Merritt College
2017-2018 Annual Program Update Template

Merritt College Data Profile: Fall 2016 and Spring 2017

*Note: Headcount is unduplicated number of students per term. Retention and Success is based on Enrollments, which are duplicated.

Headcount by Gender	Fall 2016		Spring 2017	
Female	4514	64%	4742	64%
Male	2396	34%	2485	34%
Unknown/Unreported	133	2%	132	2%
Headcount by Race/Ethnicity				
American Indian	29	0%	26	0%
Asian	1129	16%	1227	17%
Black / African American	1903	27%	1864	25%
Hispanic / Latino	2064	29%	2195	30%
Pacific Islander	47	1%	42	1%
Two or More	369	5%	384	5%
Unknown / NR	341	5%	381	5%
White	1161	16%	1240	17%
Headcount by Age				
Under 16	38	1%	100	1%
16-18	808	11%	764	10%
19-24	2430	35%	2552	35%
25-29	1186	17%	1255	17%
30-34	766	11%	775	11%
35-54	1296	18%	1401	19%
55-64	327	5%	315	4%
65 & Above	192	3%	197	3%
Total Headcount	7043		7359	

	Fall 2016		Spring 2017	
Gender	Retention %	Success %	Retention %	Success %
Female	78%	66%	79%	70%
Male	78%	65%	79%	68%
Unknown/Unreported	83%	72%	82%	75%
Race/Ethnicity	Retention %	Success %	Retention %	Success %
American Indian	83%	77%	74%	60%
Asian	83%	76%	84%	78%
Black / African American	73%	57%	74%	60%
Hispanic / Latino	76%	65%	80%	70%
Pacific Islander	79%	69%	80%	74%
Two or More	77%	65%	78%	66%
Unknown / NR	82%	69%	83%	72%
White	85%	78%	85%	78%
Age Range	Retention %	Success %	Retention %	Success %
Under 16	82%	82%	94%	89%
16-18	78%	65%	82%	74%
19-24	75%	62%	76%	65%
25-29	77%	66%	79%	70%
30-34	82%	71%	81%	71%
35-54	81%	70%	82%	74%
55-64	83%	71%	85%	73%
65 & Above	84%	78%	85%	72%

Distance Education				
Retention and Success by Distance Ed	Fall 2016		Spring 2017	
	Retention %	Success %	Retention %	Success %
100% online	70%	62%	74%	59%
Hybrid	69%	53%	74%	61%
Face to Face	80%	69%	81%	72%

I. Program Information

Program Name: Biosciences

Date: 10/12/17

Program Type (circle or highlight one):   <mark>Instructional</mark>   **Non-Instructional**   **Student Services or Special Programs**   **Administrative Unit**

College Mission Statement: The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

Program Mission:

The mission of the biosciences program is to comprehensively train students through hands-on instruction in cutting-edge technology for in-demand, fulfilling careers in the areas of microscopy, histotechnology, and genomics.

Date of Last Comprehensive Program Review: October 2016

Date of Comprehensive Program Review Validation: Fall 2016

II. Reporting Progress on Attainment of Program Goals

Purpose: In this section, you will look at your goals stated in the 2015-2016 program review and 2016-2017 APU, align the program goals with the District and College Goals, and report on the progress, revision, or completion of the program goals.

Program Goal *Copy the Goals Reported from Program Review Question 10 or Appendix B, or 16-17 APU Section II or input the new/revised goal. These are suggested categories of goals.	Which institutional goals will be advanced upon completion? (PCCD and MC Goal Mapping)	Progress on Goal (indicate date next to the appropriate status for the goal)	Goal Detail and Measurement – How did you/will you evaluate this Goal? (If your goal was **completed**: How did you **evaluate** or determine the **outcome**? If your goal is **ongoing**: What is your **measure** and **target**? If your goal is **new or revised**: What is your **measure and target**?)
Assessment We achieved 100% Assessment of Bioscience Courses for the first time ever.	1. PCCD Goal:_ABCDE_____ 2. Merritt Goal__ABCDE_____	Completed: ____March 2017_____ (date) Revised/New: _____ (date) Ongoing: _____ (date)	Since we were in the process of becoming our own department, Gisele stepped in and made sure (in collaboration with SLOAC) that we achieved 100% assessment for biosci.
Curriculum (if applicable) Complete reboot of MMP curriculum.	1. PCCD Goal:___A____ 2. Merritt Goal___A____	Completed: _____ (date) Revised/New: __Dec 2017_____ (date) Ongoing: _____ (date)	Gisele has rewritten a completely new MMP curriculum; we are waiting on approval from our Advisory Board. Hank has also revamped MHP and MGP curriculum.
Instruction (if applicable) More space for MHP and MMP.	1. PCCD Goal:__CE_____ 2. Merritt Goal___CE____	Completed: _____ (date) Revised/New: ____10/18/17_____ (date) Ongoing: _____ (date)	Administration assured us that S110 would be solely used as a Biosci Lab by Spring 2017. However, other courses were still scheduled in there, even in Fall 2017. This caused considerable faculty distress, wasted faculty time, lost and damaged equipment, multi week delays in instruction, and severely limited our ability to offer proper lab instruction in all of the MMP and

Program Goal *Copy the Goals Reported from Program Review Question 10 or Appendix B, or 16-17 APU Section II or input the new/revised goal. These are suggested categories of goals.	Which institutional goals will be advanced upon completion? (PCCD and MC Goal Mapping)	Progress on Goal (indicate date next to the appropriate status for the goal)	Goal Detail and Measurement – How did you/will you evaluate this Goal? (If your goal was **completed**: How did you **evaluate** or determine the **outcome**? If your goal is **ongoing**: What is your **measure** and **target**? If your goal is **new or revised**: What is your **measure and target**?)
			MHP courses. Histotech is still a homeless program, housed in the MMP space. We are encouraged by our conversations with Dr. Burns that there is a long term plan to build the shell space on the first floor of the S building, in order to house HT and Genomics facilities. **However, we need a rapid resolution of the demoralizingly perennially ongoing issue with S110.**
Student Success and Student Equity Simplify the process to obtain the Certificates.	1. PCCD Goal:__A_____ 2. Merritt Goal__A_____	Completed: _____ (date) Revised/New: ____June 2018_____ (date) Ongoing: _____ (date)	We continue to advocate for an opt out software solution to this issue. Until then, we still hope to be able to obtain staff support to work directly with students to process the Certificates obtained, similar to the CHDEV grant-funded pilot program.
Professional Development, Institutional and Professional Engagement, and Partnerships Biosciences needs to become its own department.	1. PCCD Goal:__ABCD_____ 2. Merritt Goal__ABCD_____	Completed: _____8/2107_____ (date) Revised/New: _____ (date) Ongoing: _____ (date)	We are finally a separate department, within the umbrella of Allied Health, with a Program Director and a vote on CDPDC.

Program Goal *Copy the Goals Reported from Program Review Question 10 or Appendix B, or 16-17 APU Section II or input the new/revised goal. These are suggested categories of goals.	Which institutional goals will be advanced upon completion? (PCCD and MC Goal Mapping)	Progress on Goal (indicate date next to the appropriate status for the goal)	Goal Detail and Measurement – How did you/will you evaluate this Goal? (If your goal was **completed**: How did you **evaluate** or determine the **outcome**? If your goal is **ongoing**: What is your **measure** and **target**? If your goal is **new or revised**: What is your **measure and target**?)
Other Goals FT instructor to be hired.	1. PCCD Goal:__AC_____ 2. Merritt Goal__AC_____	Completed: _____ (date) Revised/New: _____ (date) Ongoing: ____endlessly_____ (date)	Since Dr. Fabian retired in December, 2016, this has become an even more vital need for the success of the students in our programs. We now have 15 adjuncts and only 1 FT instructor.
Other Goals Permanent tech to be hired.	1. PCCD Goal:__AC_____ 2. Merritt Goal__AC_____	Completed: _____ (date) Revised/New: _____ (date) Ongoing: ____endlessly_____ (date)	We have requested this since the start of the program, 12 years ago. At the moment, we have NO TECH. We need a FT tech for MMP/MHP and a pt tech for MGP.
Other Goals NAACLS Accreditation	1. PCCD Goal:__C_____ 2. Merritt Goal__C_____	Completed: _____Spring 2017_____ (date) Revised: (date) Ongoing: _____ (date) New Goal _____ (current date)	We were amazed that we obtained full accreditation at our first attempt. This is in large part due to the efforts of our team (we increased clinical rotations from 4 to 22), our excellent facilities, and our track record of student satisfaction and employment.

Program Goal *Copy the Goals Reported from Program Review Question 10 or Appendix B, or 16-17 APU Section II or input the new/revised goal. These are suggested categories of goals.	Which institutional goals will be advanced upon completion? (PCCD and MC Goal Mapping)	Progress on Goal (indicate date next to the appropriate status for the goal)	Goal Detail and Measurement – How did you/will you evaluate this Goal? (If your goal was **completed**: How did you **evaluate** or determine the **outcome**? If your goal is **ongoing**: What is your **measure** and **target**? If your goal is **new or revised**: What is your **measure and target**?)
Other Goals Strengthen Histotech	1. PCCD Goal:__ABCDE_____ 2. Merritt Goal__ABCDE____	Completed: _____ (date) Revised/New: ___10/17_____ (date) Ongoing: _____ (date)	MHP has an excellent track record of student success and employment and a 100% pass rate for the National ASCP Boards. However, the faculty are very demoralized. The program needs: - a FT instructor - a year round, pt, permanent Clinical Rotation Specialist - reliable year round funding for the PD and Ed Coordinator - 3 new microtomes - a pt lab technician - It's own facilities
Other Goals Solidify Microscopy	1. PCCD Goal:__ABCDE_____ 2. Merritt Goal__ABCDE____	Completed: _____ (date) Revised/New: ___10/17_____ (date) Ongoing: _____ (date)	MMP has an excellent track record of student success and employment. The program needs include: - A FT instructor - Continued MMP PD/Biosci PD - a pt lab tech - S110 as a dedicated lab space to relieve overcrowding of faciilites, until HT is no longer homeless - Sabbatical for Gisele to develop ongoing research projects for the campus
Other Goals Expand Genomics	1. PCCD Goal:__ABCDE_____ 2. Merritt Goal__ABCDE____	Completed: _____ (date) Revised/New: ___10/17_____ (date)	MGP has overcome long term obstacles such as lack of lab space and chronic course scheduling errors, and come roaring back to life recently through the dedicated efforts of the faculty in

Program Goal *Copy the Goals Reported from Program Review Question 10 or Appendix B, or 16-17 APU Section II or input the new/revised goal. These are suggested categories of goals.	Which institutional goals will be advanced upon completion? (PCCD and MC Goal Mapping)	Progress on Goal (indicate date next to the appropriate status for the goal)	Goal Detail and Measurement – How did you/will you evaluate this Goal? (If your goal was **completed**: How did you **evaluate** or determine the **outcome**? If your goal is **ongoing**: What is your **measure** and **target**? If your goal is **new or revised**: What is your **measure and target**?)
		Ongoing: _____ (date)	creating a HS pipeline for the program. Currently the program needs: - a FT instructor - a PT lab tech - a paid PD - reliable funding for the Research Director/Employer Liaison - lab space at Merritt, in the S building
Other Goals Innovation and Outreach	1. PCCD Goal:__ABCDE_____ 2. Merritt Goal__ABCDE____	Completed: _____ (date) Revised/New: ___10/17_____ (date) Ongoing: _____ (date)	**We will seek support for a variety of innovative projects, including:** - **Regional STEM outreach** - **Biofest** - **Art Show** - **Seminar Series** - **CSOs** - **Digital webinars** - **Collaboration with EJ pipeline** - **Development of shell space to include biotech incubator space, genomics labs, histotech labs, possible crime lab.**

III. Data Trend Analysis

Purpose: In this section, you will report, review and reflect on your program data. You may copy and paste the tables that were provided to you in your data packet via email.

Please review and reflect upon the data for your program that was sent via email or Dropbox. You will be asked to comment on significant changes in the data and/or achievement gaps. Focus upon the most recent academic year and/or the years since your last comprehensive program review. *If you have questions or concerns regarding your data, please contact Samantha Kessler, Research and Planning Officer:* skessler@peralta.edu.

Student Enrollment Demographics: **(Copy/paste enrollment tables from data file)**

1. **What changes have occurred in enrollment since 2015-2016 program review?**

   Our enrollment continues to climb, due to very hard work on the part of the faculty, and the success of the new programs and pipelines we have established.

   Our students are very diverse. We are a science program, yet the majority (nearly 2/3) of students are female.

   Since starting the histotech program, we have seen an increase in the number of Asian students. They constitute ~25% of our students, with ~20% African-American, 20% Latino, 10% European-American, 9% dual identified.
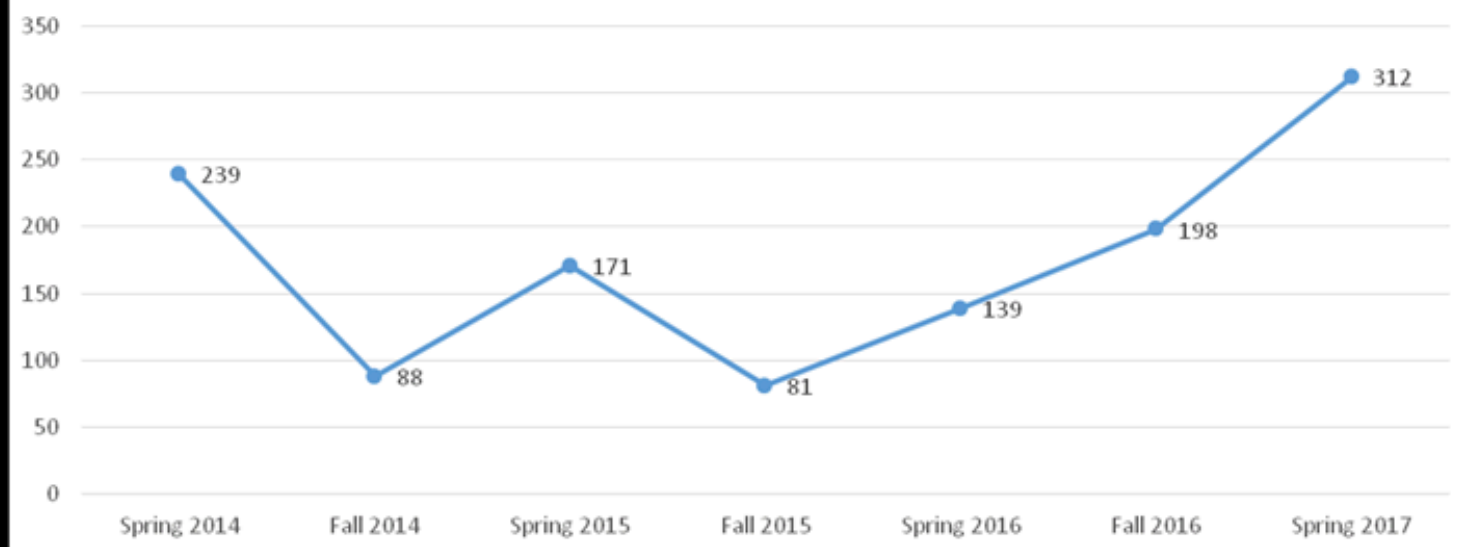
Term	American Indian	Asian	Black / African American	Hispanic / Latino	Pacific Islander	Two or More	Unknown / NR	White
Spring 2014		38	29	53		21	20	78
Fall 2014		12	18	22		3	7	26
Spring 2015		33	34	34		5	13	52
Fall 2015		22	19	14		4	2	20
Spring 2016		52	23	17	1	5	12	29
Fall 2016		64	29	24	8	27	21	25
Spring 2017	1	84	58	58	10	29	34	38

Course Sections and Productivity: (Copy/paste tables from data file)

1. **Please comment on changes that have occurred in productivity since the 2015-2016 program review. (**e.g. increase, decrease or no change)

Our course productivity is slightly below the desired productivity for CTE programs of 12.0. However, the reboot of the MMP curriculum will assist with this issue, along with the dual enrollment courses we've developed. The relatively small class sizes are necessary for most of the courses in our programs, due to safety issues and equipment access. It is also one of the main reasons we have such high retention and success rates.

Student Success: (copy/paste the course retention and course (successful) completion tables)

1. **Describe the course retention and successful course completion rates and any changes since the 2015-2016 program review**

Biosci continues to have a phenomenally strong retention rate, with an average course retention rate of 95% last year. This is due to the efforts of our dedicated faculty.   We also continue to have very strong "success" rates.

Course Success Rate by Term
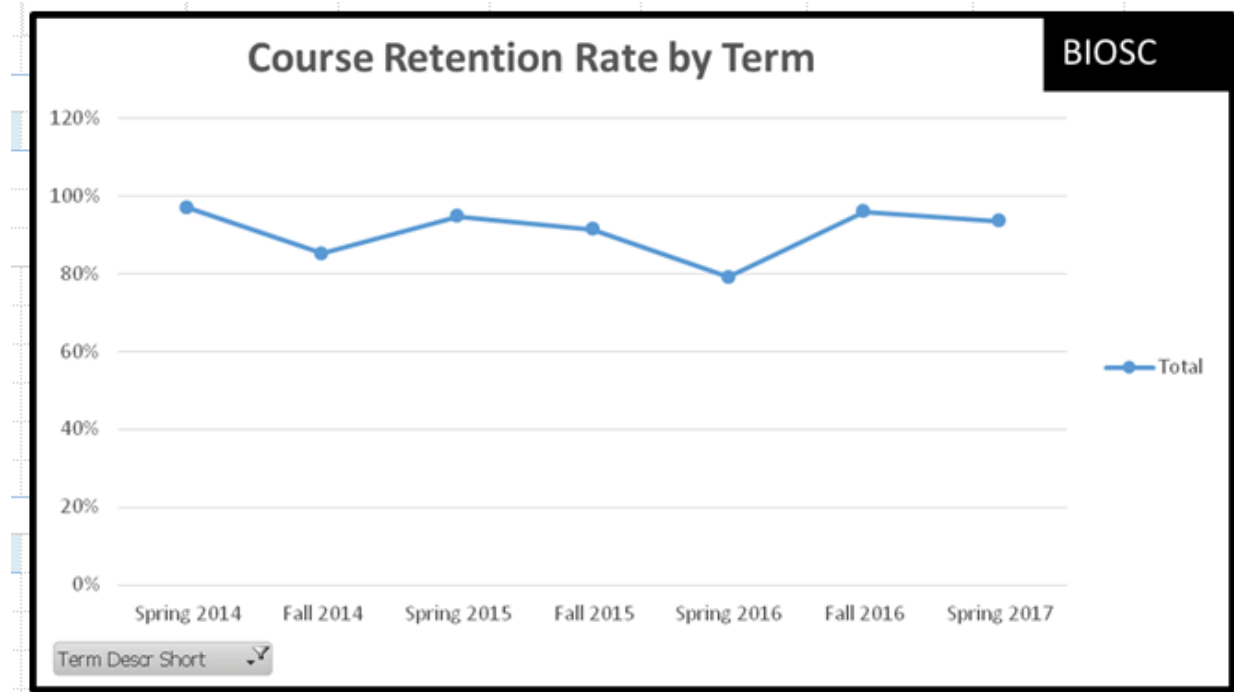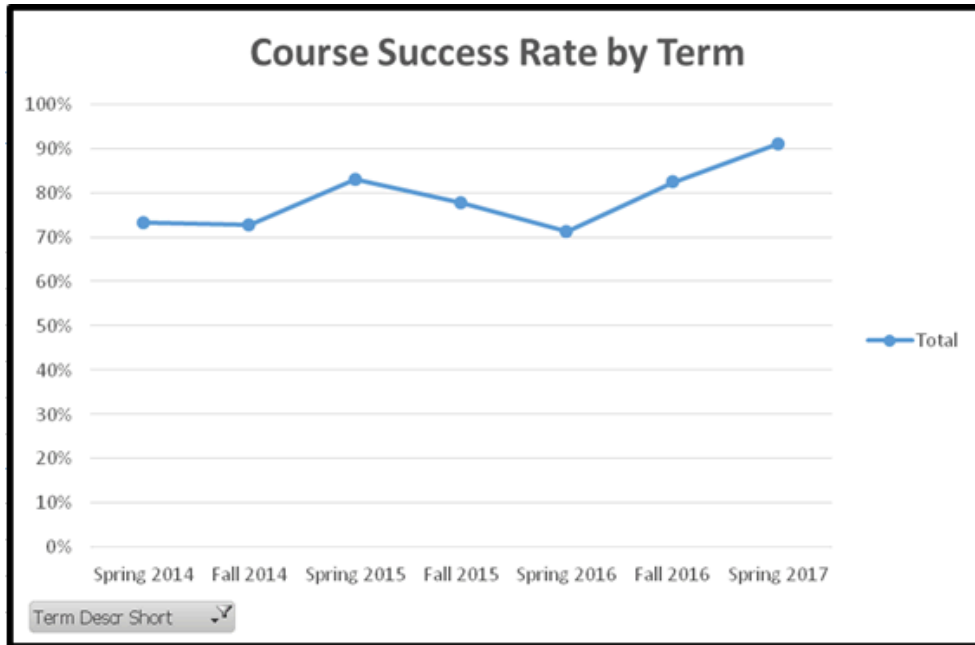
2. **Describe any achievement gaps present in your disaggregated enrollment, retention and successful course completion data. (Your data is disaggregated by Gender, Race/Ethnicity, Age, and student populations: DSPS, Low Income, Foster Youth and Veterans)**

We don't have any obvious achievement gaps, as per the data.

Student Success in Distance Education/Hybrid classes versus face-to-face classes: (copy/paste the Distance Ed retention and course completion data here.)

1. **Describe any difference in the Retention and Success of face-to-face and distance education courses.**

N/A

Other program specific data. Other data could include: departmental research via survey or special projects that significantly supports the goals or future plans for the program.

N/A

IV. Aligning Program Goals, Activities and Planning

Purpose: In this section, you will align your program, department or unit goals with the Educational Master Plan goals. You will also be asked to comment on how your department, unit or program is helping the College to achieve the targets set by the Equity, SSSP and Basic Skills Plans.

1. Educational Master Plan Alignment: Please use the following matrix to demonstrate how your program goals align with the 2015-2020 Educational Master Plan Goals.

2015-2020 EMP Goals

Foundations:
1. Assess students' strengths and needs thoroughly to accelerate completion of certificates, degrees and transfer readiness.
2. Support and develop programs, curriculum and services that increase completion of courses, certificates, degrees and transfer.
3. Establish an organizational structure that promotes coordination, innovation, and accountability, and which embeds basic skills development across the campus.

Career Technical Education:

1. Develop opportunities for CTE students to engage in campus and community experiences that enhance learning and student success (program-level clubs/enterprises, activities that develop soft skills, etc.) by contextualizing and proactively engaging students.
2. Create a Merritt-wide infrastructure that streamlines and develops employer partnerships, including offering High quality internships, serving on advisory boards, and engaging in curriculum development.
3. Strengthen Merritt College's "on ramps" to our CTE pathways by enhancing distance education, dual enrollment, adult education, contract education, etc., and provide differentiated supports that ensure student success for targeted population.
4. Create proactive strategies to engage faculty, students, and employers to support program success and sustainability that increase student-level academic and career outcomes.

Transfer:

1. Establish fully functioning transfer center.
2. Acquire more and better data (Higher granularity) on transfer rates. Collect transfer data to include UC, State, and Private institutions.
3. Augment and strengthen specific partnerships with academic departments in CSUs, UCs, and privates to develop transfer pipelines.
4. Augment and strengthen support services for transfer students campus-wide.
5. Augment and strengthen support for transfer students within academic programs.

Directions: 1) input your program and department goals. 2) Identify which area of the Ed Master Plan this Goal aligns to – Foundations, Transfer and/or CTE. Describe the activities your department or program will complete to meet the goal. 5) What standard or goal do you think the activities will help the college achieve as a measurable outcome (Completion rate, degree/cert completion, transfer, remedial rates). Place and X in the standard(s) and/or goal(s) your program activity will impact.

| Program/ department or unit Goal | Foundations | Transfer | CTE | How does this goal or the program activities align with the Educational Master Plan Strategic Directions and/or Goals? | Measurable Outcomes: Institution Set Standards and IE Goals | | | | | |
					Successful Course Completion Rate	Retention Rate (F to F Persistence)	Degree or Cert. Completion	Transfer	Remedial Rate Math (Basic Skill Success)	Remedial Rate English (Basic Skills Success)
Example: *Expand counseling COUN course delivery option to include hybrid and/or online course. (from 15-16 Program Review)*	x		x	*The Objective of these activities is to provide student with more options and increase enrollment. Offering courses at the high school also strengthens partnerships with the high schools and can build a pipeline from the HS to Merritt to improve HS to college transition and student success.*	X	x				
Strengthen Histotech				The objective of these activities is to address foundational goal 1 and CTE goal 4.	x	x	x			
Solidify Microscopy				The objective of these activities is to address foundational goal 1 and CTE goal 4.	x	x	x	x		
Expand Genomics				The objective of these activities is to address foundational goal 1 and CTE goal 4.	x	x	x	x		
Innovation and Outreach				The objective of these activities is to address foundational goal 1 and CTE goal 1.	x	x		x		

2. Student Equity, Student Success and Support Program (SSSP), and Basic Skills Target Groups: These plans analyzed student success outcomes and disproportionately impacted student populations. The chart below outlines the results of this analysis, and is a summary of the student populations and focused outcomes that the College indicated it would like to increase as a result of the Student Equity Plan (E), SSSP Plan (S), and Basic Skills Plan (B).
   a. As a program, department or unit, review your data and describe any activities you are doing to address student equity gaps and special populations in the table below. Describe the target or focused student population, the problem/observation, the activity/intervention, and the intended outcome. How does your activity align with the College's Equity, SSSP and Basic Skills Goals (list the target group and indicator in the last box below)? In your description, please note if the activity or intervention was funded by one of these grants in the past academic year (15-16).

2015-16 Student Equity Plan, Student Success and Support Program Plan (SSSP), and Basic Skills Goal Summary

The **Student Equity Plan, SSSP Plan,** and **Basic Skills Plans** outlined goals and activities to increase the following indicators, with special focus on the student populations below:	Access (Headcount)	Successful Course Completion (All Subjects)	Math Course Completion	English Course Completion	Fall to Spring Retention	Basic Skills			Number of Degrees	Number of Certificates	Number of Transfers to UC and CSU
						BS Math Course Completion	BS English Course Completion	BS ESL Course Completion			
Males	E S	E	S								
African American	E S	E	E S	E	E			E	E S	E S	E S
Hispanic/Latino	E S	E			E			E	E	E S	E S
Native American								E	E S	E S	E
Hawaiian/Pacific Islander		E									
Foster Youth	E	E						E	E	E	E
Disabled	E										
Veterans	E										
Low Income		E									
All Students		S	B	B		E S B	E S B	S	S	S	

*S = SSSP, E=EQUITY, B=BASIC SKILLS

Directions: 1) Describe a challenge, achievement gap or observation you made in your program data. 2) Describe an activity or intervention your program does to address the data. 3) Note which student populations this activity or intervention targets. 4) describe the intended measurable

outcome of the activity. Think about which indicator, from the summary chart below, this activity will help to impact. 5) Note which Plan and Goal this activity aligns to (SSSP, Equity, or Basic Skills)

Is your program planning for changes, improvements or initiatives that align with Student Equity, SSSP or Basic Skills Initiative? Please report on the *PLANNING* for 2017-2018.				
Problem, Achievement Gap or Observation (data)	**Activity/Intervention**	**Target Student Population**	**Outcome (or intended outcome from the list of indicators above: access, course completion, retention, BS course completion, degree, cert. transfers)**	**Relevant College Equity/SSSP/BS Goal**
Example: Lack of program diversity	*Looking at diversity partnering with Oakland unified for pathways*	*African American and Hispanic/Latinos*	*Increase headcount/enrollment of these populations*	*SSSP and Equity Plan – Access for African Americans and Latinos*
Lack of obtaining actual certificates after completing the courses	*Hire PT staff to assist students, as per CHDEV program*	*All students*	*Increase number of Certificates*	*Number of Certificates, SSSP*

b. Are additional resources required to facilitate the activities or interventions related to this area? If yes, make sure to discuss with your Dean.   Yes, we currently have no resources to obtain this goal.

3. Student Equity, Student Success and Support Program (SSSP), and Basic Skills Funding: In addition to identifying focused student populations and targets for improving student outcomes, these plans outlined activities the College would engage in to improve the indicators

above. **Did your program receive funding from any of the sources below in 2016-2017? What was the outcome of this funding?**

Please report on the outcomes from 2016-2017 funding.				
Plan	**What was funded?**	**Was this part of a larger activity or initiative?**	**What need did this address?**	**What measurable outcome resulted in this funding?**
Student Equity Plan	**N/A**			
SSSP Plan	*N/A*			
Basic Skills Plan	*N/A*			
Strong Workforce	*Biosci personnel, and supplies*	*No*	*Critical Program needs for HT accreditation and MMP reorganization and*	*We obtained accreditation for the MHP, increased clinical rotation sites from 4 to 22, and obtained a 100% pass rate for the National Boards. We also successfully established a new Biosci department, with 100% Assessment completion.*

V. Curriculum and Assessment Status

Purpose: In this section, you will plan for curriculum review and discuss assessment plans and findings. If your Program, Department or Unit does not have a curriculum component, please put N/A. You should reference the *CurricUNET META,* and *Taskstream.*

Curriculum Review Plan

In preparation for the implementation of structured curriculum review in the 2018-2019 academic year, departments and programs are being asked this year to submit curriculum review plans, indicating when all courses and programs shall be reviewed. One-third of non-CTE curriculum should be reviewed each year, resulting in all non-CTE courses and programs being reviewed within the three-year program review cycle. Half of CTE curriculum should be reviewed each year, resulting in all CTE courses and programs being reviewed every two years in conjunction with the program review/annual program update cycle.

Directions

All department chairs, program directors, and full-time faculty members should have access to CurricUNET META to view the active curriculum inventory. If you don't have access, contact LaShaune Fitch, Curriculum Specialist, at lfitch@peralta.edu.

- List all active courses, certificates, and degrees.
- Indicate which year each course, certificate, or degree shall be reviewed (including deactivations and reactivations).
- Add more rows to each table as needed.

Course Number	Course Name	2018-2019	2019-2020	2020-2021
Examples: ART 1	*Introduction to Art History*	*X*		
ART 4	*History of Modern Art*		*Deactivate*	
ART 7	*History of African-American Art*			*Reactivate*
Bioscience 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 20, 55, 56, 57, 58	Microscopy and HIstotech courses	X		
Bioscience 30 series, 60 series	Genomics Courses		X	

Program Type	Program Name	2018-2019	2019-2020	2020-2021
Certificate of Proficiency	*Art Foundation*	X		
CP	Optical Microscopy	X		
CP	Fluorescence Bioscience Microscopy	X		
CA	Histotechnician		X	
CP	Illumina HiSeq		X	

Student Learning Outcomes Assessment

Use the following table to document the results of the student learning outcomes assessment completed in 2016-2017. Please discuss which courses and PLO's were assessed, the results, changes that were made or plan to be made.

Learning Outcomes Assessed in 2016-2017		Results	Changes Made (or to be made)	Status (Completed or planned date)
Course/Program	Learning Outcome Assessed			
Biosci	*100%*	*We need more and reliable funding for personnel, supplies, equipment and equipment repairs.*	*None yet, but I will continue to advocate for these changes.*	*ongoing*

1. What meaningful dialogue takes place in both shaping and assessing course and program level outcomes? Where can one find the evidence of the dialogue?   Our adjunct faculty (many of whom were new to SLOs) were energized by the dialogue around pedagogy then demoralized by the lack of responsiveness to the requests made in their completed SLOs. The evidence is in the completed reports and in the minutes of the Biosci Dept. meetings.

2. Attach the completed Fall Schedule Assessment Planning Template (due to CDCPD mid-September).

BIOSCI DEPT PLO MAP

Fall 2017 GG

Certificate of Proficiency in Fluorescence Bioscience Microscopy

	acquire digital images on a variety of research-level digital optical microscopes, including motorized widefield fluorescence systems, a spectral imaging confocal and a spinning disk confocal.	troubleshoot problems with the optics, hardware and software of the microscopes.	design experiments, critically analyze data, and report results.
Biosci 2A	SLO 1	SLO 2	
Biosci 2B			SLO 1

Certificate of Achievement in Histotechnology

PLO	Identify tissues as well as prepare tissue samples for analysis following ASCP/NAACLS guidelines.	Demonstrate good laboratory practices, as well as skilled handling of histotech and genomics laboratory equipment, including trouble-shooting.	
Biosci 55	x		
Biosci 56		x	

Certificate of Proficiency in Optical Microscopy

PLO	Confidently acquire digital images on a variety of research-level optical microscopes, including phase, DIC, and widefield epifluorescence.	. Execute basic cell and molecular biology lab techniques, including aseptic technique, following good lab practices.	Identify areas of the biotech industry that are relevant to their chosen career pathways
Biosci 1A	SLO 1		
Biosci 1B		SLO 1	SLO 2

./2017

VI. Additional Questions for CTE, Counseling, Library and Student Services/Admin Units

Purpose: In this section, certain programs or departments will answer questions specific to the program. **Leave the section blank if your program, department or unit is *not CTE, Counseling, Library or Student Services/Administration.***

For CTE:

1. Please describe any recommendations resulting from advisory committee meetings that have occurred since your last program review.

The MHP AB strongly recommends following the NAACLS accreditation results, including ensuring year round reliable funding for key personnel, especially the PD, Ed. Coordinator, and Clinical Rotation Development Specialist. The MMP AB supports the curriculum reboot. The MGP AB supports the innovative research arm of the program.

2. Did your program work with a Deputy Sector Navigator and if so, how did this lead to program changes or improvements?

Yes, we are strongly connected to our DSN, and attend regular events hosted by her (Josie Sette). It has led to the development of a regional Strong Workforce Program proposal for STEM outreach, on which we are the lead program.

3. Is your discipline/department/program currently participating in any grants specific to the program? Please discuss your progress in meeting the stated goals in the grant.

We participate in Perkins and in Strong Workforce Program. Our overall goals include stabilization of program structures, WBL, outreach, development of CSOs, development of integrated student research.

For Counseling:

1. What has the counseling department done to improve course completion and retention rates? What is planned for the future?

2. What has the counseling department done to improve SSSP counseling services? Please discuss your progress in improving SSSP counseling services.

For Library Services:

1. Please describe any changes in the library services, collections or instructional programs since the last program review or APU and fill in the information below:

	This Academic Year	Previous Academic Year (s)	Explanation of Changes
Library Open Hours Per Week			
Library Visits (gate count)			
Other Library Usage			
Total Library Materials Expenditures			
Total Print Book Collection (Titles)			
Total E-book Collection (Titles)			
Total Database Subscriptions			
Total Media Collection (Titles)			
Total Print Periodical Subscriptions			
General Circulation Transactions			
Reserve Circulation Transactions			
In-house circulation Transactions (optional)			
Media Circulation Transactions (optional)			
E-book Circulation Transactions Describe (optional)			

Other circulations Transactions – Describe – (optional)			
Total circulation Transactions			

For Student Services and/or Administrative Units:

1. Briefly describe the results of any student satisfaction surveys or college surveys that included evaluation and/or input about the effectiveness of the services provided by your unit. How has this information informed unit planning and goal setting?

2. Briefly describe any changes that have impacted the work of your unit.

VII. New Resource Needs Not Covered by Current Budget

Purpose: In this section, programs will documents new and repeat resource requests ***not covered by current budget***, and document the support of the request with data or evidence.

Human Resources: If you are requesting new or additional positions, in any job classification, please explain how new positions will contribute to increased student success.

Human Resource Request(s)	Dollar Amount	Already Requested in Recent Program Review or APU? (yes/no)	What Program Goal does this request align to? (cut and paste from section II)	What data or evidence supports this request? (If discussed in a section above, please give a brief statement and page reference.)	How will this resource contribute to student success? (1-3 sentences)
FT faculty FT lab tech pt lab tech pt clerical support Biosci PD MMP PD HT PD Genomics PD HT Ed. Coordinator HT Clinical Rotation Development Specialist Research Project Developer Research Director Employer Liaison Certificate support Personnel as per grant proposals	various	Yes	FT instructor to be hired. Permanent tech to be hired. Strengthen Histotech Solidify Microscopy Expand Genomics Innovation and Outreach Simplify the process to obtain the Certificates.	Replacement of retiree; complexity of cutting edge, equipment based program; NAACLS accreditation requirements; CCURI study into increased retention and transfer through integrated research.	In all ways possible!

*New faculty and staff requests must be listed here.

Technology and Equipment: How will the new technology or equipment contribute to student success?

Technology and Equipment	Dollar Amount	Already Requested in Recent Program Review or APU? (yes/no)	What Program Goal does this request align to? (cut and paste from section II)	What data or evidence supports this request? (If discussed in a section above, please give a brief statement and page reference.)	How will this resource contribute to student success? (1-3 sentences)
a. 3 Microtomes b. Supplies c. Replacement Qcapture camera d. Equipment repair e. Equipment necessary for grants	$36,000 $30,000 $10,000 $10,000 TBD	Yes	Strengthen Histotech Solidify Microscopy Expand Genomics	All of these requests directly support our classes.	They will obtain hands-on training on cutting-edge equipment in order to obtain employment.

Facilities: Has facilities maintenance and repair affected your program in the past year? How will this facilities request contribute to student success?

Facilities	Dollar Amount	Already Requested in Recent Program Review or APU? (yes/no)	What Program Goal does this request align to? (cut and paste from section II)	What data or evidence supports this request? (If discussed in a section above, please give a brief statement and page reference.)	How will this resource contribute to student success? (1-3 sentences)

| S110 as dedicated biosci lab room. Development of 1st floor S Buidling shell space for Histotech, genomics, biotech incubators, possible crime lab. | $0 TBD | YES | Strengthen Histotech Solidify Microscopy | Administration assured us that S110 would be solely used as a Biosci Lab by Spring 2017. However, other courses were still scheduled in there, even in Fall 2017. This caused considerable faculty distress, wasted faculty time, lost and damaged equipment, multi week delays in instruction, and severely limited our ability to offer proper lab instruction in all of the MMP and MHP courses. Histotech is still a homeless program, housed in the MMP space. We are encouraged by our conversations with Dr. Burns that there is a long term plan to build the shell space on the first floor of the S building, in order to house HT and Genomics facilities. **However, we need a rapid resolution of the demoralizingly perennially ongoing issue with S110.** | Students will actually be able to do the necessary, scheduled labs for their classes. |

Professional Development or Other Requests: How will the professional develop activity contribute to student success? What professional development opportunities and contributions make to the college in the future?

Professional Development	Dollar Amount	Already Requested in Recent Program Review or APU? (yes/no)	What Program Goal does this request align to? (cut and paste from section II)	What data or evidence supports this request? (If discussed in a section above, please give a brief statement and page reference.)	How will this resource contribute to student success? (1-3 sentences)

a. Sabbatical or release time to develop student research program. b. Required professional conferences (including CHS).	$40,000 $6,000	Yes	Strengthen Histotech Solidify Microscopy	Undergraduate research has been shown to be critical for retention, success, and transfer in the sciences. Attendance at professional conferences is required for the Histotech program.	It would increase retention and transfer for students in all of the campus science departments.

Signatures

Discipline, Department or Program Chair

_____   _____   _____

Print name   *Signature*   *Date*

Dean

_____   _____   _____

Print name   *Signature*   *Date*