

## Instruction Team PIE Resource Requests – 9/26/12

**Abbreviations used in this document:**

Ag Agricultural  
 AmLa American Language  
 BAS Building Automation Systems  
 Bus Business Division

CEA Commercial & Entertainment Arts  
 CPAT Candidate Physical Ability Test  
 CS Computer Science  
 ESA Earth Sciences, Astronomy  
 HCRC Health Careers Resource Center

HSS Humanities & Social Sciences Division  
 KAD Kinesiology, Athletics, and Dance Division  
 LLR Library & Learning Resources Division  
 NS Natural Sciences Division  
 T&H Technology & Health Division

### Budget (listed by Division priority)

	Div.	Dept.	Priority	RESOURCES NEEDED & IMPACT OF OBTAINING RESOURCE	JUSTIFICATION OF NEED:	NEW?	TYPE OF REQUEST	TEAM GOAL
a.	KAD	Kinesiology	1	Increase in our Athletic Operational Accounts.	Budgets need to be set at a reasonable operating level to reduce burden placed on student athletes and coaches for funding. Current budget shortfalls result in many more hours of fundraising. Limits the amount of fundraising necessary to complete our season of sport.	No	Budget	I7
b.	T&H	Aviation Maintenance	1	Increase to supply budgets to address increase in jet fuel and avgas unit costs	Rate Driven	No	Budget	
c.	LLR		2	\$41,000 annually in ongoing infrastructural support: new integrated library system OCLC Worldshare Management System, effective 2013-14.	Improve student access to library resources using on cloud-based technology as locally hosted system became outdated, limited, and too expensive. Planned migration by June of 2013.	Yes	Budget	IN-2
d.	T&H	Air Conditioning	3	Upkeep of equipment in AC (inside repairs), increased cost of consumables (copper wire), refrigerants	Rate Driven	No	Supplies	
e.	HSS	HSS Division	4	Funding for significant (some mandated) college-wide events	There are several events each year that any institutional of higher should facilitate, but for which the college provides no funding for activities such as guest speakers, speaker panels, publicity, venue rental, films, and small amounts for food for the guest speakers and invited dignitaries: <ul style="list-style-type: none"> <li>• Constitution Day (mandated)</li> <li>• Earth Day</li> <li>• Cesar Chavez Birthday</li> <li>• Black History, Chicano History, and Women's History weeks</li> </ul>	Yes	Budget	I-6

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### Facilities (listed by Division priority)

	Div.	Dept.	Priority	RESOURCES NEEDED & IMPACT OF OBTAINING RESOURCE	JUSTIFICATION OF NEED:	NEW?	TYPE OF REQUEST	TEAM GOAL
a.	Arts	Fine Arts	1	Infrastructure to put WiFi – or some other internet access – into 2T120.	IT has estimated the need would cost \$10,000 although their quote included many things not related to the request.	No	Facilities	I-2
b.	LLR		1	Library improvement to increase study space, create quiet room, and install reliable internet access.	Measure RR Bond inclusion of a new library evidences its necessity. State match of \$75 million and reapplication process mean at least a 12-15 year delay until it will be built.	Yes	Facilities Library	IN-2
c.	T&H	Building Automation Specialist (BAS)	1	Complete/finish equipment installation for the BAS simulator systems.	Advisory, Service Level	No	Facilities	
d.	Arts	Theater	2	Get an estimate for the Studio Theater modification.	Most of the modification is part of the original design. As it stands, there is a considerable safety issue since our lights can only be accessed either from a scissor lift or, once the set is in place, from a 20' extension ladder.	Yes	Facilities	I-2
e.	KAD	Kinesiology	2	Gym 3 upgrades to a safe and functional level.	Current facility has supplemental areas that are antiquated. Maintain building #3 to a competitive standard until completion of new facility at a future date. Improvements to weight training room, locker rooms, ticket booth, concession area, storage space, lecture classroom space, floors in office space.	No	Facilities	I2
f.	LLR		2	Two new classrooms and tutoring study rooms for Learning Assistance Department from repurposed space when the Language Learning Center moves.	Class size limits for all LAC classes are below 30 due to room sizes. In total, this greatly reduces the number of students served by LERN classes. Tutoring study groups currently competes with classrooms to hold study sessions; Tutorial Services has no study rooms to support an effective academic support program.	Yes	Facilities Learning Assistance	IN-2
g.	NS	Agricultural Sciences	2	Materials for Farm Fencing, Materials for sprinklers for livestock pastures, Wells to provide water for pasture irrigation, dog kennels, greenhouse shade cloths and chiller pads installed wrong Landscaping for equine center, raptor center, and animal care facilities.	Maintenance of our Animal and Horticultural lab facilities is key to being able to operate our farm. We need to maintain the older facilities as well as the new facilities. New facilities have been built, but many have not been finished, or built properly, and maintenance of these facilities has revealed new problems. Maintaining our laboratory facilities is essential to maintaining our program. New facilities were built with bond funds but were not completed properly, and there is no remaining	No	Facilities	

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					funding from the bond. Fencing is essential to keep livestock contained and safe. Irrigating pastureland will allow us to reduce the amount of money we have to spend on feed for the livestock. There is water on Mt. SAC property that could be accessed with wells, to reduce irrigation costs.			
h.	T&H	Division	2	Upgrade infrastructure; cabling/wiring for computer labs, lighting, bathroom renovation	Safety, Service Level	No	Facilities	
i.	LLR		3	LLR Division Office needs to increase its public access by being located outside of the library.	Inadequate service level during hours the library is closed; inefficiency of time and effort: faculty, staff, and students must make an appointment just to be let into the library.	Yes	Facilities Library & Learning Resources Division	IN-2
j.	NS	Agricultural Sciences	3	Architects/contractors to finish the work on Building 80 properly	The Ag complex, building 80, was occupied with many remaining construction and design problems that have not been resolved. Resolution of these issues is necessary for continued use of the facilities. Although we have occupied building 80, there are many remaining design and construction issues that need to be resolved by the contractors and/or architects. This building cannot function as needed until these issues have been resolved.	Yes	Facilities	
k.	NS	Biological Sciences	3	Repair of sinkhole and bus turn-around area in Wildlife Sanctuary, to include day-lighting of stream with a bridge over it	Safety, prevention of future disaster (erosion continues, college utilities like gas and internet lines threatened)	No	Facilities	
l.	NS	Agricultural Sciences	3	Architects/contractors to finish the work on Building 80 properly	The Ag complex, building 80, was occupied with many remaining construction and design problems that have not been resolved. Resolution of these issues is necessary for continued use of the facilities. Although we have occupied building 80, there are many remaining design and construction issues that need to be resolved by the contractors and/or architects. This building cannot function as needed until these issues have been resolved.	Yes	Facilities	
m.	T&H	Industrial Design	3	Replacement for Carpet 28B 308,310,301 A/B	Safety issue	Yes	Facilities	
n.	KAD	Kinesiology	4	Update Bldg. 27C Mat Room to provide a safe and functional facility.	Repair damaged wall units and damage to concrete. Open storage bins for student's personal items and equipment storage. Improvements to lighting and additional large classroom for martial arts. Replace punctured and broken tiles that contain asbestos.	No	Facilities	I2
o.	NS	Biological Sciences	4	Wildlife Sanctuary irrigation system	Old system is asbestos-ridden and deteriorating	No	facilities	

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p.	NS	Chemistry	4	3 fume hoods to provide mandatory safety equipment	Enrollment data and safety	Yes	Facilities	DEPT 1
q.	T&H	Respiratory	4	Provide compressed air to 67A-134 and 138	Safety	Yes	Facilities	
r.	T&H	Weld/A/C & Ref.	5	Replace/upgrade lighting in Weld/A/C & Ref. lab, high efficiency fluorescents	Safety	Yes	Facilities	
s.	NS	Division	6	Hallway seating for building 60 (if possible by fire code)	Students sit in the hallways blocking the way with their legs, if it meets code, benches along one wall would make a clearer path and be more comfortable for students waiting	Yes	Facilities	
t.	T&H	Welding	6	69-11 permanent solution to A/C problems	Service level	Yes	Facilities	
u.	NS	Math & CS	7	Convert 4 chalkboard rooms to whiteboard rooms	Scheduling committee reports on the difficulty of meeting faculty demands for whiteboard classrooms	Yes	Facilities	
v.	NS	Biological Sciences	8	Blinds for 7-1111, 7-1115 and 11-2105	Common sense, was supposed to be provided with the building years ago (have requested for years)	No,	Facilities?	
w.	NS	Physics	10	Outdoor secure lab space	As we shift to a project-oriented curriculum in engineering, there is need for an outdoor facility to build substantial student projects. This could be shared with Architecture, and Industrial Design Engineering to promote cross disciplinary collaboration		Facilities	
x.	NS	Biological Sciences	12	Wildlife Sanctuary fencing and new specimens	To formalize the boundary of the expanded Wildlife Sanctuary, to enhance its use in teaching, and to protect the Sanctuary from vandalism/misuse	Yes	Facilities	
y.	NS	Chemistry	13	Computer/technology facility to maintain and improve technology based instruction	Resolve scheduling conflicts due to insufficient technology facilities	Yes	Facilities	

## Instruction Team PIE Resource Requests – 9/26/12

### Maintenance (listed by Division priority)

	Div.	Dept.	Priority	RESOURCES NEEDED & IMPACT OF OBTAINING RESOURCE	JUSTIFICATION OF NEED:	NEW?	DEPT/AREA TO GET THE REQUEST	TEAM GOAL
a.	NS	Earth Sciences/ Astronomy	1	Get Meade telescopes repaired – otherwise they will be unusable.	A number of our 8" telescopes are currently not operable, or at least are not operable without them being plugged in. This greatly limits their utility, since we can't use them on field trips in this state of disrepair.	No	Maintenance	
b.	NS	Biological Sciences	2	Taxidermy for museum/Meek	There needs to be an ongoing way to support these facilities' needs lest we lose valuable specimens	No	Maintenance	
c.	NS	Physics	3	Total stations, levels and theodolites need to be calibrated biannually, but there has been no support for this. Re-calibration of total stations, levels and theodolites	Surveying with uncalibrated equipment teaches students poor lessons about need for accuracy in measurement		Maintenance	

### IT (listed by Division priority)

	Div.	Dept.	Priority	RESOURCES NEEDED & IMPACT OF OBTAINING RESOURCE	JUSTIFICATION OF NEED:	NEW?	DEPT/AREA TO GET THE REQUEST	TEAM GOAL
a.	Cont Ed		1	Implementation of DegreeWorks and auto-issuance scripting for noncredit certificate awards.	ARCC Scorecard; ARCC CDCP supplemental report; CCCCCO mandate to report certificates. College is already in process for credit.	No	IT Clearances & Training	
b.	Cont Ed		2	Argos report creation & research assistance related to noncredit students enrolled in credit programs.	Database reports, outcome assessments, program faculty meeting minutes, ABE Leaders meeting minutes. With the availability of Argos reports for noncredit students enrolled in credit programs, graduates enrolled in credit programs, and other customized reports, faculty and staff will have critical academic progress and achievement data on students. Timely, critical intervention could improve overall noncredit matriculation outcomes and program persistence.	Yes	IT Input from Research	

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### Research (listed by Division priority)

	Div.	Dept.	Priority	RESOURCES NEEDED & IMPACT OF OBTAINING RESOURCE	JUSTIFICATION OF NEED:	NEW?	TYPE OF REQUEST	TEAM GOAL
a.	Arts	Photography	1	We need assistance from Research to help develop, implement and analyze survey data.	Survey program "leavers" to determine: reason for leaving, if they earned degree/certificate, if they transferred and employment in the industry. Note: most photographers are self-employed and are not captured in standard employment data. We hope to gather more accurate data about our student's employment status.(11-12)	Yes	Research	I-8
b.	Bus	Nutrition and Food	1	Research Support to Track Nutrition/Dietetics transfer	Current technology at Mt. SAC does not allow for tracking of Nutrition/Dietetics transfer students.	Yes	Research	
c.	LLR		1	Research to look at success of students in READ classes compared to students who were assessed at the same level but did not take READ classes.	Basic Skills funding standards, grant information	Yes	RIE	IN-11
d.	LLR		2	Research to look at success of students after taking STDY classes, including STDY 85C Online Learning Skills compared to similar students who did not take them.	Student success and retention rates among underprepared students for college level learning, including readiness for online classes	Yes	RIE	IN-11
e.	HSS	English, Literature, Journalism	3	Research assistance.	Improve articulation among all levels of composition program. We need to understand the baseline so as to move to improvement.	Yes	Research	I-5
F,	HSS	Honors	4	Use of Research and Institutional Effectiveness resources to gather data. Program research based on student performance	To provide a longitudinal study of program and its outcomes ARGOS reports, Banner (?)	No	Research	I-11

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### Marketing (listed by Division priority)

	Div.	Dept.	Priority	RESOURCES NEEDED & IMPACT OF OBTAINING RESOURCE	JUSTIFICATION OF NEED:	NEW?	TYPE OF REQUEST	TEAM GOAL
a.	Bus	Child Development Center	1	Marketing Assistance	Additional revenue/funding sources are necessary to the Center's sustainability over the long-term	Yes	Marketing	I-2
b.	NS	Biological Sciences	1	HT program needs new brochure, annual newsletter, and NSH career brochure	HT advisory committee	Yes	Marketing	
c.	Bus	Computer Information Systems	2	Funds and resources to retain the standards of 4011 and 4013 and work towards Center of Academic Excellence	The requirements and expectations of the CyberWatch West Grant are that the school will maintain its 4011 and 4013 NSA standards and become a Center of Academic Excellence (CAE). It will require funds and personnel to do so	Yes	Marketing	I-2

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### Staffing (listed by Division priority)

	Div.	Dept.	Priority	RESOURCES NEEDED & IMPACT OF OBTAINING RESOURCE	JUSTIFICATION OF NEED:	NEW?	TYPE OF REQUEST	TEAM GOAL
a.	Bus	Nutrition and Food	1	Permanent Laboratory Technician	The Nutrition and Foods Program Advisory Committee recommends hiring a permanent Laboratory Technician to oversee and maintain the quality, safety, and cleanliness of the Foods Laboratory (19B-5) and to procure equipment and supplies, including perishable food products which may present a food borne illness risk if not handled properly. - Staffing the Food Laboratory (19B-5) with student workers is insufficient and problematic for the reasons detailed under "Internal Conditions" above. - The current funding source (Perkins grant) for staffing the Foods Laboratory (19B-5) is insufficient and unreliable as detailed under "Internal Conditions" above.	No	Staffing	
b.	Grants	Grants	1	A new position of grant writer would enable the unit to pursue more grant opportunities while appropriating adequate time for management and compliance issues. The cost is unknown at this time, but would preferably be a very high-level classified or low-level management position.	Increases in the number of active grant projects, particularly more complicated federal grant projects, creates a significant need for the Grants Office to focus on grant management and compliance. Compounding this need is the higher level of accountability among state and federal (and increasingly private) funding agencies to ensure that funds are spent in accordance with federal cost principles.		Staffing	
c.	HSS	Sign Language	1	Adequate funding to support a director, support staff, and tutors to keep the SSSC open and serving students.	Work with the Speech department and administration to establish permanent funding to secure the future of the Speech and Sign Success Center. Among other things, this funding will be used to hire a permanent director and other staff.	No	Staffing	I-3
d.	NS	Agricultural Sciences	1	Increased funding for student labor in the farm budget.	Explore the possibility of increasing our student labor budget. Student Labor is essential to running our lab facilities, and the student labor budget has not been increased in the memory of any existing faculty members, in spite of the fact that minimum wage has increased dramatically.	No	Staffing	I-7
e.	T&H	Fire	1	Certified technician to repair and maintain all fire equipment including meeting the mandates of NFPA and OSHA	Safety NFPA and OSHA standards Service Level	No	Staffing	
f.	Bus	Child Dev. Center	2	Ensure qualified staffing is available to meet required ratios, seek additional funding resources to allow for personnel expenses	Title V and 22 ratio requirements, Funding terms and conditions for State Contracts, NAEYC Accreditation criterion	No	Staffing	I-2
g.	HSS	Writing Center	2	Tutorial Services Supervisor, Full time Tutoring Coordinator, two part-time tutorial assistants.	The Writing Center needs a full-time Tutoring Services Supervisor (as the institutionalization of the current Writing Center Specialist funded by Title V) and a coordinator for other developing Writing Center programs, such as Tutors in the Classroom and Tutoring Services for the deaf and hard of hearing students. Given the typical attrition of peer tutors in a	No	Staffing	I-3



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					community college setting due to graduation and transfer, the Writing Center needs two individuals in the position of tutorial assistant (a classified position) to supplement our corps of peer tutors.			
h.	T&H	Fire	2	Additional reassigned time for Fire Director to support expanded role in work experience, academic support and partnership development	Service level	y	Staffing	
i.	Bus	Business Administration	3	Increase budget for paralegal program clerical assistant	American Bar Association recommendation	No	Staffing	I-2
j.	HSS	Writing Center	3	Funding of peer tutors (funded by BSI currently) and Part-time Hourly Instructor (funded currently by adult ed.)	The Writing Center will enhance student success in English 67 through its Tutors in the Classroom program. For two years, the TC program has generated a significant success differential 10-30% for students participating in the program.	No	Staffing	I-3
k.	NS	Agricultural Sciences	3	Full time classified horticulture production specialist, full time animal specialist, full time horse trainer, full time Registered Veterinary technician	Explore the feasibility of hiring more permanent classified staff to maintain our CTE laboratory (farm) We have lost full time positions, which we could not fill during hiring freezes. We were able to fund some part time positions to relieve some of the pressure, but we still have a need for full time permanent positions.	No	Staffing	I-3
l.	T&H	Welding	3	Expansion of 11 month lab technician to 12 months	Service Level	No	Staffing	
m.	HSS	Writing Center	3	Additional staff hours to dedicate to workshop instruction; funds to support faculty instruction in the Center (earmarked by Title V or requested from Basic Skills).	The number of students attending the Writing Center workshops will increase by a factor of at least 25%. Completed between 2009-2011; data entered into PIE under accomplishments.	No	STAFF	I-10
n.	HSS	Writing Center	4	Faculty assignment to the Writing Center	Pilot faculty instructional involvement in the Writing Center in partnership with the English department and with the support of Title V funding through the teaching of workshops. [Title V funding ended; no institutional support for full-time faculty teaching W. Center workshops.]	No	Staffing	I-3
o.	T&H	Electronics	4	Support for in-class assistant/lab tutor	Advisory, Service Level	No	Staffing	
p.	Bus	Interior Design	5	Student assistant	Having a student assistant in CAD classes will improve student success.	Yes	Staffing	I-2
q.	HSS	Writing Center	5	Tutorial Specialist meeting AmLa minimum qualifications	The Writing Center works with a large population of non-native speakers who have special challenges in terms of acquiring the college-level writing competencies. The demographics of the College are well-reflected in the Writing Center's clientele with 25% of our students being of Asian or Asian-American background and 40% Hispanic. Many of these later students have "generation 1.5" language issues or "language interference" difficulties when attempting academic prose.	No	Staffing	I-3

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r.	KAD	Kinesiology	5	CPAT Certificated Hourly Instructors	Provide consistent instruction for the CPAT test site and to meet student testing needs required by surrounding fire agencies. 5 instructors needed once a month for 4 hours and clerical support - 10 hours/week.	No	Staffing	I3
s.	NS	Biological Sciences	5	Wildlife Sanctuary technician		No	Staffing	
t.	NS	Physics	6	Lab Technician: The physics, surveying, physical science and engineering department includes thirteen unique laboratories.	For the last five years the quality of laboratory support in the department has deteriorated significantly. As a result the Division Dean removed the Lab technician from supporting the department and temporarily replaced him with forty hours a week of \$10/hour student support. While the students have been an improvement, faculty energies are focused on merely maintaining our program rather than in being able to actively pursue a better program. A survey of community colleges that have programs similar in size to ours (Santa Monica, PCC and the LA Community Colleges) have 1 or 2 full time professional lab managers in addition to substantial student support.		Staffing	
u.	HSS	Writing Center	7	Additional supervisory support to develop focus group protocol, identify subjects, coordinate and direct focus groups, compile data, and report the data. Training in the successful development of meaningful qualitative data from focus groups.	Students who have visited the Writing Center for two hours or more (four sessions or more) will report in a focus-group setting improved confidence in addressing an academic writing assignment and report improved ability to identify and correct their own grammatical errors.	No	Staffing	I-10
v.	T&H	Aeronautics	7	Support for student tutors and ATC simulator lab assistants	Advisory, Service Level	No	Staffing	
w.	HSS	English, Literature, Journalism	8	Full-time classified position - This position has been submitted and ranked.	Make Department secretary full-time position	Yes	Staffing	I-3
x.	NS	Biological Sciences	8	Clerical support for dept. chair	We are tied with several other departments as the largest not to have any clerical support. Support from the division not possible as the division lost 2 half time clerical assistant positions.	No	Staffing	
y.	NS	Math & CS	8	Additional MARC and TMARC tutors and increased hours of operation	The MARC and TMARC have been understaffed. To meet the needs stemming from increased demand for services, additional tutors must be hired.	Yes	Staffing	
z.	NS	Physics	8	The supplemental instructor program has been documented to improve success in physics 1 (Fallon E 2003) and in Physics 2AG (Tsang, M 2008) due to both the strong faculty involvement and support for the program and the immediate relevance to students.			Staffing	
aa.	T&H	Fire	8	Student interns/workers to support logistics of Fire academy operations	Safety, Advisory, Accreditation Service Level	No	Staffing	

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bb.	T&H	Respiratory	9	Professional experts to assist with lab exams	Advisory, Service Level	No	Staffing	
cc.	NS	Physics	10	The department was approved for 19 hours a week of additional support prior to the budget crash to support the opening of labs in an additional building. We are still working with laboratories and stockrooms in multiple buildings.	Tied to lab tech		Staffing	
dd.	T&H	Architecture	10	Students tutors/lab assistants to maintain access to labs and provide assistance in in-class labs and tutoring	Advisory, Service Level	No	Staffing	

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### Training (listed by Division priority)

	Div.	Dept.	Priority	RESOURCES NEEDED & IMPACT OF OBTAINING RESOURCE	JUSTIFICATION OF NEED:	NEW?	DEPT/AREA TO GET THE REQUEST	TEAM GOAL
a.	T&H	Aviation maintenance	1	Funding to maintain FAA training regulations	Accreditation	No	Training	
b.	T&H	Aeronautics	1	Funding for regional and national meetings, accreditation	Accreditation	No	Training	
c.	T&H	Nursing	1	Funding for regional meetings re: articulation initiatives	Advisory	Yes	Training	
d.	T&H	Respiratory	1	Funding for state and national meetings, accreditation	Accreditation	No	Training	
e.	T&H	Mental Health	1	Funding for state-wide conference, accreditation	Accreditation	No	Training	
f.	T&H	Air conditioning, BAS	6	Funding for national/regional meetings related to accreditation	Accreditation	No	Training	
g.	T&H	Air Conditioning, BAS	7	Funding for faculty members to stay current with industry trends and changes in this emerging field	Advisory	No	Training	
h.	T&H	Mfg.	8 ??	Funding for faculty members to stay current with industry software	Advisory	No	Training	
i.	HSS	PSYE	6	Funding for department events, workshops, trainings	Maintenance of currency in field	No	TRAINING	I-1
j.	HSS	Communication	10	Professional development credit.	The department will provide formalized mentoring for new full-time faculty in both forensics and general faculty responsibilities.	No	TRAINING PROF DEV Budget?	I-4

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### Equipment – to be prioritized by the Instruction Team for Instructional Equipment funding

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1.	Arts	Fine Arts		Backfill scanner, Wacom tablets, printers for move to DTC	Increase and maintain access to computers in traditional studios. Offering digitally focused traditional courses		Equipment	I-2
2.	Arts	Music		22 Replacement pianos	Lab is currently 16 years old with all machines in their last year or two of life. We have had to shuffle pianos around to teach classes since pianos have gone completely down	Yes	Equipment	I-2
3.	Arts	Fine Arts		Projectors for M108 & M119	These rooms do not meet the campus standard for AV equipment. This request has been made for the last 8 years.	No	Equipment	I-2
4.	Arts	Music		New computers for Music Technology	Our current computers are dated and need to be replaced. Additionally, the Department hopes to bring a Sound Certificate online in the coming years, which would necessitate up-to-date technology.	Yes	Equipment	I-2
5.	Arts	Fine Arts		sand blasting booth, large format scanner , blk/wt laser jet printer 1A-1, 15 i Mac computers for 1B-12, 4 i Mac computers for studio classrooms 1B-4,5,6, 1A-7, 5 iMac computers for Gallery, 2 Color printer/Photocopiers for 1B-1, 3.	Furnish studios and classrooms to provide an all-inclusive and current learning environment.		Equipment	I-2
6.	Arts	CEA		Update TV studio equipment	Asset list of TV studio equipment (including age), course outlines for RTV 20, RTV 19A, RTV 34 which presume functionality of equipment.	Yes	Equipment	I-2
7.	Arts	Photography		(11-12)Secure funding for the purchase of new equipment: soft-boxes, boom stands, flash meters, C-stand cart, Calibration Targets, 35m film cameras.	We originally included these items in our VTEA request, but they were removed because we are receiving equipment funding as part of our move to DTC. However, the items listed above will not be funded through the DTC equipment budget. All of the equipment listed will be needed to serve the larger class sizes and facilities once we are in DTC. Also, while our Core Indicator report shows all areas at either above district negotiated levels or N/A, we did		Equipment	I-2

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					see a slightly negative number in Skill Attainment for Economically Disadvantaged students (-0.9%). We would like to purchase additional 35m film cameras for student use to address this indicator. We hope to assist economically disadvantaged students to remain in our programs and achieve successful course completion.			
8.	Arts	Music		HDMI-capable projectors for lecture spaces	Our projectors are last generation and unable to interact with HDMI instruments, like the iPad.	Yes	Equipment	I-2
9.	Arts	Music		New soundboard for Vocal Jazz	Our Vocal Jazz ensembles require a new soundboard for their rehearsals and concerts.	Yes	Equipment	I-2
10.	Arts	Radio and TV		Purchase Virtual Sets Licenses	Virtual Sets Licenses-State-of-the-Art virtual news anchoring and talk/sports shows sets for use in the classroom and for student demo reels. Allows students to learn cutting-edge technology and create professional looking videos. This falls under improving Core Indicators 1-Skill Attainment and 4-Employment as these are file types commonly being used in the Industry. It also falls in line with the Technology-Driven Recommendation as determined by the Advisory Committee. (Notation 1 on Meeting Notes)	No	SOFTWARE Budget Software Supplies	I-2
11.	Bus	Computer Information Systems		Funds for hardware/ software upgrades and related maintenance costs to maintain technological currency	The business world continuously adopts new technologies to improve productivity or lower expenses. Mt. SAC students need to be trained with current hardware and software used by industry to be employable	No	Equipment/ Hardware	I-2
12.	Bus	Interior Design		Plotter/scanner	We offer CAD classes but have no means to plot these drawings. In addition the advisory board recommends incorporating a scanner/plotter for students to use.	Yes	Equipment/ Hardware	I-2
13.	Bus	Accounting and Management		Purchase and install computer equipment in Accounting Classrooms (18-11, 18-13) for use by students in hybrid courses, traditional courses (for group projects, general ledger program, quizzes, etc.) and purchase and install a Wireless, Networked, Color/Laser Printer for the Accounting & Management Dept. to use. Have it capable with iPads, including a built-in scanner and FAX capability.	Division Goal to "Use state-of-the-art technology in the classroom and provide faculty with appropriate resources and equipment for instruction. Prepare students for working in a dynamic environment".	Yes	Equipment/ Hardware	I-2
14.	Bus	Interior Design		Latest software / versions	We offer multiple industry related software classes and it is imperative to have the latest version installed.	Yes	SOFTWARE	I-2

## Instruction Team PIE Resource Requests – 9/26/12

	Div.	Dept.	Priority	RESOURCES NEEDED & IMPACT OF OBTAINING RESOURCE	JUSTIFICATION OF NEED:	NEW?	TYPE OF REQUEST	TEAM GOAL
15.	HSS	AmLa		Year 1: 3 classroom Elmos, 3 classroom projectors (DONE) Year 2: 30 laptop computers for 66-222; printer for the same Year 3: 30 desk computers for 26B-1555; printer for the same	Enable student success, particularly to enable student preparedness in writing	No	Equipment	I-2
16.	HSS	HSS Division		32 Computers--PSYC Lab	computers are over 6 years old and failure is imminent		Equipment	
17.	HSS	HSS Division		32 Computers--GEOG Lab	computers are over 5 years old and failure is imminent		Equipment	
18.	HSS	HSS Division		9 computers--SSSC	computers were used when installed and failure is imminent		Equipment	
19.	HSS	Writing Center		60 computers	To upgrade the computers in the Writing Center classrooms, replacing 5-year old laptops in 26B-1563C and replacing the four-year old computers in 26B-1555. Maintenance of instructional technology in two of the prime use computer lab classrooms in the HSS division. (Priority level will rise as computers age.)	No	Equipment	
20.	HSS	Foreign Language		8 Elmos + 80 i-clickers	We were approved for 8 Elmos 3 years ago, but when they arrived, they were "reassigned" to other departments. We are overdue to the benefits of those documents readers. As for i-clickers, we need them to survey, assess and get feedback from students to ensure that we are delivering the pedagogy in an effective manner.	No	Equipment	
21.	HSS	Communication		Final cut express software for video editing	Create a comprehensive print and video archive of speech (including forensics) performances, outlines, and manuscripts for both instructional and scholarly purposes.	No	SOFTWARE Equipment	
22.	HSS	Sign Language		Adequate funding to purchase videos.	Create a comprehensive library of videos for Interpreting students to use as source material for interpreting practice and feedback.	No	INST EQ Budget	I-2
23.	HSS	Hist/Art Hist		Maintenance and expansion of Department's audio, visual, and library collections. See Dept goals 3, 12, 14, 15	Department minutes, U.S. Congress, ongoing improvement of course delivery services	No	INST EQ Budget	I-2
24.	KAD	Kinesiology		Exercise Equipment (Multiple facilities and classrooms)	Maintain the safe level of instructional equipment for students to utilize.	No	Equipment	I2
25.	KAD	Kinesiology		Replace athletic training equipment	Maintains a safe level of support to injured athletes.	No	Equipment	I2
26.	KAD	Kinesiology		Mat replacement	Current practice mat is worn and a repair would be as costly as buying new.	Yes	Equipment	I2
27.	LLR			Equipment Funds to replace aging instructional equipment such	Outdated instructional equipment cannot keep up with software upgrades; aging Smartboards often disrupts display	Yes	Equipment	IN-2

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				as Smartboards, PC computers, and laptops in LAC classrooms	signals interrupting instruction and student practice. Some classrooms have computers and laptops aged between 5-7 years.			
28.	LLR			Budget – Software Databases/Books Resources to build and maintain appropriate collections that support students earning degrees and certificates	Analysis showed new titles are needed to support new degrees. Comparable collections are needed to support students that want to transfer to four-year universities.	Yes	SOFTWARE	LIBRARY - 5
29.	LLR			\$35,000 for Respondus software licenses to help meet DL authentication mandate and to strengthen student academic integrity.	Federal mandate on student authentication in graded assignments; supports the college's compliance for accreditation purposes.	Yes	SOFTWARE	IN-2
30.	NS	Chemistry		Computers (48 laptops, 10 desktops) to maintain and improve technology based instruction	Replace obsolete computers that cannot run the software used in instruction; provide adequate resources to meet student learning needs; resolve scheduling conflicts due to insufficient technology facilities	Yes	Equipment	
31.	NS	Ag. Sciences		Replace 2 horticulture unit carts, farm trucks, regular maintenance support for new vehicles. Training as needed for new equipment	Many of our farm vehicles have far surpassed their useful life, and have become safety issues, but they are essential to our farm operation and need to be replaced.	Yes	Equipment	
32.	NS	ESA		Projector in the Natural Sciences computer lab (Bldg 11) – in-class instruction is difficult without a class projection system	In-class instruction is difficult without a class projection system	Yes	Equipment	
33.	NS	ESA		Off-road Field Vehicles – would help with field trips and student research projects	On several occasions, vans have gotten stuck in soft sand or have been unable to transport students to geological sites due to bad road conditions	No	Equipment	
34.	NS	Chemistry		Laboratory drawers, equipment, chemicals, and instrumentation to maintain and improve laboratory curricula	Enrollment data, meeting course measurable objectives	Yes	Equipment	DEPT 2
35.	NS	ESA		Updating of classroom computers and software – some are painfully slow in nonspecialized applications (Web access, PowerPoint)	Disruptive to flow of discussions and information in classroom activities	No	INST EQ	
36.	NS	Chemistry		Software and licenses to maintain and improve technology based instruction	Maintain site licenses for current software and upgrade out of date software	Yes	SOFTWARE INST EQ	
37.	T&H	Aviation Maintenance		Replacement for engines, carburetors, magnetos, alternators, airframe componentry	Service Level, Accreditation Standard	Yes	Equipment	
38.	T&H	Aviation Maintenance		Funding to complete simulator lab – computers & software	Advisory	No	Equipment	
39.	T&H	Radiologic Technology		Pixie doll (\$30K) Phantoms – extremities \$1500-\$4K	Advisory	Yes	Equipment	
40.	T&H	Respiratory		Mechanical ventilators, Vapotherm, BiPAP machines, computers to use in board exam preparation and clinical simulations, SmartVest brochial hygiene unit,	Advisory	No	Equipment	



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41.	T&H	Medical services		Life-pak 15, 2 @\$19K each	Advisory	y	Equipment	
42.	T&H	Industrial Design		PCs for classroom 27@ \$1600	Advisory	Yes	Equipment	
43.	T&H	Air Conditioning & Refrigeration & BAS		Computers to support increased use of software applicable to both programs	Advisory	Yes	Equipment	
44.	T&H	Industrial Design		Replace outdated AV equipment – 28B-301A, 301B, 308, 310, 305, 312	Service Level	No	Equipment	
45.	T&H	Administration of Justice		Replace outdated AV equipment – 28B-204, 210, 203	Service Level	No	Equipment	
46.	T&H	Industrial Design		Instructor presentation station for 28B-305, 312	Service Level	Yes	Equipment	
47.	T&H	Industrial Design		Program has become project-based, cost for samples, prototypes	Advisory	Yes	INST EQ	
48.	T&H	Respiratory		Increase budget for non-invasive positive pressure masks and oxygen concentrator	Rate Driven	Yes	INST EQ	
49.	T&H	Radiologic Technology		Digital cassettes, reflects increased reliance on digital radiography	Rate Driven	Yes	INST EQ	
50.	T&H	AIRC /BAS		Software – simutech, wrightsoft and psychometric software for air conditioning and building automation classes	Advisory	Yes	SOFTWARE	
51.	T&H	Industrial Design,MFG		Increase number of licenses needed for Solidworks and Adobe	Service level	Yes	SOFTWARE	
52.	T&H	Aeronautics		Initiate long-term maintenance and software upgrades contract for ATC and flight simulators	Rate Driven	Yes	SOFTWARE	

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### Misc.

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a.	T&H	Aeronautics	Consistent Stars of Excellence and other funding for competitions and student leadership conferences	Anecdotal Report	n	Student travel	
b.	T&H	Mental Health	Consistent Stars of Excellence Funding for HOSA competitors	Anecdotal Report	n	Student travel	
c.	T&H	Aeronautics	Budget increase needed to meet FAA order of increased inspection of older aircraft	Accreditation, Safety	y	Repairs	
d.	T&H	HCRC	Maintenance and repairs for Human patient Simulators	Service level	n	Repairs	
e.	T&H	Aviation Maintenance	Funding and staff availability for repairs to shop fixtures (lighting) reconnection of equipment, surge protection, and repair items	Safety, Service level	Y?	Repairs	
f.	T&H	Industrial Design	Program has become project-based, cost to maintain equipment	Advisory	y	Repairs	
g.	T&H	Electronics	CompTIA accreditation & approved testing center	Accreditation	y	Accreditation for test center	
h.	T&H	Nursing	Cost of application and consultant for self-study NLNAC accreditation	Accreditation	y	Application & consultant fee	

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### Additional Requests - see notes on each entry

	Div.	Dept.	RESOURCES NEEDED & Impact of obtaining resource	JUSTIFICATION OF NEED:	New?	DEPT/AREA TO GET THE REQUEST	TEAM GOAL
a	HSS	PSYE	AVAILABLE THROUGH BILL EASTHAM Funding for captioning of videos	Legal requirements	Yes		I-2
b	HSS	HSS Division	ALREADY AVAILABLE THROUGH IEC Adjunct faculty compensation for dept. collaboration including SLO development, outcome assessment and curriculum review in courses taught by adjuncts only	Accreditation and Title V requirements relating to outcome assessments and regular curriculum review	Yes	Budget	I-
c	HSS	HSS Division	VP HOSPITALITY REQUEST Small budget for food for annual planning sessions with department chairs	Positive responses from dept. chairs and follow-up strategies by task forces as result of planning sessions	Yes	Budget	I-8
d	HSS	Hist/Art Hist	NEGOTIATIONS The establishment of regular, both formal and informal relations with high school social science, humanities, and/or art areas. Necessitates some reassigned time to be effective	Articulation initiatives, student success, college community relations	Yes	Negotiations	I-1
e	NS	Agricultural Sciences	CURRICULUM REVISIONS NEED TO BE PROCESSED FIRST 3 breeding mares, 10 riding mares, 1 breeding stallion, tack, instructional equipment Curriculum revision to add equitation classes to our program	Rebuild our Equine unit and curriculum.	Yes	Equipment	I-4