

2018-19 Program Review – Instructional

Program Overview

Please verify the mission statement for your program. If there is no mission statement listed, please add it here.

The Merritt College Kinesiology Department creates an environment that inspires a student's positive self-image, emotional well-being and health consciousness through physical fitness, specialized physical skill development and emphasis on character traits like teamwork, determination, respect, self-confidence, cooperation and self-motivation. The department strives to address the needs of an increasingly overweight, sedentary population and the accompanying poor nutrition and chronic disease by providing education, motivation and setting/achievement of fitness goals. By improving the student's psychological and physiological skills and their flexibility, strength, balance and cardio-respiratory vigor, the whole being is enhanced and prepared for learning in any and all disciplines they are pursuing at Merritt College.

The Merritt College Kinesiology Department is committed to providing courses that meet major and graduation requirements, meet the need of communities served by the college and enhance life-long fitness and health.

The Merritt College Kinesiology Department is determined to maintain its high-quality instruction and develop/maintain state of the art facilities in order to continue to attract a diverse and often underserved population of men and women.

List your Faculty and/or Staff

Full time faculty: Brock Drazen, Inga Marciulionis

Part time faculty: G. Aguiar, T. Stewart, D. Jones, A. Gray, M. Benjamin, R. Ward, G. Swift, A. Johnson, L. Gerardo, H. Lee, S. Smith, Brooks.

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.

Expand student access by extending hours in the Fitness Center to accommodate evening students.

Find new ways to recruit and attract new students to complete the Personal Trainer certificate.

Help students attend and complete Fitness Center courses with passing grades.

Add more requested /popular activity courses so that more students engage in physical activity and improve their overall well-being.

Fitness Center hours in the Spring, 2016 semester included 5-7pm hours on Tuesday/Thursday but were cut back to 5pm for fall 2016 leaving evening students without access. The relatively small cost of instruction for an additional 4 hours per week so that our evening students can maintain enrollment is worth revisiting ASAP. Goal is for fall 2019.

Student success and equity funding was requested through a grant proposal in the 2016-17 school year but was not approved by the SSSP/Student Equity Committee. A new request will be made in 2017-18.

1. PCCD Goal: A, C
2. Merritt Goal: A, C, E

Recruit, update, and mentor our new part-time instructors.

Encourage part time instructors to attend and participate in Flex days/ professional development workshops.

Participate in collegial governance. Attend external professional workshops or other similar professional activities.

The department has made a concerted effort to participate in campus-wide collegial governance and maintain a presence on decision-making bodies. We currently have representation on the technology committee, facilities committee and are seeking college council and district facilities by fall 2019.

1. PCCD Goal: B, D
2. Merritt Goal: B, D

Increase enrollment by expanding academic curriculum for student retention and success.

The department has added a distance learning class in Health Education in the fall 2016 and transitioned from Moodle to Canvas for fall 2017. Health Education is now embedded at the high school level as well. A face-to-face Introduction to Kinesiology class began being offered in the fall 2016 and will expand as a distance learning opportunity by fall 2019. Continued efforts to develop an AA degree in Kinesiology and market our certificate in personal training will help increase our enrollment, retention and success.

1. PCCD Goal: A, B, C,
2. Merritt Goal A, B, C

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

Our facilities utilization includes extensive use of the Merritt College Fitness Center in Building A-113, the basketball gymnasium in the E/F building, the athletic trainer's rehabilitation and treatment office in F-103, the Track and Field/Soccer Stadium and associated lower grass fields, tennis courts, men and women's locker rooms in the E/F building, assigned smart classrooms for lecture classes and department offices on the 2nd floor of the F building.

Enrollment Trends

[Enrollment Trends Power BI dashboard](#)

Note: Please consider the most recent 3 years when answering the questions below.

Set the filters above to your discipline, and discuss enrollment trends over the past three years
Enrollment trends reflect the general trend at the college with a decline in total enrollment overall. However, completion rates and retention have remained relatively steady among gender, ethnicity and age during the past three years. As a department, we have strategized how to build enrollment, reverse the overall trend and increase our completion rates and retention from current levels. We are in the process of creating an AD-T in Kinesiology and creating courses that will meet the needs of our student population and effectively grow our department in support of the institutional enrollment goals.

Set the filter above to consider whether the time of day each course is offered meets the needs of students.

The time of day in Kinesiology courses is generally daytime although a few evening classes are offered in Yoga and Badminton. Also, a few times over the last three years, administration has granted an extension of fitness center hours from 5pm-7pm on Tuesday's and Thursdays. These evening class opportunities have been highly successful in meeting needs of students who work during the day. In the past, there was more opportunities for evening students in the fitness center, but those hours have been cut back. We often hear from students that they would love evening hours for workouts. The daytime offerings do meet the needs of a large majority of students taking courses during daytime hours at Merritt College.

Are courses scheduled in a manner that meets student needs and demands? How do you know?

We often receive feedback from students requesting later hours in the fitness center, but hours have been cut back to 5pm. A Kinesiology survey was conducted in the fall 2018 focusing on interest in a Kinesiology degree. Out of 87 respondents 66 students (75.66%) indicated they would definitely be interested in an AD-T degree in Kinesiology at Merritt College. We will continue seeking student input so that our department can meet the needs of students.

Describe effective and innovative teaching strategies used by faculty to increase student learning and engagement.

Faculty have used the smart classrooms for video presentations, white boards, music and other technology for engaging students. In class group projects as an alternative to lecture have worked in this same way keeping students interested and focused on relevant materials. Kahoot quizzes that act like 'Jeopardy' style games have been used as well. Field trips, demonstrations and props have also been used in a variety of learning settings to increase student learning and engagement.

How is technology used by the discipline, department?

The department loves using technology to advance the discipline and department! We use the smart classrooms for engaging students. We use Kahoot! and other educational games for the same purpose. Coach My Video is another application that allows instructors to share detailed video feedback for students to review themselves in real time. Feedback can be immediately implemented after performance and helps visual learners apply information quickly

for dramatic results. The department is open to any technology available and will always pursue the latest innovations when available and cost effective.

How does the discipline, department, or program maintain the integrity and consistency of academic standards with all methods of delivery, including face to face, hybrid, and Distance Education courses? The department faculty meet regularly at the beginning and end of each semester. But, beyond that, these same colleagues see each other on a daily basis and share experiences. We are all on the same page and it is reflected in syllabi and other documented evidence (i.e. meeting minutes) so that everyone understands the import of academic integrity and consistent standards in all delivery models.

Curriculum

Please review your course outlines of record in CurricUNet Meta to determine if they have been updated or deactivated in the past three years. Specify when your department will update each one, within the next three years.

College	Subject Code	Course #	Course Title	Created On	Status	16-17	17-18	18-19
Merritt College	KIN	036	Aerobic Circuits	1/24/2013	Active			X
Merritt College	KIN	074A	Badminton I - Fundamentals	9/19/2007	Active		X	
Merritt College	KIN	074B	Badminton II - Beginning	12/12/2012	Active		X	
Merritt College	KIN	074C	Badminton III - Intermediate	12/12/2012	Active		X	
Merritt College	KIN	074D	Badminton IV - Competitive	12/12/2012	Active		X	
Merritt College	KIN	80A	Basketball I - Fundamentals	1/22/2013	Active			X
Merritt College	KIN	080B	Basketball II- Beginning	9/19/2007	Active		X	
Merritt College	KIN	080C	Basketball III - Intermediate	1/22/2013	Active			X
Merritt College	KIN	080D	Basketball IV- Competitive	1/22/2013	Active			X
Merritt College	KIN	060A	Circuit Training for Strength I- Fundamentals	11/10/2009		Active		X
Merritt College	KIN	060B	Circuit Training for Strength II- Beginning	11/10/2009		Active		X
Merritt College	KIN	060C	Circuit Training for Strength III- Intermediate	11/10/2009		Active		X

Merritt College	KIN	060D	Circuit Training for Strength IV-Experienced	11/10/2009	Active		X
Merritt College	KIN	037A	Core and Restore I - Fundamentals	9/1/2016	Active		X
Merritt College	KIN	054A	Cross Fitness I - Fundamentals	11/29/2012	Active		X
Merritt College	KIN	054B	Cross Fitness II - Beginning	12/11/2012	Active		X
Merritt College	KIN	54C	Cross Fitness III - Intermediate	12/11/2012	Active		X
Merritt College	HLTED	001	Exploring Health Issues	11/8/2009	Active	X	
Merritt College	KIN	058A	Fitness Center Strength Training I- Fundamentals	1/8/2013	Active		X
Merritt College	KIN	058B	Fitness Center Strength Training II- Beginning	1/9/2013	Active		X
Merritt College	KIN	058C	Fitness Center Strength Training III - Intermediate	1/10/2013	Active		X
Merritt College	KIN	058D	Fitness Center Strength Training IV - Experienced	1/10/2013	Active		X
Merritt College	KIN	153A	Fitness for Public Safety Personnel I - Fundamentals	11/26/2007	Active		X
Merritt College	KIN	153B	Fitness for Public Safety Personnel II - Beginning	11/26/2007	Active		X
Merritt College	ATHL	006	Intercollegiate Men's Basketball	9/19/2007	Active	X	
Merritt College	ATHL	059	Intercollegiate Track and Field	9/19/2007	Active	X	
Merritt College	ATHL	001	Intercollegiate Women's Basketball	2/6/2013	Active		X
Merritt College	KIN	150	Introduction to Kinesiology	11/15/2016	Active		X
Merritt College	KIN	150	Introduction to Kinesiology	1/22/2017	Active		X
Merritt College	KIN	103D	Soccer IV - Experienced	9/30/2014	Active		X
Merritt College	KIN	070A	Speed Training I - Fundamentals	3/9/2016	Active		X
Merritt College	KIN	067D	Sport Training IV- Experienced	1/29/2013	Active		X
Merritt College	KIN	067A	Sports Training I-Fundamental	12/6/2012	Active	X	

CROSS FITNESS I - FUNDAMENTALS	ACTIVE SPRING 2018	1	F18	X	X	x	x	x	x	Y	no action plan
CROSS FITNESS II BEGINNING	ACTIVE SPRING 2018	1	16-17	X	X	x	x	x	x		
CROSS FITNESS III- INTERMEDIATE	ACTIVE SPRING 2018	2	F18	16-17	X	X	x	x	x	Y	
CROSS FITNESS IV - EXPERIENCED	Active Spring 2017	1	S18	X	X	X	x	x	x	N	
FITNESS CENTER STRENGTH TRAINING I - FUNDAMENTALS	Active	1	F18	X	X	X	X	X	X	Y	
FITNESS CENTER STRENGTH TRAINING II	Active Fall 2017	1	0	X	X	X	X	X	X	N	
FITNESS CENTER STRENGTH TRAINING III - INTERMEDIATE	Active Fall 2017	1	F18	X	X	x	x	x	X		
FITNESS CENTER STRENGTH TRAINING IV - EXPERIENCED	Active Fall 2017	2	15-16	0	X	X	X	X	X	Y	
CIRCUIT TRAINING FOR STRENGTH I - FUNDAMENTALS	ACTIVE SPRING 2018	2	16-17	0	X	x	x	x	x	y	
CIRCUIT TRAINING FOR STRENGTH II - BEGINNING	ACTIVE SRPING 2017	1	0	X	x	x	x	x	x	y	
CIRCUIT TRAINING FOR STRENGTH III - INTERMEDIATE	Active Spring 2017	1	0	X	X	X	X	X	X	N	
CIRCUIT TRAINING FOR STRENGTH IV - EXPERIENCED	Active Spring 2017	1	0	X	X	X	X	X	X		
SPORTS TRAINING I - FUNDAMENTAL	Active Fall 2017	2	F18	F18	X	X	X	X	X	Y	
SPORTS TRAINING II - BEGINNING	Active Fall 2017	1	F18	X	X	X	X	X	X	Y	
SPORTS TRAINING III - INTERMEDIATE	Active Fall 2017	1	16-17	X	X	X	X	X	X	N	

SPORTS TRAINING IV - EXPERIENCED	Active Spring 2017	1	0	X	X	X	X	X	X	N	
SPEED TRAINING I - FUNDAMENTALS	????	???				X	X	X	X		
BADMINTON I - FUNDAMENTALS	ACTIVE SPRING 2018	2	F18	S18	X	X	X	X	X	N	
BADMINTON II - BEGINNING	Active	2	F18	f17	X	X	X	X	X	Y	
BADMINTON III - INTERMEDIATE	Active Fall 2017	1	S18		X	X	X	X	X	Y	
BADMINTON IV - COMPETITIVE	Active Fall 2017	1	16-17	X	X	x	x	x	x	Y	
BASKETBALL I - FUNDAMENTALS	ACTIVE SPRING 2018	2	15-16	S18	X	X	X	X	X	y	
BASKETBALL II - BEGINNING	ACTIVE SPRING 2018	2	16-17	0	X	X	X	X	X	Y	
BASKETBALL III - INTERMEDIATE	ACTIVE SPRING 2018	2	F18	F18	X	X	X	X	X	Y	
BASKETBALL IV - COMPETITIVE	ACTIVE SPRING 2018	1	16-17	X	X	X	X	X	X	Y	
GOLF I - FUNDAMENTALS		2	0	14-15	x	X	X	X	X	Y	
SOCCER I - FUNDAMENTALS	ACTIVE SPRING 2018	1	0	X	X	X	X	X	X	Y	
SOCCER II - BEGINNING	Active Spring 2017	1	15-16	X	X	X	X	X	X	Y	
SOCCER III - INTERMEDIATE	ACTIVE SPRING 2018	2	15-16	X	X	X	X	X	X	Y	
Soccer IV - Experienced	ACTIVE SPRING 2018	3	0	X	X	X	X	X	X	N	Not in Taskstream
TENNIS I - FUNDAMENTALS		3	0	0	0	X	X	X	X	N	Not offered for the last 3 years
FITNESS FOR PERSONAL TRAINERS	Active Fall 2017	3	0	15-16	0	X	X	X	X	Y	SPRING 18 assessment of provide basic nutritional recommendations by armond gray
INTRODUCTION TO KINESIOLOGY	Active Fall 2017	4	0	16-17	16-17	F'17	X	X	X	N	

Assessment – Instructional

Student Learning Outcomes Assessment
 List your Student Learning Outcomes
 Ask dean Syed

Were there any obstacles experienced during assessment? What worked well? (Mainly based on evidence in the report, attach other evidence as necessary)

The department must assess all courses in the fitness center, academic offerings and other activity classes. There are well over 30 Kinesiology offerings. In addition, department faculty must assess Health Ed and all ATHL coded classes. This task can be daunting given that the department only has 2 full time instructors. Part time instructors do their part assessing their own offerings. So, the obstacles are simply the volume of class sections that need to be assessed. What works well is getting the assessments completed and submitted on time.

What percent of your programs have been assessed? (mainly based on evidence in the report, attach other evidence as necessary; note: a complete program assessment means all Program Learning Outcomes (PLOs) have been assessed for that program)

80%

How has your dept worked together on assessment (planning together)? Describe how your dept works well on assessment? Describe things that went well or obstacles. What aspects of assessment work went especially well in your department and what improvements are most needed?

Our department works together on assessment by sharing ideas on how to assess, what has worked in the past, what hasn't and what needs fine tuning. We are continually assessing and making changes based on student performance and feedback to ensure student engagement and success is foremost in our planning.

Collaboration

Because we are small and very involved in our program, the department faculty collaborate on a daily basis. We see each other daily and have great relationships which bodes well for sharing ideas and information.

Leadership Roles

The department's two full time faculty members are the department chair and athletic director. Holding these leadership positions helps the full timers provide a vision for all instructors.

Planning Process

The department meets officially at the beginning of each semester and at the end. Also, department instructors communicate regularly face to face, on the phone, through text and email regarding any issues that arise and future needs.

Dept meetings for Collaboration

Our department meets twice a semester—at the beginning and at the end. At each meeting we discuss how to improve enrollment, maintain high-quality instruction, budget, assessment progress and results and changes that necessarily may flow from those results.

Colleagues discuss ways to adjust based on students' current level of learning as reflecting in the assessment process. Through these discussions, the whole department becomes aware of best practices and opportunities to develop their classes in ways that will enhance student-learning outcomes.

For example, improvements have come through use of the latest technologies available. Colleagues suggest new training methods for use on our facilities and inside the fitness center. These methods provide further ways to enhance student learning.

The department is primarily based on part-time instructors with only two full time faculty. It is critical for our department to hire a full-time faculty so that our plans to grow can be accomplished. With over 30 plus Kin offerings and ATHL/Health Education courses as well, the adjunct commitment is not enough given what students needs are. We hope to prove the need through enrollment gains in the coming semesters.

Data Analysis

The data is consistent over time and supports the need to grow our department and for full-time opportunities.

What were the most important things your department learned from assessment? Did implementation of your action plans result in better student learning? In other words, how has your department used the results of assessment to improve student learning and/or curriculum? Please be as detailed as possible. Our department learned that our students thrive when they are actively engaged in the learning process and are offered as many different learning styles as possible. Instructors use visual aides, group projects, hands on application, video feedback and interactive learning modes that assist students in achieving learning outcomes. Instructors continually explore ways to convey information to students effectively based on implementation of action plans.

Does your department participate in the assessment of multidisciplinary programs? If Yes, Describe your department's participation and what you learned from the assessment of the program that was applicable to your own discipline.

N/A

Does your department participate in your college's Institutional Learning Outcomes (ILOs) assessment? If Yes, please describe your departments participation in assessing Institutional Learning Outcomes.

N/A

What support does your department need from administrators, assessment coordinators and/or your campus assessment committee to continue to make progress in assessment of outcomes and implementation of action plans?

Fulfilling budget requests, which were quite limited in the past year, would go a long way toward assisting the department's continued progress in assessment of outcomes and implementation of action plans.

Please verify the mission statement for your program. If there is no mission statement listed, please add it here.

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The Merritt College Kinesiology Department is committed to providing courses that meet major and graduation requirements, meet the need of communities served by the college and enhance life-long fitness and health.

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Course Completion

Course Completion Power BI Dashboard

Consider your course completion rates over the past three years (% of student who earned a grade of "C" or better).

Use the filters on the top and right of the graphs to disaggregate your program or discipline data. When disaggregated, are there any groups whose course completion rate falls more than 3% points below the discipline average? If so, indicate yes and explain what your department is doing to address the disproportionate impact for the group.

Age

Ethnicity

Gender

Foster Youth Status

Disability Status

Low Income Status

Veteran Status

Consider your course completion rates over the past three years by mode of instruction. What do you observe?

Face-to-Face

Hybrid

N/A

100% Online

Health Issues 1

Dual Enrollment

No Data Provided

Day time

Evening

How do the course completion rates for your program or discipline compare to your college's Institution-Set Standard for course completion?

The course completion rates of the discipline exceed the college's set standard for course completion.

How do the department's Hybrid course completion rates compare to the college course completion standard?

N/A

Are there differences in course completion rates between face to face and Distance Education/hybrid courses? If so, how does the discipline, department or program deal with this situation? How do you assess the overall effectiveness of Distance Education/hybrid course?

No data available on distance ed.

Describe the course retention rates over the last three years. If your college has an Institution-Set Standard for course retention, how does your program or discipline course retention rates compare to the standard?

Course retention rates are above 80% and has remained steady.

What has the discipline, department, or program done to improve course completion and retention rates?

The department works with students very closely and continually commits to provide support for our often traditionally underserved student population. We are flexible yet firm in our efforts to help students complete and retain.

Degrees & Certificates Conferred

Degrees & Certificates Power BI dashboard

What has the discipline, department, or program done to improve the number of degrees and certificates awarded? Include the number of degrees and certificates awarded by year, for the past three years.

The department is pursuing an AD-T in Kinesiology and has preliminarily met with all relevant parties including the Division I dean, curriculum committee chair and counseling. A survey was produced with 88 respondents and the degree was designed based on current available courses offered. During the spring semester 2019, this degree will be further developed and submitted for approval. Once this degree is approved, other courses will be designed to fill in the skeleton where needed so that students have a variety of options when pursuing the degree.

Over the next 3 years, will you be focusing on increasing the number of degrees and certificates awarded?

Yes.

What is planned for the next 3 years to increase the number of certificates and degrees awarded?

Our full-time faculty will be creating the necessary courses and pursuing them through committee to state approval. The state chancellor's office has created a pattern for the AD-T in Kinesiology and we now have the active courses to pursue this degree path and set it up for our students. The department will also look to collaborate with the National Strength and Conditioning Association on our certificate of personal training. This partnership will lend credibility to our certificate and provide a foundation for learning that will help students grasp the most important concepts while achieving the certificate.

Engagement

Discuss how faculty and staff have engaged in institutional efforts such as committees, presentations, and departmental activities. Please list the committees that full-time faculty participate in.

Inga Marciulionis, is full time faculty and the Department Chair. She facilitates and actively participates in Kinesiology Department meetings, regularly attends and participates in CDCPD meetings and works closely with the Senate President Mario Rivas. Ms. Marciulionis is the chair for Brock Drazen's Tenure Review Committee and is a member of Ronald Moss' Tenure Review Committee. For the last two years, she was a member of the College Academic Senate. She participates in the staff hiring process, curriculum development in collaboration with sister colleges (Laney and Alameda) and District and campus Flex Days. Our department chair also updated the SLO's for the Health Ed., Kinesiology and Athletic courses, created new classes and updated courses using the CurriCunet Meta and Taskstream.

Brock Drazen participates in shared governance on the College Facilities Committee and College Council. He has made flex day presentations twice in the last year on desk yoga and meditation. He was appointed Athletic Director for Merritt College Athletics on June 5, 2018. In this role, he has daily contact with my Merritt coaching colleagues and provide a long-term vision of success for the program. It is a great opportunity to impact a large group of full-time students and see them through the community college experience. He also was on the hiring committee for our Merritt's athletic trainer. He wrote the questions and proposed answers for the interview process. Lastly, he created two courses in the fall 2018 and saw them through from curricunet to committee.

Discuss how faculty and staff have engaged in community activities, partnerships and/or collaborations. Our faculty have developed deep contacts in the local high schools, giving visibility to our programs and Merritt. They are actively involved in year-round outreach in the community emphasizing the financial, academic and athletic advantages of Merritt College. Brock Drazen volunteers in the PAL track and field program operated by Margaret Dixon. This youth program (ages 5-18) has been welcomed at our track since 2007 and has resulted in several student moving from PAL to Merritt student-athletes. This is a valuable program and connects our campus to the community.

Discuss how adjunct faculty members are included in departmental training, discussions, and decision-making.

Our department meets twice a semester at the beginning and end. At each meeting, we discuss how to improve enrollment, to maintain a high-quality instruction, budget, the assessment progress and results and changes that necessarily may flow from those results. Colleagues discuss ways to adjust based on student's current level of learning as reflecting in the assessment process. Through these discussions, the whole department becomes aware of best practices and opportunities to develop their classes in ways that will enhance student-learning outcomes. For example, improvements have come through use of the latest technologies available. Colleagues suggest new training methods for use on our facilities and inside the fitness center. These methods provide further ways to enhance student learning. The bases of the department are part time instructors. The adjunct commitment, decision-making and participation in Program Reviews, APUs, Staff Evaluations and completion of the Course Assessments need to continually be encouraged.

Prioritized Resource Requests Summary

In the boxes below, please add resource requests for your program. If there are no resource requested, leave the boxes blank.

Resource Category	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Estimated Cost
Personnel: Classified Staff	The department chair completes all paperwork regarding the department. We are asking to hire a full-time Staff Assistant that would serve both: Kinesiology and Athletics. The Staff Assistant need has been discussed at the	35000	30000	65000

	Senate and at the Department Chair meetings. President is aware of the urgency.			
Personnel: Student Worker	Three student Aids are hired every semester. Two to help with the set-up, breakdown and general cleaning and maintaining the Fitness Center and one help with paperwork for Health Ed, department chair regarding department duties, since the Department doesn't have a staff assistant.			30000
Personnel: Part Time Faculty	Part time faculty is expanding with the additional courses being offered. Health Ed courses/ dual enrollment. Instructor is needed to teach Fitness for Personal Trainers course, that is essential for students to complete Personal Trainer Certificate. Instructors are in needed to teach Golf, Tennis, strength activity courses.			30000
Personnel: Full Time Faculty	The department would like to fill at least one full time Athletics/KIN position in the early future.			105343

Resource Category	Description/Justification	Total Estimated Cost
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Professional Development: Department wide PD needed	The professional development needs of our department include the ability to utilize the smart classroom to the fullest potential. Support workshops are needed for course assessments and the use of the Curricunet. The department needs the training on how to access, use and interpret the BI tool to meet the needs of our students and continue succeed as a department.	
Professional Development: Personal/Individual PD needed		

Prioritized Resource Requests Summary - Continued

Resource Category	Description/Justification	Total Estimated Cost
Supplies: Software	Additional cartridges for printers.	2000
Supplies: Books, Magazines, and/or Periodicals		
Supplies: Instructional Supplies	We have 14 instructors in our department: two full time and 12 part time. Instructional supplies were reduced from \$1,200 to \$550. We need funding for basic essential supplies, from paper, pens, to cartilages for printers.	2500
Supplies: Non-Instructional Supplies	The fitness center lab needs to be cleaned twice a day, the machines must be wiped after every student	5000

	<p>to maintain clean, healthy environment. <u>Cleaning supplies are not included into our budget and are not provided by the custodial staff. We must use department supplies.</u></p> <ul style="list-style-type: none"> • Cleaning supplies for the fitness center: cleaning supplies, cleaning towels, hand sanitizer, spray bottles, new vacuum. (\$500) Should not come out from the instructional supplies. • The Fitness Center requires maintenance twice per year. (Annual fee per service is \$500, \$1000). Additional funding is needed to replace broken parts, \$1,500. Minimum total is needed (\$2,500) per year. • Additional funding is needed for replacement parts for strength/weight training machines. (\$1,500) • The lab should be repainted as soon as possible. The last time the lab was painted, 19 years ago. • T-Shirts are ordered every academic year for three staff that work in the Fitness Center (\$500) 	
Supplies: Library Collections		

Resource Category	Description/Justification	Total Estimated Cost
Technology & Equipment: New	<ul style="list-style-type: none"> • Additional needs include to replace three treadmills, several old weight resistance machines. • For activity classes equipment is needed: badminton rackets, yoga mats, basketballs, soccer balls. 	50000

	<ul style="list-style-type: none"> The department would like to add several activity courses that are popular among the students: cross fit, spin class, “pump” class. For that we must have additional equipment: small 2-3-5-8 pound weights for 30 students, bicycles (25-30). 	
Technology & Equipment: Replacement	<ul style="list-style-type: none"> Two desktop computers were stolen from two full time instructor’s offices and have not been replaced. Two iPads for full time instructors Two printer/copy machines. Both not working efficiently. 	15000

Prioritized Resource Requests Summary - Continued

Resource Category	Description/Justification	Total Estimated Cost
Facilities: Classrooms	<ul style="list-style-type: none"> Gym-for basketball (women’s and men’s), badminton and yoga classes. Track-Field-Track/Field, Cross Country (women’s and men’s) classes Soccer Field- Soccer (women’s and men’s) classes 	5,000,000
Facilities: Offices	As today we don’t need additional offices.	
Facilities: Labs	N/A	
Facilities: Other	Department staff has discussed the idea of remodeling Building F, putting the men and women’s locker rooms on the 2nd floor while the	2,000,000

	<p>first floor would house the Fitness Center, moving it from building A to building F. This would provide students an effective facility with a nearby place to change, secure their belongings and shower after workouts. This would bring all the Kinesiology/Athletic facilities into one building. The trainer's office, also in the F building, is a very old space with aging equipment. Remodeling this area would substantially increase the value of our athletics program by providing adequate treatment facilities for our students. Yoga, dance and aerobic classes in need a separate room that accommodates students for their activities. Locker rooms, however, do not have attendants.</p>	
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Resource Category	Description/Justification	Total Estimated Cost
Library: Library materials		
Library: Library collections		

Resource Category	Description/Justification	Total Estimated Cost
OTHER		