to implement in our biology courses to level the playing field and increase success rates for all students.

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



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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.

Biology G260 Biostatistics has never been offered and we are discussing retiring the course.

Biol G219 Supports student success in Anatomy

Biol G205 is currently not offered and we are discussing retiring the course.

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?

The biology department regularly assesses course SLOs. Courses with multiple sections coordinate regarding the selection of the SLO to assess and the appropriate method of assessment. Data found is reported, evaluated, and used to improve instructor teaching methods with a goal of increasing student success.

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



Program Review Request Instruction

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.

Goal 1: Development of a new Biology AD-T to increase interest in Biology and transfer rates for Biology majors.

Accomplishments:

- Biology AD-T approved at the end of Fall 2021 and became effective as of the Fall of 2022
- Retention rates in Biology have increased from 82.2% in 2021-2022 to 86.2% in 2022-2023
- Success rates in Biology declined from 74.1% to 71.6% in 2020-2021 and declined again to 69.6% in 2021-2022 but in 2022-2023 success rates increased to 74.2% which is comparable to pre-pandemic success rates.

-There has been an increase in awards in biology since the last program review cycle from 27 Associate in Arts degrees in 2020-2021 to 31 in 2021-2022. In 2022-2023, 27 Associate in Arts were awarded and the first 10 Associate in Science for Transfer degrees were awarded.

Goal 2: Increase student success by providing support and hiring faculty and support staff to meet the demands of the courses offered.

Accomplishments:

- A new tenure-track faculty member was hired
- 3 permanent part-time associates were hired

Goal 3: Enhance outreach and recruitment effort to attract more STEM students and create a vibrant and diverse student population.

Accomplishments:

- The biology department offered its first dual enrollment course, Biology 100, for the Early College Academy at Los Amigos High school to great success in spring 2023.



Program Review Request Instruction

- With the support of the HSI Gateway 2 STEM grant outreach efforts have increased with campus visits to showcase GWC's STEM program at local feeder high schools. These outreach efforts allow for campus representatives to inform high school students about our transfer student success rates and our new Biology AS-T degree,
- The grant supported the effort to revive the Summer Science Camp for middle and high school students in the summer of 2022. This camp was a collaboration with CTE and the education program at GWC.
- STEM center events have increased with recurring Open House events the first week of the semester to introduce STEM students to the various STEM programs at GWC as well as all the ancillary student support services on campus.
- Science Showtime returned after a break imposed by the pandemic. This collaboration with the Rotary Club of America showcases GWC's Math and Science building and faculty to a large number of families in the community.
- A STEM Peer-Mentor program has been developed since the last program review. The Peer-Mentor program is geared toward Hispanic/Latinx students and Pell Grant recipients but is open to all interested STEM students.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

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

GOAL 1 (Required)

Description of goal:

Increase the number of Low Cost Biology courses offered and the development of a ZTC Biology Pathway.

What actions will be taken to accomplish the goal?

Continue to direct faculty towards resources and incentives to adopt OER and transition their classes to Low Cost or Zero Cost designations.

Recognize the importance of including part-time faculty in OER/ZTC options for students and encourage their participation.

Emphasize the benefits of OER resources in regards to having course materials available at the time of registration and not having to be reliant on the bookstore to provide course materials to students.

Work with faculty to develop a database of effective OER for their courses that can be shared with new faculty.

Support Biology faculty whose classes are included in the Biology AS-T sequence to identify OER resources that are satisfactory for their courses.

Direct faculty toward resources that will provide compensation for transitioning their courses to Zero Cost.



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Collaborate with chemistry, math and physics instructors who teach courses in the required sequence to encourage adoption of OER.

What metric will you use to measure your goal?

Track the number of low cost courses offered in the Biology Department
Track the number of zero cost courses offered in the Biology Department
Compare enrollment numbers and success rates in Low Cost/Zero Cost Biology courses to other Biology courses taught via the same modality.
Track the number of biology courses offered on dual enrollment campuses
Track the retention and success rates of dual enrollment biology students.
Compare the success rates of dual enrollment and GWC biology students in the same courses offered in the same modality.

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)

Description of goal:

Identifying, investigating and developing approaches to address equity gaps in regards to course enrollment and success.

What actions will be taken to accomplish the goal?

Work with the Office of Institutional Research to gather data on equity gaps in Biology courses.
Encourage more faculty to participate in data coaching resources and products.
Encourage faculty to participate in the trainings offered through the Center for Innovation and Learning.

What metric will you use to measure your goal?

Track faculty who participate in CIL workshops and other DEIA trainings.
Compare success and retention rates in courses taught by faculty implementing practices taught in DEIA trainings to those who have not participated in trainings.



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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:

Increase efforts to expand the Biology offerings for Dual Enrollment programs

What actions will be taken to accomplish the goal?

Work with the Dual Enrollment coordinator to discuss the barriers to offering more dual enrollment biology courses. The biggest challenges being scheduling difficulties within the high school bell schedule and lab equipment and material needs and funding sources for these materials and adequate storage for laboratory materials and equipment on the high school campus.

What metric will you use to measure your goal?

Track the number of biology courses offered on dual enrollment campuses
Track the retention and success rates of dual enrollment biology students.
Compare the success rates of dual enrollment and GWC biology students in the same courses offered in the same modality.

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

OTHER INFORMATION

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

Click or tap here to enter text.



Program Review Request Instruction

Submitter's Signature: *Catherine Egan*

Date: 10/3/2023

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- Facilities, Equipment, Technology & Other

Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	Catherine
Submitter's Last Name:	Egan
Submitter's Email:	cegan@gwc.cccd.edu
Submitter's Phone Number:	714-892-7711 ext 52186
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	yes
Who is your Vice President?	Kay Nguyen
Program/Department:	Biology

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):

Microscopy is central to the study of biology and microscopes are regularly used in many of our biology labs. Regular maintenance includes thorough cleaning of the scopes, lubrication of the moving parts, inspection of the optical elements, aligning of the lighting paths and a warranty on labor and workmanship.

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

We were granted funds last year for microscope maintenance; however, we were not able to use the awarded funds because the requested item was a service/maintenance item. Microscopes are used daily and need to be calibrated, cleaned, and serviced to function optimally. Students are not able to get the correct experience or meet the learning objective if our equipment is not functioning properly.

What actions will the program take to accomplish this goal?

Click or tap here to enter text.

What metric will you use to measure this goal?



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

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](#)).

Completion: GWC will ensure students' timely completion of degree and certificates by providing high quality academic programs and student services.

Funding this request will aid in providing a high quality biology program.

Facilities: GWC will provide flexible, accessible and sustainable learning environments that support the success of students, faculty, staff and communities.

Our labs and lab equipment need to be up to date and operational to properly prepare our students for future courses or careers.

Workforce Preparation: GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.

Micorscopy is a skill that biology students need to master prior to transfer. GWC biology labs prepare students for demanding coursework and proper equipment is essential to this skill set.

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



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Description of Item(s)	Total Dollar Amount Requested
Microscope service/maintenance	\$12000
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

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

Microscope maintenance needs to be performed

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:	Catherine
Submitter's Last Name:	Egan
Submitter's Email:	cegan@gwc.cccd.edu
Submitter's Phone Number:	714-892-7711 ext 52186
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	yes
Who is your Vice President?	Kay Nguyen
Program/Department:	Biology

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):

As scientific discoveries in the field of molecular biology rapidly progress, it is important that we provide our students with the tools required to stay current with the ever-changing techniques used in biological research. One of the most important tools in molecular biology is amplification of DNA, performed by a PCR machine.

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

Our department has a PCR machine that is over 20 years old, and no longer works consistently. In fact, with the inconsistent results we were obtaining with our ancient equipment, and the increasing costs of the chemical reagents to perform DNA amplification, we were having to limit the number of reactions we performed in a class. Sadly, during the pandemic, we opted to remove the PCR experiments our students performed, at a great detriment to student learning. We therefore request funds to purchase a new PCR machine to ensure both our students' academic success and their preparation for opportunities in the scientific field.

What actions will the program take to accomplish this goal?

We would like to purchase this machine so that we can expand the lab activities offered in this majors prep course.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

What metric will you use to measure this goal?

We can track and measure the additional skills gained by the students using updated equipment.

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 [\(Vision 2030\)](#).

Completion: GWC will ensure students' timely completion of degree and certificates by providing high quality academic programs and student services.

Funding this request will aid in providing a high quality biology program.

Facilities: GWC will provide flexible, accessible and sustainable learning environments that support the success of students, faculty, staff and communities.

Our labs and lab equipment need to be up to date and operational to properly prepare our students for future courses or careers.

Workforce Preparation: GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.

Amplification of DNA performed by a PCR machine is a skill that biology students need to master prior to transfer.

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



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

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

Description of Item(s)	Total Dollar Amount Requested
PCR machine	5742.69
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

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

There is no on-going cost for this request.

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:	Catherine
Submitter's Last Name:	Egan
Submitter's Email:	cegan@gwc.cccd.edu
Submitter's Phone Number:	714-892-7711 ext 52186
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	yes
Who is your Vice President?	Kay Nguyen
Program/Department:	Biology

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):
Biology courses require the use of ice often. The current ice machine that we have now is not properly suited for science experiment. The students or staff need to crush the ice manually before using or we have to manipulate data to account for this variable. We need packable ice that fits into our glassware and properly insulates. Additionally, we will need a water line installed if we are granted an ice machine.

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
n/a

What actions will the program take to accomplish this goal?
We will not need to manipulate data to account for this variable if we can purchase this machining which will allow for more accurate results in the labs.

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 [\(Vision 2030\)](#).

Completion: GWC will ensure students’ timely completion of degree and certificates by providing high quality academic programs and student services.
 Funding this request will aid in providing a high quality biology program.

Workforce Preparation: GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.

Facilities: GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff and communities.
 Granting this request will result in better use of class time and efficiency as well as more accurate data collection.

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
Ice Machine	11787.85
Installation fee	300
Click or tap here to enter text.	Click or tap here to enter text.



Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

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

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

There is no on-going cost for this request but an waterline will need to be installed if this request is granted.

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:	Catherine
Submitter's Last Name:	Egan
Submitter's Email:	cegan@gwc.cccd.edu
Submitter's Phone Number:	714-892-7711 ext 52186
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	yes
Who is your Vice President?	Kay Nguyen
Program/Department:	Biology

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):
Cellular and molecular biology is a course that relies heavily on enzymes and other substances that require specific storage at an ultra-low temperature. We currently do not have an ultra-low freezer for our cellular/molecular biology. This limits the experiments that we run and requires the campus to purchase expensive enzymes more regularly because we do not have adequate storage.
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
n/a
What actions will the program take to accomplish this goal?
If we purchase this equipment we will be able to increase the number of experiments run in biology courses.
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 [\(Vision 2030\)](#).

Completion: GWC will ensure students’ timely completion of degree and certificates by providing high quality academic programs and student services.
 Funding this request will aid in providing a high quality biology program.

Workforce Preparation: GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.

Facilities: GWC will provide flexible, accessible, and sustainable learning environments that support 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
Ultra-low freezer	17259.28
Shipping	Est 200
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.



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.

No

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

No

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:	Catherine
Submitter's Last Name:	Egan
Submitter's Email:	cegan@gwc.cccd.edu
Submitter's Phone Number:	714-892-7711 ext 52186
Who is your Dean/Supervisor?	Danny Johnson
Are you the Department Chair?	yes
Who is your Vice President?	Kay Nguyen
Program/Department:	Biology

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	Instructional Assistant - Biology

Salary Information

Salary Schedule Range:	113
Annual Salary (Step 1) \$:	47232.51
Step 5 \$:	57411.95

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?

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:

- Works with faculty/instructional administrator to design, construct, troubleshoot, modify or rebuild equipment, modules, experiments that will be used in the classrooms/ laboratories in a division comprised of various related but different subject areas.
- Assists in laboratory preparation for all assigned Biological Sciences/Chemistry classes.
- Creates written instructions for use of lab services and computer equipment, as necessary. Creates answer keys for sample materials for all materials in instructional materials files.
- When performing setup, calculates amounts and portions such as mass, volume, length, percentage, concentration levels, angles, etc. Safely keeps and properly disposes and/or takes down the experiments and simulations.
- Makes repairs to equipment and learning assistance devices. Checks out and maintains control over tools, equipment, supplies, materials used by students. May be required to maintain contact with appropriate vendors.
- Maintains records of laboratory activity, including typing forms or inputting data or otherwise retaining information regarding the acquisition, maintenance and distribution of tools, equipment, materials, supplies, and/or written materials.
- Provides for the general cleanliness and security of the laboratory or shop work area. Handles and disposes of harmful or hazardous materials according to specific instructions relating to their disposal. Participates in providing for a safe environment for the conduct of the laboratory. Reports maintenance problems as they occur.
- Attends training as necessary to maintain currency of knowledge and communicates safety concerns and necessary updates to supervisors. Instructional Assistant – Biological Sciences/Chemistry Updated August 2019 2
- Performs other related duties as assigned that support the objective of the position.
- 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?

Currently we have no full-time evening support in the labs for Biology

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

With inadequate evening support staff, newer and often inexperienced faculty have no place to turn to have questions answered. Most faculty are unfamiliar with the stockrooms and have a hard time locating reagents or equipment they may need. This leaves the faculty frustrated and negatively impacts the student experience.

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)

Click or tap here to enter text.

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



Program Review Request- Classified

Golden West College

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.

The current level of instructional assistance and classified staffing during regular business hours is adequate but we lack full-time evening support. As stated previously, the evening labs are most often taught by new part-time faculty that are unfamiliar with our labs and procedures. If the faculty has a problem with a lab or needs additional supplies there is no support staff to assist. This compromises the quality of the labs and leaves both faculty and students frustrated.

Federal Work Study students are used to assist with laboratory preparation, but these students lack the necessary skills and must be trained each term by the Instructional Associates.

#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: In order to attract prospective STEM students from the community, we must provide high quality and dynamic academic programs-to be that face of GWC. Components for a strong program include excellent faculty, state of the art materials and adequate Classified professionals to take those materials and create great laboratory programs. The Math/Science division is sorely lacking in providing the support staff needed for a growing STEM program. In order to be successful, to keep up with a growing program, and to attract more students to our College, we must keep the Classified staff numbers in line with the addition of more courses.

Completion: The key to advancing student completion of individual courses, degrees and transfer to Preprofessional health programs is having high quality academic programs. There are many components to a dynamic program-faculty, materials and Classified professionals to support instruction. To prepare great learning experiences through our laboratory programs, the Math/Science division is in dire need of adequate instructional support staff. With a growing program and a new building that can support an addition of courses, it is critical to keep up and create additional Classified positions to support this program. Without this, we run the risk of losing students and not being in a position to aid them in completion.

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

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

Under the "Essential duties and Responsibilities" portion of the Instructional Assistant job specification, number 9, this position can also serve as support staff for the STEM Center operations and occasional support for the Math Science office/division.

#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)

Click or tap here to enter text.



Program Review Request- Classified

Golden West College

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

There is a relatively high turnover with part-time faculty that teach evening labs and it would be beneficial to have a permanent instructional assistant to anchor these labs and provide continuity and support for the faculty.

Submitter's Signature: *Catherine Egan*

Date: 10/3/2023

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.