



## Welcome to Program Review

Merritt College - 2019

Division II: Math, Science and Applied Technology - Administrative Unit

Annual Program Update

### Program Overview

**Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.**

The Mission of the Division of Math, Science and Applied Technology (MSAT) to enhance the lives of students in the community in areas that deal with Science, Technology and Industry. It is the goal of the division to provide the highest quality of instructional services to programs and departments within the division.

#### Program Total Faculty and/or Staff

##### Full Time

Jason Holloway - Dean of Math Science and Applied Technology  
 Sinead G. Anderson - Staff Assistant - Division Office  
 Maril Bull - Staff Assistant Landscape Horticulture  
 Molly Sealund - Lab Coordinator Landscape Horticulture  
 Niambi Hill - Lab Technician Landscape Horticulture  
 Tim Sano - Lab Technician Chemistry  
 Kinga Sidzinska - Lab Coordinator Biology

##### Part Time

Michele Bruni - Lab technician Physics  
 Andrew Coffey - Lab Technician Biology

**The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.**

Manage the division within the student centered funding allocation model: Stay within the allotted FTEF allocation when possible, increase the number of completion awards, increase retention and persistence metrics and provide opportunities for marginalized student populations

Status If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?  
In-Progress

College Goal  
Time to Completion: Reduce the number of excess units earned by students.

District Goal  
Advance Student Access, Equity, and Success

Program development. Support new programs within the division develop curriculum and promote programs and courses

Status If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?  
In-Progress

College Goal  
Employment: Maintain at least 82% of students attaining employment in the field of study.

District Goal  
Engage and Leverage Partners

Process improvement “ decrease the number of late payments within the division “ ensure that timesheets are submitted in a timely manner. Epafs are moved, monitor budget regularly, track payments.

Status If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?  
In-Progress

College Goal  
Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal  
Build Programs of Distinction

Support opportunities for STEM and CTE programs to increase student access for underserved populations

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal

Advance Student Access, Equity, and Success

Expand pipelines and pathways from OUSD and area high schools to CTE and STEM programs

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Equity: Reduce the achievement gaps for African-American, multiethnic and male students.

District Goal

Engage and Leverage Partners

Provide more ongoing professional development for staff. Create more outreach/recruitment/fundraising events that include business and industry partners

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Completion: Increase number of degrees and certificates by 20% over the next 5 years.

District Goal

Build Programs of Distinction

Monitor and support academic programs use file sharing system, collect syllabi, office hours, other documents, engage in regular communications with faculty and staff via email communications. within the division using sharepoint file sharing software

- Syllabi, office hours, roster submission dates textbooks etc
- SLO asses

Monitor attendance, office traffic of the division office and lanht areas

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Employment: Maintain at least 82% of students attaining employment in the field of study.

District Goal

Select District Goal...

Systemetize standing meetings with department chairs and division staff to preempt issues and problems. Review progress on current projects, issues that arose, plan for future projects and major accomplishments - attendance and performance issues will be review weekly

Status

In-Progress

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

College Goal

Transfer: Increase transfers to CSU and UC by 6% annually.

District Goal

Strengthen Accountability, Innovation and Collaboration

**Describe your current utilization of facilities, including labs and other space**

The MSAT division operates classes throughout the entire campus. We have several math and business courses that are routinely taught in the A building and the P building. Most classes require a smart classroom and improvements have been adequate. The CIS department utilizes two computer labs (P218 and P106) that are used for lab purposes. Faculty office space is limited in the P building. One tenured faculty member has needed an office space large enough to accommodate a industrial printer he purchased for his program.

The majority of classes are taught in the Barbara Lee Science and Allied Health Building (S building). The S building houses the bulk of the biology, math, chemistry, and physical science courses are housed here. There is a state of the art Biology lab, Chemistry lab, Physics/Physical Sciences lab, Through grant funding, the math department redesigned a classroom space to support a discovery based learning teaching approach. The majority of the MSAT faculty teach classes on the 3rd and 4th floor of the S building, and faculty share office suites and cubicles (1 on 3rd floor, 2 on 4th floor)

Division office and conference room is utilized by the faculty and staff on a regular basis. A more efficient way to schedule the conference room must be developed. The division office is rarely staff consistently due to normal business hours. The flow of office traffic should be monitored and assessed regularly for efficiency and to address staffing issues. All students support forms should be scanned and filed. The MSAT division shares this space with the Allied Health and Public Safety Division. Staffing issues with this division have impacted the efficiency MSAT division.

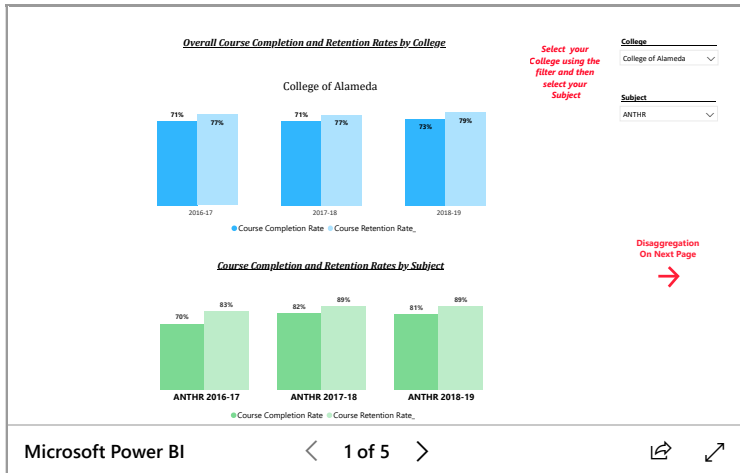
The learning center “ Many math and science faculty regularly work and hold office hours in the learning center located on the first floor of the library. Students report that the learning center is often understaffed and in need of more experienced tutors. Faculty who hold office hours in the learning center seem satisfied, but need additional private offices to meet with the students.

The MSAT Landscape Horticulture department and environmental management programs are taught on the in the H building horticulture compound. This is an 8 acre facility with a green house, laff house and classrooms and lab space for instruction. The facility operates all year and is accessed separate from the main campus. Although the facility operates effectively, it is hard to monitor without some form of technology to connect remotely with staff.

## Program Update

### Semester End Enrollment/Usage Pattern

Review your Semester End Enrollment by setting the filter to your college and subject



Select your College using the filter and then select your Subject

Disaggregation On Next Page →

**Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.**

Department in the MSAT division generally have both completion and persistence rate within 5 point of the college average (about 70%). Astronomy and Physics at Merritt both have completion and retention rates that are above 80%. Biology, the largest department in the division has completion and retention rates that are consistent with the college. The math department has a slightly lower completion and retention rates than many of the other programs in the division: completion 60% and retention 77% This may be in part due to the new AB705 initiative that funnels more students into transfer level math courses without adequate preparation. The Business and Econ departments have some of the lowest completion/ retention rates in the MSAT division (completion 58 and 62%, retention 76 and 65%) The BUS/ ECON program are trying to retool to be more competitive with the BUS programs and the other Peralta Colleges. Success and retention rates may also be fluxuating because there has been an increase in the number of online offerings using a relatively new learning management system (CANVAS). The college is doing its best to refine curriculum and find the best instructors to deliver the content to the students

**Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).**



Description/Justification	Estimated Cost
Training in best practices for filing electronically. Research software good for update calendar events etc.	200

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
Hallway furniture for BLDG S	New hallway furniture needed for 2nd floor S bldg to increase student study spaces	6/30/2021	DGS

**Resource Request**

Technology and Equipment	New	Estimated Cost
Description/Justification		10000
New hallway furniture for 2nd floor S bldg		

**Improvement Action**

Action Item	Description	To be completed By	Responsible Person
New Division Scanner	New scanner needed for division office to store files electronically	6/30/2020	Jason Holloway

**Resource Request**

Technology and Equipment	New	Estimated Cost
Description/Justification		500
New scanner for division office		

**Resource Request Summary**

Total Cost: \$200  
 Total Resource Request: 1  
 Program Update  
 Personnel



No Resources found for this category

Professional Development

Type	Description/Justification	Estimated Cost
Individual/personal PD needed	Training in best practices for filing electronically. Research software good for update calendar events etc.	200

**Sub-Total: \$200**

Technology and Equipment

No Resources found for this category

Supplies

No Resources found for this category

Facilities

No Resources found for this category

Library

No Resources found for this category

Other

No Resources found for this category

## Sign and Submit

**Please provide the list of members who participated in completing this program review.**

Jason Holloway

**Please enter the name of the person submitting this program review.**

Jason Holloway