General Information

Important Information

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Submitter's First Name:	*Martie
Submitter's Last Name:	*Ramm Engle
Submitter's Email:	*mrammengle@gwc.cccd.e
Submitter's ID	*
Submitter's Phone Number:	*

Type of review?
- ○ Administrative
- ● Instruction (Please note: Library and Counseling should submit individual Program Reviews: One for Instruction and one for Student Services))
- ○ Student Services

Who is your Dean/Supervisor?
- ○ Robyn Brammer
- ○ Joseph Dowling
- ○ Rick Hicks
- ○ Janet Houlihan
- ○ Danny Johnson
- ○ Claudia Lee
- ○ Alice Martanegara
- ○ Carla Martinez
- ○ Alex Miranda
- ● Kay Nguyen
- ○ Meridith Randall
- ○ Christina Ryan Rodriguez
- ○ Matthew Valerius
- ○ Tim Vu
- ○ Chris Whiteside

Are you the Department Chair? *
- ● Yes
- ○ No
- ○ Not applicable

Who is your Vice President? *
- ○ Lee, Claudia
- ○ Houlihan, Janet
- ● Randall, Meridith

If you experience any technical difficulties completing this form, please contact Damien Jordan.

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**-

Program Review

Data Driven Decision Making

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

Program Review
Reporting Cycle

1. Program Review will be conducted every two years beginning Fall semester 2021.
2. Department Chair/Originator will be given feedback at each step in the process.
3. Data provided by ORPIE, including statewide data for success given to departments the first week of October (October 8, 2021). Originator: The originator owns this information (usually the Department Chair). The document is "locked" unless sent back.(October 22, 2021).
4. Department Chair: If the Department Chair did not submit the document, it will go to the Department Chair for general feedback (November 1, 2021).
5. Dean/Supervisor: The Dean/Supervisor provides feedback in a single text box. The Dean/Supervisor may send back to the Department Chair if something needs to be changed. (November 8, 2021).
6. IEC: IEC provides feedback for a technical review. (November 15, 2021).
7. CCD: provides feedback on curriculum or instruction section. (November 22, 2021).
8. Vice President: The identified VP provides feedback and can send the document back for edits (December 1, 2021).
9. Review: The Department Chair incorporates the feedback and resubmits. The Dean/Supervisor can send back if there is still something missing (January 31, 2022).
10. Submission: Once the originator (Department Chair) submits the document, it will be locked (February 11, 2022).
11. Committee Reviews: Requests for funding will be sent to committees for their review (February 11, 2022). Reviews by committees must be submitted to Planning and Budget by March 15, 2022.
12. Hiring Deadline: Approved requests for faculty positions will be provided by the Executive Team (February 25, 2022).
13. Hiring Deadline: Ratings for classified professional positions will be provided to the Executive Team by April 22, 2022.
14. Funding Deadline: Planning and Budget will make determinations on Categorically funded requests (April 22, 2022).
15. General Funds and Classified positions: Items funded through general funds and available Classified Professional Positions will be determined (October 7, 2022).

Important Update

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Program Information

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

*Dance

Please provide a brief description and any significant change in your program since the last program review cycle.

*The Golden West College Dance Program includes general education, education for an A.A. with a major in Dance, and transfer to upper-division at colleges and universities. In a positive and creative environment, students are encouraged to develop their individual artistic identity along with a sense of the responsibility and discipline that is necessary for further study in a university or conservatory environment and a professional career.

The program is designed to guide students as they develop individual strengths, acquire new skills, and discover hidden talents. The program and members of the faculty provide services to the campus and community in the form of public performances, master classes, and workshops, fundraising, concert tours, adjudication, and significant outreach for the recruitment of new students.

The most significant change in this program since the last program review cycle is the 14-month shut down of all in person dance courses, cancellation of all dance concerts and loss of students due to the hiatus.

What are your program's strengths?

*The Dance program, under our full time faculty member Leslie Bitong, does many things quite well. The Dance Program in the Dance department, Arts and Letters Division includes general education, education for AA degree preparation and transfer to upper division at colleges and universities. Courses offered cover a wide variety of dance styles in small classes with individual attention to dancer's needs. Careers for the dance major include dancer, choreographer, designer, technician and craftsperson, stage manager, arts manager, arts consultant, communications and teaching in professional, secondary and postsecondary education. Students learn and acquire skills in all elements of dance.

The dance department is an inclusive, communal program that enables students to collaborate with one another. They build bonds and expand their network through their engagement and participation in class. Since returning to the face-to-face modality, the dance department has picked up where it left off. It is continuing to develop a culture of comradery and unity that inspires students. This is an aspect of performing arts study that is unique to our disciplines.

The Dance Department plays an active role in the community by presenting workshops, master classes and performances at schools and special events. Dance department faculty provide services to the campus and community in the form of public performances, fundraising, concert tours, adjudication and significant outreach for the recruitment of new students. The faculty are professional artists who present their work both within the community and nationally and are very friendly and available to students for advisement. GWC dance students also have opportunities to travel and perform in festivals within the US and abroad.

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

*•   Continued focus on promoting classes, faculty, degrees, and concert dance productions to GWC students, the general community and to high school and college students who have an interest in dance in study and in performance including outreach to the community.
•   Formation of a the GWC Dance Ensemble for touring performances in the community
•   Completion of the renovation of main dance studio Rec Ed 201.
•   Consistent funding for annual concert dance productions
•   Membership and annual participation in the American College Dance Association for the benefit of our faculty and students
•   Remodel, reorganization and inventory of the Dance department costume and supplies storage room

INSTRUCTIONAL PROGRAMS

Do any of the courses in your program have a CTE TOP code?

*○ Yes
● No

What type of awards does your program offer?

☐ Certificates
☑ AA/AS Degree
☐ Associate Degree for Transfer

Please provide the information for the number 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	*NA	*NA	*NA
Associate Degrees	*0	*0	*0
Associate Degrees for Transfer	*NA	*NA	*NA

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, Planning, and Institutional Effectiveness (ORPIE).

*The dance department had a decrease in AA degrees due to the fact that 99% of face-to-face courses were shut down for 16-months resulting in a significant decrease in enrollment and face-to-face interaction with our students. Classes were moved to a Zoom live online format.

Some students successfully transferred but few students began or finished their degree path during the hiatus.

Receiving a degree or certificate is not necessary for dance majors/students to transfer to a college, university or conservatory. Students have and will continue to successfully transfer based on their academic record, talent, and skill.

Faculty will continue to advise students of the value and importance of achieving a degree at the community college level.

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 four years ago, two years ago, and this year.

Please note: For programs with earned credit, please use FTESr/FTEF. For non-credit or the International Students Program, please use FTESm/FTEF.

FTES/FTEF ratio from 3 years ago
* 32

FTES/FTEF ratio from 2 years ago * 25

FTES/FTEF ratio from last year * 23

Outside of hiring new faculty (which should be included in your program goals, if needed), please discuss this trend and your plan for improving efficiency

> The dance department believes that restoring dance courses to on-campus face-to-face modality will stop the trend and improve efficiency. It will take us some time to regain our momentum from an 16-month hiatus.
>
> The full-time tenure track dance instructor hired in Fall 2019 had but a few months to improve enrollments which were showing great improvement.. Once courses were moved to the Zoom live online modality, enrollment suffered. With the reinstatement of all dance courses to fully face-to-face, enrollments and efficiencies have improved.

Using the data received from Office of Research, Planning, and Institutional Effectiveness (ORPIE), what strategies has your department implemented over the past two years to be more inclusive of the distinct student populations you serve?

> During the hiatus, the dance department had no choice but to offer dance instruction in the Zoom live online modality. All students suffered by having to dance in their homes and not in a studio.
>
> According to the data, Hispanic/Latinx, Non Binary and Economically Disadvantaged students are experiencing slight disproportionate impact as compared to the total GWC student population. The numbers of successful course completions needed to close the gap is extremely low (6 or less).
>
> We have no special activities planned to address any students who are members of the disproportionately impacted group. Our department will continue to welcome students from all student populations and continue to educate all who are willing to learn since all student dancers choose to enroll in Dance courses to enhance their college experience and reach academic goals. In all technique courses, faculty will continue to stress basic learning skills and practices and continue to introduce and enforce professional level skills and goals as appropriate. We will continue to provide all materials including costumes for students participating in department performances so that economics will not prevent student dancer participation. We expect and enforce the same rigor expected of all our students while providing kind counsel and academic mentoring.

Identify challenges and successes with respect to mode of delivery and/or technology. For instructional programs, address any differences between on-campus and distance education.

> Dance is an art taught in person from teacher to student. Throughout its history, dance is best and only learned in person from teacher to student. Moving all face-to-face dance courses to fully online via Zoom was accomplished through the diligence and skill of our faculty but enrollment suffered due to the modality. The sole online course offered in dance was quite successful during the 16-month hiatus and remains so.
>
> During the hiatus, dance students continued the physical study of dance in live Zoom courses but it was no substitute for traditional face-to-face study.
>
> In Fall 2021, all dance courses (with the exception of online course Dance G101) returned to the studio in face-to-face modality. Students appear to be quite happy back in the studio and enrollment in almost all courses is strong and shows potential for much improvement for Spring.

Program Review
Curriculum

After a thorough review of your courses, provided by CCI...

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 or more years for a CTE course)?
*
- ◉ Yes
- ○ No

For classes where the date of revision is more than 6 or more years for a transfer-level-course or 3 or more years for a CTE course, revisions for all such classes to CCI are required within the next two academic years.

- ◉ I understand

Do any of your SLOs use the exact wording as the course objectives?
(SLOs should be written to reflect and encompass the course objectives while not using the exact same language as the course objectives)
*
- ○ 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

CCI will be providing a list of all courses not successfully offered within 2 years. These classes should be suspended or retired through CCI prior to the next Program Review. If there are extenuating circumstances, please provide those here.

> Due to the 16-month hiatus, the following courses were not offered within the last two years. These courses will not be retired or suspended as they are now being offered in their accepted modality once face-to-face courses resumed:.
>
> Dance G235
> Dance G245
> Dance G250
> Dance G251
> Dance G260
> Dance G261

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.

Once we finalize the above, we will make multiple options available for faculty to complete.

How are you using your Program SAOs/SLOs to improve your program outcomes? (If you are not actively using SAOs/SLOs to improve program outcomes, discuss how you plan to do so in this coming Program Review Cycle.)

*The dance department has continually been assessing program SLO's along with course SLO's. We use our program and course SLO's to make changes and improvements to our courses as we notice trends in our student outcomes. We appreciate the suggestions that students make to us although there tend to be few suggestions. We will continue to assess our program SLO's along with our course SLO's as part of our practice for each semester.

<div align="center">

Program Review
Goals and Requests for Funding

</div>

Requests – If you are requesting any of the following, they _MUST_ be addressed within your Department goals.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

(When you click that you need any of the above (Faculty, Equipment, Facilities, Technology or Support Staff) you will be provided the appropriate form on subsequent pages of this document)

Vision 2030 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 College Goals.
7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

Goals from Previous Program Review Cycle

Please refer back to the goals from 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.

*SUMMARY: Immediate acquisition of new and safe sprung wood dance floors in one or both dance studios. OUTCOME: New dance flooring (not sprung wood but a perfectly appropriate alternate) was installed in September 2021 in the main dance studio Red Ed 201. The remaining renovation is yet to be scheduled or completed. RESOURCES: Funded by classroom improvement funding.

SUMMARY: Continued focus on promoting classes, faculty, degrees, and concert dance productions to GWC students, the general community and to high school and college students who have an interest in dance in study and in performance including outreach to the community. OUTCOME: This is a continuing goal.

SUMMARY: Consistent funding for annual concert dance productions. OUTCOME: Dance department remains underfunded for their annual dance concert productions. ASGWC funding, while valuable, keeps being reduced annually. Dance department has not produced a concert since Spring 2019 so there has been no income to use for upcoming concerts planned for December 2021 and May 2022. RESOURCES: Share department publicist (Support Staff) with theater arts)). Not funded.

SUMMARY: Membership and annual participation in the American College Dance Association for the benefit of our faculty and students. OUTCOME: Students are participating in the ACDA virtual conventions. RESOURCES: Not funded. College membership is being funded by ASGWC and/or box office revenue that went unspent during 16-month hiatus.

SUMMARY: Remodel, reorganization and inventory of the Dance department costume and supplies storage room. OUTCOME: Partially remodeled and reorganized. RESOURCES: Lottery funding.

Goals for Current Program Review Cycle

Current goals should be connected to Vision 2030.

Goal 1 (Required)

Description of Program's Goal

*Provide safe and sustainable classroom environment for Dance students.

What actions will the program take to accomplish this goal?

*Completion of Rec Ed 201 dance studio renovation (HVAC, painting, roof repair, theatrical lighting system) through faculty consultation with facilities/VP Janet Houlihan to schedule and complete the renovation as previously discussed and planned.

What metric will you use to measure your goal?

*Student Surveys on improved facilities
Enrollment data

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

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

Please note: Indicating one of the following will create a form to appear on a subsequent page.

- ☐ Faculty
- ☑ Facilities
- ☐ Technology
- ☐ Equipment
- ☐ Professional Development (funding request)
- ☐ Support Staff (permanent classified)
- ☐ None of the above

Goal 2 (Required)

Description of Program's Goal

Increase Dance student participation, engagement and retention.

What actions will the program take to accomplish this goal?

Seek out appropriate and consistent funding for annual department concert dance productions and for membership/annual participation in the American College Dance Association (ACDA) for the benefit of our faculty and students.

Reinstate and/or increase ASGWC and other available college funding for this purpose

What metric will you use to measure your goal?

Attendance
Box Office revenue
Student and Faculty participation in ACDA festivals and conferences

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

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

- ☐ Faculty
- ☐ Facilities
- ☐ Technology
- ☐ Equipment
- ☐ Professional Development (funding request)
- ☐ Support Staff (permanent classified)
- ☑ None of the above

Please describe the type of Professional Development required.

Attendance at American College Dance Association (ACDA) festivals and conferences for faculty as presenter and/or participant.

When do you plan to implement this Professional Development.

ongoing

What budget will this require?

$1800

Goal 3 (Required)

Description of Program's Goal

Expand Dance program offerings and increase enrollment and recruiting.

What actions will the program take to accomplish this goal?

• Development of the GWC Dance Ensemble to perform at campus events, conferences, festivals, and tour in the community.
• Offer DANCE G235 Modern Dance Ensemble, DANCE G245 Performance Ensemble and DANCE G260 Dance Production and Performance each semester to enable the formation of the GWC Dance Ensemble. In these courses, students are expected to perform publicly during the semester.
• Seek funding to support the formation of the GWC Dance Ensemble and its community activities.

What metric will you use to measure your goal?

Student surveys
Audience response and ticket sales

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

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

☐ Faculty

☐ Facilities

☐ Technology

☐ Equipment

☐ Professional Development (funding request)

☐ Support Staff (permanent classified)

☑ None of the above

Goal 4 (Optional)

Description of Department's Goal

Completion of the remodel, reorganization and inventory of the Dance department costume and supplies storage room

What actions will the program take to accomplish this goal?

Remodel, reorganization and inventory costume and property room and storage.
Materials (including paint, lumber, etc.) and storage supplies (plastic bins, shelving, cabinets, etc.) as needed.

What metric will you use to measure your goal?

Survey to determine if reorganization and remodeling promoted student efficiency and learning success.

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

Requests: What do you need to accomplish this goal? (Mark any or all that apply)

☐ Faculty

☐ Facilities

☐ Technology

☑ Equipment

☐ Professional Development (funding request)

☐ Support Staff (permanent classified)

☐ None of the above

Goal 5 (Optional)

Description of Department's Goal

OTHER INFORMATION

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

Optional file upload (if desired)

Optional file upload (if desired)

How many funding requests would you like to submit?

* ○ 1
  ○ 2
  ● 3
  ○ 4
  ○ 5
  ○ 6
  ○ 7
  ○ 8

1st Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.

* ○ Equipment (Technology)
  ○ Equipment (Non-Technology)
  ● Facilities (e.g., improvements/repairs to classrooms, offices, and spaces)
  ○ Other (e.g. conferences, funding for professional development)

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over $10,000 will need 3 quotes before purchase.

Total dollar amount for this request:
* $ 0

Does this request address a clear health and safety issue?

* ○ Yes
  ● No

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support the need for this request.

Facilities/VP Houlihan has the estimated budget and funding for the required renovation to the HVAC. painting, roof repair, and theatrical lighting system update for Rec Ed 201.

Rec Ed 201 has a leaking roof, ancient theatrical lighting system in need of replacement and update to LED technology and wiring, and new paint. The dance floor in this space is new having been installed in Fall 2021. The planned renovations are necessary to prevent damage to the new flooring.

Repairing and renovating Rec Ed 201 addresses the deficiencies current present in this dance space to the ultimate benefit of student dancers.

Support of College Goals: How does this request align and directly support the College's Goals? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of Key Performance Indicators associated with the College goals.

College goals of enrollment, completion, and facilities would be supported by this request.

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

Completion of the renovation of Rec Ed 201 (HVAC. painting, roof repair, and theatrical lighting system) will benefit the dance department and potentially also the theater arts department by providing a professional space for classes, rehearsals and studio performances.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

With the installation of a new dance floor in Fall 2021, the leaking roof and antiquated lighting system need to also be replaced in a show of efficiency and effectiveness. Protecting the new floor by replacing the leaking roof and antiquated lighting system will save money by preventing damage to the new flooring system.

Please rank this request against your others. For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

1

┌───┐
│ ***Supervisor's Review***   │
│   │
│ As the supervisor of this program, I have reviewed this request. │
│ * ● No concerns   │
│   ○ I have concerns   │
│   │
│ Comments: │
│ I agree with the assessment   │
└───┘

2nd Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.

* ○ Equipment (Technology)
  ○ Equipment (Non-Technology)
  ○ Facilities (e.g., improvements/repairs to classrooms, offices, and spaces)

○ Other (e.g. conferences, funding for professional development)

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over $10,000 will need 3 quotes before purchase.

Total dollar amount for this request:
$ 1,800

Does this request address a clear health and safety issue?
○ Yes
● No

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support the need for this request.

Funding for annual membership and annual participation in the American College Dance Association (ACDA) for the benefit of our faculty and students. Currently, college membership is being funded by ASGWC and/or box office revenue that went unspent during 16-month hiatus.

Support of College Goals: How does this request align and directly support the College's Goals? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of Key Performance Indicators associated with the College goals.

Faculty and student attendance and participation at ACDA festivals and conferences provides GWC dance students the opportunity to attend this national festival, take classes, perform for their peers, and learn from professional teachers and choreographers. Attendance will improve the effectiveness of the dance program and serve to provide opportunities for dance students..

This request will support the college goals of enrollment, equity and success, workforce preparation and professional development.

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

This request will not directly serve other departments or progarms.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

Faculty and student attendance and participation at ACDA festivals and conferences provides GWC dance students the opportunity to attend this national festival, take classes, perform for their peers, and learn from professional teachers and choreographers. Attendance will improve the effectiveness of the dance program and serve to provide opportunities for dance students.

<u>**Please rank this request against your others.**</u> For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

2

Supervisor's Review

As the supervisor of this program, I have reviewed this request.
● No concerns
○ I have concerns

Comments:
This will support student retention and engagement

3rd Equipment/Technology/Facilities/Professional Development Request

TYPE OF FUNDS REQUESTED (Note: This form CANNOT be used for any personnel requests, including faculty, classified, and hourly positions.) Please only select one type of request.
○ Equipment (Technology)
● Equipment (Non-Technology)
○ Facilities (e.g., improvements/repairs to classrooms, offices, and spaces)
○ Other (e.g. conferences, funding for professional development)

Please note that all requests will need the following information:

- Sales tax
- Installation fee
- Training fee
- Service life agreement/maintenance/fee

Approved requests over $10,000 will need 3 quotes before purchase.

Total dollar amount for this request:
$ 2,000

Does this request address a clear health and safety issue?
○ Yes
● No

Program Needs: What program conditions support the need for the requested funds, and how does this request address those needs? Please provide data to support the need for this request.

The remodel, reorganization and inventory of the Dance department costume and supplies storage room was partially completed.   The funding for this project came from lottery funds.

This project is needed for the efficient use of dance department resources including costumes, shoes, props and materials.

Support of College Goals: How does this request align and directly support the College's Goals? Please cite the college goal or strategic priority that the requests will support. Please describe how this request (if funded) will lead to the improvement of Key Performance Indicators associated with the College goals.

The college goals of enrollment, equity and success, workforce preparation, and facilities would be supported

by the fulfillment of this request.

Contributions to Other College Operations: Will the item requested benefit and/or serve other departments, programs, or plans? If so, how?

This request will not directly benefit or serve another department, program or plan.

Demonstrates long-term cost savings or improves program efficiency or effectiveness: If funded, how will this contribute to long-term cost savings for the college or improve program efficiency and effectiveness?

If funded, this remodel, reorganization and inventory of the Dance department costume and supplies storage room will prove to increase program effectiveness and efficient use of dance department resources including costumes, shoes, props and materials.

Please rank this request against your others. For example, if you are requesting 3 equipment/facility/professional development requests for this program, you could put a "2" in this box, a "1" in the next box, and a "3" in the final request box. This will help later reviews better understand the needs of your program and your preference for hiring. If you only have 1 request, please put a "1" here.

3

Supervisor's Review

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

- ◉ No concerns
- ○ I have concerns

Comments:

No concerns

<div align="center">General Information</div>

You have finished your Program Review! Your supervisor, IEC, and (possibly) CCD will review your submission and provide feedback.

Please note, you will only be able to edit this form again if it is returned to you from your supervisor or your VP. Please stay in touch with your supervisor, if you receive feedback that you wish to incorporate.

...3135313630

Martie Ramm Engle   11/02/2021, 4:47 PM
_____   _____
Signature   Date

<div align="center">Review Feedback</div>

Dean/Supervisor: Please provide feedback on this Program Review

> Overall no concerns. I am confident that with returning to face to face instruction, enrollment will increase.

IEC: Please provide feedback on this Program Review

> *All areas are satisfactory.

Dean's Second Review

>

Superuser final check   ☐

CCD Reviewer

1. **Once you click the checkbox button below, scroll to the bottom and**
2. **Click on "Return for Revision" to send the document to the originator. DO NOT CLICK NEXT. When you click on Return for Revision, you will be given a page to provide your feedback.**

* ☑   I have completed the CCD Review

Vice Presidents - If you would like to return this document to the originator, prior to the Dean's 2nd review, please DO NOT CLICK NEXT here. Instead, please click on "Return for Revision" to send the document to the originator. If you want to see the document again, please remove any comments from this page and add your comments on the email page that appears after you return the document.

If you sign the document, it will go back to the dean for a final review. If the dean forwards the document without returning it, the document will be locked, and the originator will not able to incorporate the feedback from the reviewers.

Please provide feedback here. When finished, click on "Return for Revision" at the bottom of this page.

_____

Vice President: Please provide feedback on this Program Review

> Dean Nguyen -- Could the program provide an analysis of the diversity (or not) of their students, including gender breakdown, and any plans to increase DI populations through inclusion of dance elements from various cultures?

<div align="center">DEAN'S ASSESSMENT OF POTENTIAL FUNDING METRICS</div>

Which of the following *might* be a potential funding source for any of your requests? (Mark all that apply - or skip if not applicable)

☐ **Equity:** Help disproportionately impacted students outside the classroom
to either come to the college (access), stay in college (retention), complete transfer-level math or English,
complete their degree/certificate, or transfer to a 4-year institution.

☐ **Higher Education Emergency Relief Fund (HEERF II)**:
Assist students impacted by the COVID-19 pandemic

☐ **Lottery:**
Purchase of instructional materials to be used by students in the classroom.

☐ **State Funded Equipment:**
Any equipment considered that will last more than a year and costs more than $5,000 that is used within the classroom.

☐ **Workforce Development:**

Improve the access, retention, or degree/certificate/career attainment for students in non-credit, Career Education, or career development

Dean/Supervisor: Please provide feedback on this Program Review. Please include feedback for any of the above-checked funding recommendations (e.g., which request may meet which funding request).

Deans/Supervisors - If there are any comments above that have not been incorporated into the document, please DO NOT CLICK NEXT here.

Instead, please click on "Return for Revision" (bottom of page) to send the document to the originator. You will get another chance to review the document after the originator makes the requested changes.

If you sign the document (by clicking "Next"), it will be locked and be sent to Planning and Budget.

Dean / Supervisor Signature	Electronically signed by Kay Nguyen on 11/15/2021 1:35:08 PM
IEC Signature	Electronically signed by Robyn Brammer on 11/15/2021 7:20:17 PM
CCD Signature	Electronically signed by Robyn Brammer on 11/15/2021 9:05:11 PM
Vice President Signature	Electronically signed by Meridith Randall on 11/28/2021 1:01:05 PM
Superuser Signature	Electronically signed by Kay NGUYEN on 12/07/2021 3:19:48 PM