

# 1. Assessment Plan - Three Column



## PIE - Business: Child Development & Education Unit

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
<p><b>Support student success</b> - Establish and sustain paths and structures for program-to-program transfer.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Report directly on Goal</b></p> <hr/> <p><b>Request - No Funding Requested -</b> None</p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b> Maintain partnership with Cal Poly Pomona's Early Childhood Studies program, as Mt SAC students transfer to this fledgling program to complete BA. Many CPP students continue to cross enroll at Mt SAC since their lower division course offering is limited.</p> <p><b>*Lead:</b> Cecelia Thay</p> <p><b>What would success look like and how would you measure it?:</b> Track number of students transferring to CPP to complete a BA in Early Childhood Studies.</p> <p><b>Type of Request:</b> RESEARCH SUPPORT: Evaluating or researching the impact of your educational intervention (cross sectional, cohort tracking).</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 50</p> <p>We continue to communicate and collaborate with CSU and private university partners to sustain pathways for transfer. Cal-Poly Pomona's Early Childhood Studies BA is still new so many Cal-Poly students complete numerous required undergraduate classes at Mt. SAC. (04/23/2019)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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**Planning Unit Priority:** Low  
**Total Funding Requested:** 0

<p><b>Advance academic achievement -</b>          Support student awareness and completion of courses, certificates, and degrees.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b>          09/01/2016</p>	<p><b>Report directly on Goal</b></p> <hr/> <p><b>Request - Full Funding Requested -</b>          A full-time, permanent 12 month Coordinator, Child Observation Laboratory  <b>*Describe Plans &amp; Activities Supported (Justification of Need):</b>          Increase hours and staffing at the Child Observation Laboratory so students can easily access the lab at various days and times to obtain data to complete course assignments and applied experience.</p> <p>A full-time coordinator, Child Observation Laboratory would be responsible for overseeing lab staff scheduling, appointment scheduling procedures, technical and instructional support services for students; providing orientation sessions; managing and organizing the Child Observation Laboratory equipment, instructional materials, and supplies; assisting students in the use and operation of observation equipment; coordinating communication related to observation and course assignments between CDC administration and</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 50          We continue to offer course at varied times and days so both day and evening students can complete the program within a 2 year period. A designated academic counselor provided some guidance for students a few hours per week, however, she will not be returning in fall 2019 to serve as the CDE designated counselor. (04/23/2019)</p>
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teaching staff, department faculty, and observation students; training all student lab assistants in all Child Observation Laboratory operations; and establishing guidelines to maintain a sanitary and hygienic environment.

This employee would also support student attainment of permits by promoting, reviewing and processing Child Development permit applications. Funding for this position (\$85,000) is tallied in the "Technological Support" section to avoid duplication of funding request.

**\*Lead:** Tony Henry  
**What would success look like and how would you measure it?:** There will be an 35% increase in student course success due to broader access to child and classroom observations at the Child Observation Lab and improved support by a skilled professional with specific topic knowledge. Increased course completion will lead to increased certificate, degree and transfer attainment. It will also lead to an increase in California Child Development Permit attainment.  
**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.  
**Planning Unit Priority:** High  
**On-Going Funding Requested (if applicable):** 85000  
**Total Funding Requested:** 85000  
**Request - Full Funding Requested - 4**  
 laptop computers

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>
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**\*Describe Plans & Activities Supported (Justification of Need):**  
 FT faculty need a campus issued laptop to work from home. There are technical issues and barriers that arise when working from personal laptops and home computers. The laptops would have continued life for faculty when we return to in-person instruction – department meetings and other campus meeting are paperless and all FT faculty teach at least 1 DL course per semester.

**\*Lead:** Tony Henry

**What would success look like and how would you measure it?:** FT faculty would be able to effectively participate in paperless meetings, Zoom meetings and complete all job functions from home or other locations.

**Type of Request:** INSTRUCTIONAL EQUIPMENT: Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.

**Planning Unit Priority:** High

**One-Time Funding Requested (if applicable):** 6000

**Total Funding Requested:** 6000

<p><b>Technological support</b> - Provide state of the art technology which enhances effective classroom instruction through sufficient and skillful staffing in the Child Observation Laboratory by providing a full-time lab facilities coordinator and a full-time lab</p>	<p><b>Report directly on Goal</b></p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 0            A full-time child development observation lab facilities coordinator is critically needed to manage daily operations and to fortify daily safety protocol. A part-time "professional expert" is currently funded through temporary Perkins funding which ends in June 2019.</p>
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<i>Unit Goals</i>	<i>Resources Needed</i>	<i>1. Where We Make an Impact: Closing the Loop on Goals and Resources</i>	
<p>assistant to manage daily lab operations.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Report directly on Goal</b></p>	<p>(04/23/2019)  <b>Related Documents:</b>  <a href="#">Apprenticeship Application 2018-2019 Final.pdf</a>  <a href="#">Obs Lab Spring 2019.pdf</a></p> <hr/> <p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  A full-time child development observation lab facilities coordinator is still needed to manage daily operations. A part-time "professional expert" is currently funded with Title V funding which ends in October 2018. (04/12/2018)  <b>Related Documents:</b>  <a href="#">Obs Lab Spring 2019.pdf</a>  <a href="#">Apprenticeship Application 2018-2019 Final.pdf</a></p>	
	<p><b>Request - Full Funding Requested -</b>  A full-time, permanent 12 month Coordinator, Child Observation Laboratory  <b>*Describe Plans &amp; Activities</b>  <b>Supported (Justification of Need):</b>  The Mt. SAC Child Development &amp; Education Department is dedicated to training students in rich child observation, practicum and fieldwork experiences. Operating a campus based child observation laboratory is an effective, proven, and recognized model for student success. Through participation in the lab, students are able to gain the skills, dispositions and abilities necessary for success in early care, education and related fields.</p> <p>The Child Observation Laboratory is operated by the Child Development &amp; Education Department and housed within the Child Development Center. The CDC serves a unique function to Mt. SAC</p>	<p><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 50  A part-time 10 month Lab Assistant was hired in January 2017. The position needs to be expanded to 12 months per year since the lab operates year round. A full-time permanent Child Observation lab facilities coordinator is needed. (06/27/2017)  <b>Related Documents:</b>  <a href="#">Apprenticeship Application 2018-2019 Final.pdf</a>  <a href="#">Obs Lab Spring 2019.pdf</a></p>	<p>: The position needs to be expanded to 12 months per year since the lab operates year round. A full-time permanent Child Observation lab facilities coordinator is needed. (06/27/2017)</p>

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students by acting as a “living” laboratory. The Lab is set up with computers that are connected to cameras that allow students to view the children in the in the CDC classrooms with minimal impact on their program and environment. Students use this observational data to gain an understanding of child development and early learning. Courses that require the students to attend the lab to complete assignments include CHLD 5, CHLD 6, CHLD 10, CHLD11, CHLD 66, CHLD 66L, CHLD 67, CHLD 67L, CHLD 75, CHLD 86, CHLD 87 and CHLD 91, producing significant FTES for the college. Annually, there are over observation lab appointments attended by students. Forty-five (45%) of these appointments were students enrolled in CHLD 10 and CHLD 11, courses which meet the General Education Areas D & E requirement for graduation.

1) A qualified, highly-skilled full-time Coordinator, Child Observation Laboratory would meet student need.

The Coordinator must possess specific technical skills regarding cameras, AV, computers and security, as well as have a comprehensive understanding of Early Childhood Education. This coordinator would coordinate the needs of student observers, practicum and fieldwork students. The Coordinator would oversee

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student appointment scheduling procedures, technical and instructional support services for students; provide orientation sessions; manage and organize the lab equipment, instructional materials, and supplies; and assist students in the use and operation of observation equipment. The coordinator would serve as a gatekeeper to student access and interaction in the laboratory to assure the safety and security of the children; coordinate communication related to observation between CDC staff, department faculty, and observation students; and train and schedule all student lab assistants. The Coordinator would also review, verify and support student attainment of CA Child Development Permits. Lastly, a full-time coordinator will provide expanded daily operational hours including Fridays to accommodate substantial student need.

2) Security Concerns  
 Operating a college facility without a full-time, highly-qualified, committed coordinator makes the college susceptible to safety and security issues. One of the Lab Coordinator's primary duties would be to ensure that the all student observers are carefully supervised and lab rules are strictly followed (i. e. students do not video to take pictures of children). The Mt. SAC CDC provides care for vulnerable

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infants and young children and necessitates the adjacent Lab adhere to vigilant supervision, security and verification of each and every student visitor. The college currently relies a patchwork of part-time, temporary, student workers working alone which makes it difficult to enforce attentive security protocol and places the college at significant risk.

3) Child Observation Laboratory, Coordinator is NOT a CDC position  
 The Coordinator would be under the Child Development & Education Department (NOT a Child Development Center hire). The Child Development and Education Department faculty continuously collaborate with the Child Development Center administrators and staff to provide quality on-going observation, practicum and fieldwork experiences for Mt. SAC students.

**\*Lead:** Cecelia Thay  
**What would success look like and how would you measure it?:**  
 Students who have increased access (days & hours) to the Child Observation Laboratory will show greater success in Child Development coursework, and as well as certificate, permit and degree attainment. This would positively impact students enrolled in 130 courses per year that require child observation and practicum per year. The



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Project/Program Coordinator will schedule, manage and staff the Lab.

Enhanced security procedures will assure only qualified, enrolled students have access to the Lab, placing children's safety as highest priority.

**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.

**Planning Unit Priority:** High  
**On-Going Funding Requested (if applicable):** 85000

**Total Funding Requested:** 85000

**Related Documents:**

[Apprenticeship Application 2018-2019 Final.pdf](#)

[Lab Data Charts.docx](#)

**Request - Full Funding Requested -**

A full-time, permanent 12 month Lab Assistant, Child Development Observation.

**\*Describe Plans & Activities**

**Supported (Justification of Need):**

The Child Observation Lab is a living laboratory which includes many student observers, and practicum or fieldwork students directly interacting within the children's natural classroom setting. Because the laboratory includes young children, security and safety is a highest priority to assure only qualified, enrolled students have access to the Lab.

Increase hours of current part-time 10 month Child Observation Lab Assistant so students can easily

**Reporting Year:** 2018-19

**% Completed:** 0

A part-time 10 month Lab Assistant resigned in July 2019 and has not been replaced. The position needs to be expanded to 12 months per year since security protocol must be provide year round to assure children's safety is a highest priority. (04/23/2019)

**Related Documents:**

[Apprenticeship Application 2018-2019 Final.pdf](#)

[Lab Data Charts.docx](#)

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access the lab at various days and times to obtain data needed to complete course assignments and meet practicum requirements.

A full-time Laboratory Assistant (Child Development Observation) would be responsible for technical and instructional support services for students; provide orientation sessions; and assist students in the use and operation of observation equipment. A full-time Laboratory Assistant (Child Development Observation) would monitor student access and interaction in the laboratory to assure the safety and security of the children; communicate with department faculty, CDC administration and teaching staff regarding lab operations; establish protocol for maintaining a sanitary and hygienic environment.

**\*Lead:** Cecelia Thay

**What would success look like and how would you measure it?:**

Students who have increased access (days & hours) to the Child Observation Laboratory will show greater success in Child Development coursework, and as well as certificate, permit and degree attainment. Enhanced security procedures will assure only qualified, enrolled students have access to the Lab, placing children's safety as highest priority.

**Type of Request:** STAFFING: Requests for permanent employee positions or

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temporary/hourly employees.  
**Planning Unit Priority:** High  
**On-Going Funding Requested (if applicable):** 65000  
**Total Funding Requested:** 65000  
**Request - Full Funding Requested - 4**  
 Permanent, rechargeable presentation remotes  
**\*Describe Plans & Activities Supported (Justification of Need):**  
 Permanent, rechargeable, presentation remotes are needed for 4 classrooms so instructors have a fully charged high range remote to use during class.  
**\*Lead:** Tony Henry  
**What would success look like and how would you measure it?:**  
 Permanent, rechargeable presentation remotes would allow ease and fluidity during instruction times so instructors and student could readily engage in subject matter.  
**Type of Request:** INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.  
**Planning Unit Priority:** High  
**One-Time Funding Requested (if applicable):** 400

**Reporting Year:** 2018-19  
**% Completed:** 0  
 4 permanent, rechargeable, presentation remotes have not been funded. (04/23/2019)

**Educational Partnerships -** Increase awareness of the Child Development and Education program among

**Request - No Funding Requested -** Faculty to establish and sustain partnerships with School Districts

**Reporting Year:** 2018-19  
**% Completed:** 75  
 Six full time faculty participated in local, regional, and

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<p>potential students and surrounding communities by developing partnerships with local businesses and school districts.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b> A faculty member will establish and maintain on-going partnerships with regional school districts so Mt. SAC students whom complete certificates and degrees obtain jobs at school districts. Job application completion and interview technique workshops will be provided in increase employment possibilities.  <b>*Lead:</b> Tony Henry  <b>What would success look like and how would you measure it?:</b> By establishing these partnerships, students would be able to obtain higher level paying entry level job in school districts that provide opportunities for advancement and professional growth. This could be measured through job attainment.  <b>Type of Request:</b> MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.  <b>Planning Unit Priority:</b> Low</p>	<p>statewide meetings, conferences and served on advisories to collaborate efforts to deliver field related expertise to Child Development &amp; Education students. (04/23/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 50  Five full time faculty attended local, regional, and state meetings, conferences and served on Advisories to collaborate efforts to deliver field related expertise to Child Development &amp; Education students. (04/12/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 75  Five full-time faculty members attended 13 professional development and training courses offered off campus and out-of-state (06/27/2017)</p>
<p><b>Child Observation Lab Partnership -</b>  Continue and enhance the integral relationship between the Child Development and Education Department and the Child Development Center and Child Observation Laboratory.  <b>Status:</b> Active  <b>Goal Year(s):</b> 2016-17, 2017-18, 2018-19, 2019-20, 2020-21  <b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Report directly on Goal</b></p> <hr/> <p><b>Request - No Funding Requested -</b>  Improve workforce ready students</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 75  The student internship is evolving into an official apprenticeship, in its final stages of approval by the CA Division of Apprenticeship Standards. Participating students receive on-the-job coaching and training. Funding to sustain these efforts is provided through SWI funds. (04/23/2019)  <b>Related Documents:</b>  <a href="#">Apprenticeship Application 2018-2019 Final.pdf</a></p> <hr/> <p><b>Reporting Year:</b> 2017-18</p>

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	<p>with advanced skills through apprenticeships at the Child Development Center.</p> <p><b>*Describe Plans &amp; Activities Supported (Justification of Need):</b>            Improve workforce ready students with advanced skills through apprenticeship at the Child Development Center. Substitute "floater" teacher are needed so that CDC Lead Teacher Specialist can provide one-on-one coaching and mentoring to Child Development major student workers to help them develop the skills, abilities and dispositions required for the success in the workforce.</p> <p>The CDE Department and Child Development Center is approved as a state-registered apprenticeship through the CA Division of Apprenticeship Standards. This effort was previously funded by SWI but funds have been discontinued due to the Statewide budget cuts.</p> <p><b>*Lead:</b> Cecilia Thy</p> <p><b>What would success look like and how would you measure it?:</b>            Participating student apprentices will engage in supportive mentoring, training, coaching, and professional development that are essential for emerging professionals entering the early childhood workforce.</p> <p>California's Strategic Workforce Development Plan includes the expansion of state-registered apprenticeship, earn-and-learn</p>	<p><b>% Completed:</b> 25            A student internship provides on-the-job coaching and training has been established with student employees at the Child Development Center. The internship is funded through SWI funds. (04/12/2018)</p> <hr/> <p><b>Reporting Year:</b> 2016-17  <b>% Completed:</b> 0            The first wave of students are being recruited to participate in the SWI Child Development internship. (06/27/2017)</p> <p><b>Related Documents:</b>  <a href="#">Apprenticeship Application 2018-2019 Final.pdf</a></p>

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models. An increased number of students will gain employable lifetime skills and provide ECE employers with a highly skilled and experienced workforce while strengthening California's economy.

**Type of Request:** MARKETING:

Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.

**Planning Unit Priority:** High

**One-Time Funding Requested (if applicable):** 0

**On-Going Funding Requested (if applicable):** 40000

**Total Funding Requested:** 40000

**Request - Full Funding Requested -**

Create a pedestrian sidewalk to western entrance and exit to Child Development Complex parking lot. Students, parents and small children need a protected sidewalk rather than walking on the steep driveway ramp with fast moving vehicles in parking lot to access classrooms and the CDC. Half of the western ramp can be converted to concrete pedestrian sidewalk with a remaining single lane, one way exit for vehicles.

These new sidewalk ramps and stairwells will accommodate students, and parents walking with children or transporting infants and toddlers in strollers.

The volume of vehicle traffic entering and exiting the CDC parking

**Reporting Year:** 2018-19

**% Completed:** 0

The unaddressed problem has intensified due to the increased volume of vehicle traffic entering and exiting the CDC parking lot since the occupation of the BCT Complex. Adult pedestrians and parents walking with small children and strollers remain at risk for serious injury from moving vehicles and inexperienced drivers. (04/23/2019)

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lot has increased significantly since the occupation of the BCT Complex, placing adult pedestrians and small children at risk for serious injury from moving vehicles and inexperienced drivers.

**\*Describe Plans & Activities Supported (Justification of Need):**  
Concrete. Asphalt. Signage.

**\*Lead:** Tony Henry

**What would success look like and how would you measure it?:** These new sidewalk ramps would accommodate students, and parents walking with children or transporting infants and toddlers in strollers. Adult pedestrians or small children would be protected from serious injury from moving vehicles and distracted drivers.

**Type of Request:** FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

**Planning Unit Priority:** Low

**One-Time Funding Requested (if applicable):** 15000

**Total Funding Requested:** 15000

<p><b>Faculty Support</b> - Provide materials, resources, and professional development to sustain excellence in program instruction.</p> <p><b>Status:</b> Active</p> <p><b>Goal Year(s):</b> 2017-18, 2018-19, 2019-20, 2020-21</p> <p><b>Date Goal Entered (Optional):</b> 09/01/2016</p>	<p><b>Report directly on Goal</b></p>	<p><b>Reporting Year:</b> 2018-19</p> <p><b>% Completed:</b> 75</p> <p>Full time faculty members participate with the Child Development CAP Alignment Project, CCCECE, Child Development Training Consortium, Mentor Teacher program, Strong Workforce, as well as college and outside professional development opportunities to sustain the program quality. Faculty are linked to current resources and support. (04/23/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18</p>
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Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	<p><b>Report directly on Goal</b></p>	<p><b>% Completed:</b> 75  Full time faculty participate in the Child Development CAP Alignment Project, Mapping, CCCECE, PEACH, Child Development Training Consortium, Mentor Teacher program, Workforce Initiative project, as well as college and outside professional development opportunities to sustain the program quality. Faculty are linked to current resources and support. (04/12/2018)</p>
	<p><b>Request - Full Funding Requested -</b>  Industrial sanitizing dishwasher  <b>*Describe Plans &amp; Activities Supported (Justification of Need):</b>  Room 73-1801F kitchenette needs an industrial dishwasher to sanitize child observation equipment used during in-class infant and toddler observations. The equipment is used numerous times each semester for course assignments and must be sanitized after each use to prevent the spread of communicable disease among the children.  <b>*Lead:</b> Tony Henry  <b>What would success look like and how would you measure it?:</b>  Students benefit from naturalist observation experiences to complete required assignments. Observation materials must be sanitized and ready multiple use for numerous courses. Babies and toddlers would be prevented from contracting communicable disease from contaminated toys and equipment. Parent volunteers would be more inclined to bring infants and babies if they are assure all toys and equipment has been meticulously sanitized.  <b>Type of Request:</b> FACILITIES: This</p>	<p><b>Reporting Year:</b> 2018-19  <b>% Completed:</b> 0  An industrial dishwasher has not purchased and is still needed to sanitize child observation equipment used during in-class infant and toddler observations. (04/24/2019)</p> <hr/> <p><b>Reporting Year:</b> 2017-18  <b>% Completed:</b> 0  A sanitizing dishwasher has not purchased and is still needed. (04/12/2018)</p>



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section includes minor building improvement projects and alterations to specific rooms or operational areas.  
**Planning Unit Priority:** High  
**One-Time Funding Requested (if applicable):** 3000  
**Total Funding Requested:** 3000

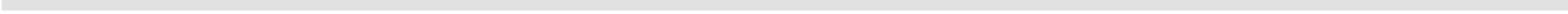
**Improve Permit Attainment** - Provide staff to support student awareness and completion of specific education and experience requirements for California Child Development Permits and review, verify, and track permit applications.  
**Status:** Active  
**Goal Year(s):** 2018-19, 2019-20, 2020-21  
**Date Goal Entered (Optional):** 04/12/2018

**Request - Full Funding Requested -** Coordinator, Child Observation Laboratory  
**\*Describe Plans & Activities Supported (Justification of Need):** The Coordinator, Child Observation Laboratory would perform guide and support student understanding of the importance and value of the permit for work in the field. The coordinator would review, verify permit attainment, track data and coordinate efforts with faculty. Funding for this position (\$85,000) is tallied in the "Technological Support" section to avoid duplication of funding request.  
**\*Lead:** Tony Henry  
**What would success look like and how would you measure it?:** There will be an 35% increase in student permit attainment due to greater understanding of the specific education and experience requirements for California Child Development Permit. First time and upgrade permit attainment will be tracked, as they are linked to employer requirements.  
**Type of Request:** STAFFING: Requests for permanent employee positions or

**Reporting Year:** 2018-19  
**% Completed:** 0  
 This request has not been funded which has lead to a drop in student permit attainment. (04/24/2019)

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temporary/hourly employees.  
**Planning Unit Priority:** High  
**On-Going Funding Requested (if applicable):** 85000



**Adequate Full-time Faculty** - Provide students with high-quality classroom experience by hiring an appropriate number of experienced, expert, full-time faculty  
**Status:** Active  
**Goal Year(s):** 2018-19, 2019-20, 2020-21

**Request - Full Funding Requested - Full-time faculty member**  
**\*Describe Plans & Activities Supported (Justification of Need):** Support student instruction to meet demand of 32 course required to complete certificates, degrees, permits, and transfer. In order to provide students with relevant and up-to-date instruction, and avoid an overdependence on adjunct or full-time overload, an additional faculty member is needed to replace the full-time faculty member whom retired in 2020 (Darlene Landeros).  
**\*Lead:** Tony Henry  
**What would success look like and how would you measure it?:** Positively influence department effectiveness and ability to expand the program in order to meet growing industry demands. Increased student completion rates of certificates, degrees, permits, and transfer.  
**Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees.  
**Planning Unit Priority:** High  
**On-Going Funding Requested (if applicable):** 98000  
**Total Funding Requested:** 98000

**Reporting Year:** 2018-19  
**% Completed:** 50  
 Two new full-time faculty members were hired for the 2018-19 academic year, however, a tenured faculty member retired in spring 2019, leaving a vacancy. (04/23/2019)