

skills courses at Rio Hondo--and other colleges--without extensive training in basic skills pedagogy).

6. Increased training opportunities for employees to enhance their ability to perform job duties (for example, in 2012-13, Academic Affairs hosted an area-wide "Strengths Quest" training session for Classified staff and faculty coordinators that emphasized employee strengths as a way to build teams and committees in a way that ensures various strengths are well represented).

7. Post-event evaluations that identify learning outcomes and numbers of participants served by staff development events.

8. Awarding more staff development grants within the Office of Staff Development/Title V budgets for innovative professional development projects (such as a proposed Common Core/Student Success Summit being planned for Fall 2014).

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<b>Goal # 1</b>	Long term (2-5 years)	Corresponds with Institutional	Status: in
Goal # 1			progress

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### Description of Goal

On an ongoing basis, departments within the academic divisions will continue to develop new courses and expand course offerings to meet changing needs of students and to support the requirements of newly developed degrees, particularly new AD-T degrees (Associate Degrees for Transfer), including AA-T and AS-T degrees based on Transfer Model Curriculum (TMC).

### Evaluation of Goal

The number of new courses developed each year will continue to be monitored, as well as student enrollment in new and existing degree programs.

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### Objective # 1.1

Status: in progress

Faculty and deans will be regularly informed of deadlines and expectations for development of new TMC degrees.

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### Existing Resources

The Dean overseeing the Office of Instructional Operations will continue working with the Chair of the Curriculum Committee (and any Special Assigned Personnel working on curriculum affairs) to disseminate information to faculty and deans about TMC curriculum guidelines in new disciplines, as they are developed at the state level, and how to proceed in developing new AA-T and AS-T degrees based on our existing programs.

## Objective #1.2

Status: in progress

A faculty member will be provided release time, on assignment as a Special Assigned Personnel (SAP), to assist the Chair of the Curriculum Committee and faculty in specific divisions to develop ADT degrees in their disciplines, in accordance with TMC guidelines.

Goal #2 Long term (2-5 years) Corresponds with Institutional  
Goal #4

Status: in  
progress

## Description of Goal

On an ongoing basis, the Office of Academic Affairs will expand awareness of Rio Hondo's programs and courses in the communities we serve. This will serve to increase the number of degrees and certificates awarded across the campus in all disciplines, and course enrollment, as needed.

## Evaluation of Goal

Expanded awareness and access to information about courses and degree/certificate programs will be measured through increases in degree/certificate completion and strong course enrollment each semester.

## Objective #2.1

Status: in progress

The Office of Academic Affairs will continue to supervise the creation of brochures and other promotional pieces to inform students of all certificates, Associate of Arts degrees, Associate of Science degrees, and Associate Degrees for Transfer (ADTs, including AA-T and AS-T degrees), as they are approved.

## Existing Resources

The Academic Affairs budget will pay for creation of brochures and other inexpensive promotional

onal materials for this purpose.

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## Objective #2.2

Status: in progress

The Office of Academic Affairs will collaborate with the Office of Marketing and Communications to develop college-wide promotional campaigns involving print advertising, radio spots, and social media venues outlets that promote degree/certificate programs at Rio Hondo, as well as low-enrolled courses.

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## Existing Resources

Resources from the Office of Marketing and Communication will be availed upon for larger promotional campaigns. In particular, increased use of existing social media outlets will be used to promote courses with low enrollment each semester.

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**Goal #3** Short term (1 year) Corresponds with Institutional Goal  
# 9

Status: in  
progress

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## Description of Goal

By Fall 2014, the Office of Academic Affairs will establish clearer administrative procedures for addressing unanticipated "emergency" technology failures in the classroom and incorporate a limited budget line within the Academic Affairs operational budget to be used for purchasing necessary replacement/upgrades of hardware or software resulting from such "emergency" classroom technology failures.

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## Evaluation of Goal

The success of this goal will be measured by a shorter response time in addressing emergency-driven equipment purchases and replacements, and most likely a significant decrease in "unanticipated" failures of classroom technology and equipment over the long-term.

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## Objective #3.1

Status: in progress

The Office of Academic Affairs will continue to collaborate with the Office of Instructional Technology, the Office of Institutional Research and Planning, the Educational Technology Committee, the Distance Education Committee, and the Academic Deans' Council to develop and coordinate an improved system for identifying and scheduling technology upgrades and maintenance.

ce in advance of "emergency" technology failures in the classroom.

## Existing Resources

Various meetings will be scheduled to promote this collaboration.

## Objective #3.2

Status: in progress

The Office of Academic Affairs will establish a budget for replacing or upgrading educational technology software and equipment in Rio Hondo classrooms resulting from unanticipated "emergency" technology failures in the classroom.

## Resources Needed: Additional Budget

**Requested Item:** Classroom technology emergency replacement budget

**Required for How Long:** Ongoing

**Requested Amount:** \$50,000.00

### Description:

Ongoing budget for purchase of educational technology replacement equipment or replacement/upgrade of software, as-needed, when classroom equipment breaks down.

## Supporting Rationale

To maintain current levels of educational technology in classrooms without disruption to students and faculty.

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Goal #4 Long term (2-5 years) Corresponds with Institutional  
Goal # 4

Status: in  
progress

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## Description of Goal

On an ongoing basis, the Office of Academic Affairs will continue to provide administrative supervision of Rio Hondo's two educational centers--South Whittier Educational Center (SWEC) and El Monte Educational Center (EMEC), as well as a planned educational center to be located in Pico Rivera--and develop curricular offerings that assist the centers in refining their educational identities within the communities they serve. Three specific equipment and personnel requests are important to this overarching goal.

## Evaluation of Goal

Student surveys developed in conjunction with the Office of Institutional Research and Planning will measure student satisfaction with courses offerings and student services provided at each educational center, and community surveys will measure the extent to which the communities' educational needs are being met by each educational center's program/course offerings.

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### Objective #4.1

Status: in progress

By Fall 2014, a vending machine that provides educational supplies/classroom materials will be installed at El Monte Educational Center (EMEC) to promote a positive student experience at this new facility and accommodate the needs of students attending classes there.

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### Existing Resources

Negotiations are underway with the Rio Hondo Bookstore to investigate the possible installation of this vending machine.

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### Objective #4.2

Status: in progress

By Fall 2014, a bicycle rack will be installed at El Monte Educational Center (EMEC) to promote a positive student experience at this new facility and accommodate the needs of students attending classes there.

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### Resources Needed: Additional Budget

**Requested Item:** Bicycle Rack at EMEC

**Required for How Long:** Ongoing

**Requested Amount:** \$500.00

**Description:**

A mid-sized bicycle rack is needed to provide secure parking for students who bicycle to EMEC.

### Supporting Rationale

A bicycle rack will not only accommodate an unanticipated transportation need at EMEC but will promote the idea of EMEC as an educational facility that serves the needs of students who live in El Monte and South El Monte.

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### Objective #4.3

Status: in progress

By Fall 2015, a Director of Educational Center Operations will be identified to provide administrative

strative oversight of operations at SWEC, EMEC, and other planned educational centers, supported by faculty coordinators and/or existing Classified staff assigned to these locations.

## Existing Resources

The Office of Academic Affairs would provide administrative supervision of the new Director of Educational Center Operations and continued administrative oversight of overall curriculum, budget, and enrollment concerns at SWEC, EMEC, and other planned educational centers, as well as continued collaboration with other offices at Rio Hondo to provide dedicated counseling, assessment, and other student support services at these locations.

## Resources Needed: Additional Personnel

### **Position Classification: Administrator**

Required for How Long: Ongoing

Position Title: Director, Educational Center Operations

Basic Position/Job Description:

Director of Educational Center Operations to provide scheduling and facilities oversight, course scheduling coordination, staff hiring and support, and ongoing daily operations at SWEC, EMEC, and other educational center locations.

Estimated Salary Excluding Benefits: \$75,000.00

Supporting Rationale:

With two educational centers operating in two different communities with distinct educational needs--plus a third center planned in a third community--a Director, reporting directly to the VPAA, is needed to provide on-site administrative supervision as well as comprehensive planning and vision to further refine the identities of each educational center and meet the educational needs of the unique communities in which they are located.

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Goal #5 # 8	Short term (1 year)	Corresponds with Institutional Goal	Status: in progress
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## Description of Goal

By Fall 2014, the percentage of release time for the faculty Coordinator of the Office of Staff Development/FLEX and operating budget for the same office will be restored to levels prior to Fall 2012, when Coordinator release time and staff development budget were reduced for bud

getary purposes.

## Evaluation of Goal

The goal will be met when the faculty Coordinator release time percentage and operating budget are both restored to the same, or similar, levels set for the 2011-12 academic year.

### Objective #5.1

Status: in progress

During Spring 2014, the position of Coordinator of the Office of Staff Development/FLEX will be flown among full-time faculty at Rio Hondo, to begin Fall 2014, with release time of 50%--the same level as it was prior to Fall 2012, when the Coordinator release time was reduced to 15%.

### Resources Needed: Additional Budget

**Requested Item:** 50% Release Time for Staff Development Coordinator

**Required for How Long:** Ongoing

**Requested Amount:** \$32,000.00

### Description:

Restoration of the Staff Development/FLEX Coordinator release time to 50%.

### Supporting Rationale

Duties associated with the Coordinator position are not fully fundable by the Title 5 Grant staff development funding restrictions, yet these duties are more crucial than ever to the professional development of faculty and staff at Rio Hondo College, especially under the staff development requirements of the Student Success Initiative which requires mandatory professional development for all College staff, managers, and faculty members. With the reduction in Coordinator release time from 50% to 15% in Fall 2012, approximately 101 hours per semester are now allocated to coordinate all Staff Development/FLEX activities. After performing a review of necessary activities to maintain Staff Development/FLEX functions at previous levels--requested by the VPAA--it was estimated that approximately 339 hours are required for effective coordination of these offices. If the release time is not restored, major functions of the Staff Development/FLEX offices will be threatened, including inability to meet professional development mandates required by the SSI, decreased institutional effectiveness, and lower morale on campus.

### Objective #5.2

Status: in progress

By Fall 2014, the Office of Staff Development/FLEX will have its staff development operating budget restored to levels prior to Fall 2012, when the budget was reduced for campus-wide bu

dget reductions.

### Resources Needed: Additional Budget

**Requested Item:** Restoration of Staff Development Operating Budget

**Required for How Long:** Ongoing

**Requested Amount:** \$26,575.00

#### Description:

Restoration of the Staff Development/FLEX operating budget by \$26,575 to previous levels, for an annual budget of \$52,575.

### Supporting Rationale

Staff development opportunities are crucial to the professional development of faculty and staff at Rio Hondo College, especially under the staff development requirements of the Student Success Initiative.

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Goal #6 Long term (2-5 years) Corresponds with Institutional Goal # 10	Status: in progress
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### Description of Goal

On an ongoing basis, the Division of Behavioral and Social Sciences will be provided faculty classroom and office space and educational technology that is responsive to the needs of students enrolled in classes within the division. Several specific facilities, technology, equipment, and budget requests comprise this overarching goal.

### Evaluation of Goal

The success of this goal will be measured with improved rates of student success and retention, which accompanies adequate classroom and office space that is equipped with up-to-date, properly functioning instructional technology.

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Objective #6.1	Status: in progress
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By Fall 2015, faculty in Psychology and other departments will be provided additional office space and conference/meeting room space to meet with colleagues and students.

### Resources Needed: Additional Space or Changes to Facilities

Requested Amount: \$100,000.00

Description of the project. Be as specific and thorough as possible.

Faculty offices in BSS are very small, shared, crowded, and dispersed across three buildings. There needs to be a comprehensive plan for adequate offices and conference room space for this Division.

1. What is your unit's most compelling reasons for this request. Please include recommendations and supporting information from the Program Review Committee and or your program plan.

Faculty need to be able to meet with each other and with students in a professional manner. The only place for faculty members in the Social Science/Humanities Division to meet with each other, or with students, is at a conference table in the main office. (The former Dean bought the conference table.) While the "Blue Room" (A222A) has been added as an area for small meeting, it accommodates only 5-6 individuals in cramped quarters and is shared by two of the largest divisions on campus.

2. Where is the physical location of the space (room number is preferred)?

No

3. Are there any department funding sources to help with this project? If so, what is the key code, and the dollar amount available?

No

4. Is this project mandated by a licensing body, which required that specific health and safety standards be maintained?

No

5. Does the college's Facilities Master Plan recommend this project?

Probably not.

6. Describe the impact on students and other programs, services if this project is completed or not completed?

Providing a space for student/faculty interaction could be a significant step toward increasing student success and retention, as well as increased numbers of completed degrees in Psychology, Sociology, Anthropology, Political Science, Early Childhood Education, and others within the division.

7. Explain how this project will maintain or create flexibility within your department.

A space for faculty to interact with one another and with students would provide faculty with the flexibility to meet to share ideas, tutor, interact, etc.

8. Is this project an immediate emerging need for your department? Please explain.

This has been an ongoing need for faculty offices/meeting spaces within the Division for years.

9. Is this project cost effective? Please explain.

Cost benefits are measured by the fiscal impact "student success" on our institution, measured through the ScoreCard, Student Success Initiative funding formulas, and evolving ways in which apportionment funding will most likely be tied to degree completion in the near future.

Services Required:

Electricity

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## Objective #6.2

Status: in progress

On an ongoing basis, clean and maintain carpet and paint the walls in existing classrooms and offices in the Division of Behavioral and Social Sciences.

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## Existing Resources

Regular maintenance can be scheduled through Facilities.

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## Objective #6.3

Status: in progress

By Fall 2014, the Psychology program will be provided 8 new student tables in the main classroom (A228).

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## Resources Needed: Additional Budget

**Requested Item:** Student Tables in A228

**Required for How Long:** 1 time

**Requested Amount:** \$5,000.00

**Description:**

8 new student tables (sturdy tables with legs that do not bend and buckle) and will be purchased for the main classroom (A228).

## Supporting Rationale

Currently, A228 is furnished with student tables that are very unstable and damaged. In order to seat 45 students in this classroom, chairs must be squeezed along each table, which provides a very uncomfortable seating arrangement for students which interferes with learning. New folding chairs were added to the room in Fall 2010, but these are small, uncomfortable and frail looking. NOTE: This request was APPROVED during last year's planning cycle. However, based on the quotes the district has received for the purchase of new tables, it has become evi

dent that the requested amount of \$3000 was not adequate. An additional \$2000 must be added to the request in order to accept the bids that are averaging approximately \$5000 total.

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**Objective #6.4**

Status: in progress

By Fall 2014, six document cameras will be purchased and installed in the following classrooms: A223, A224, A208, A229, S336, S220.

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**Resources Needed: Additional Technology****Technology Classification: Non-computer Equipment (e.g., copier, etc.)****Requested Amount:** \$4,800.00**Description:**

Purchase and installation of six document cameras/readers for the following classrooms: A223, A224, A208, A229, S336, S220 to be used by faculty for classroom learning.

**Reason:**

The placement of these document cameras in classrooms would greatly enhance the teaching of certain courses (e.g., PHIL 112). These document cameras will enable projection of non-electronic resources onto the screen for classroom viewing and provide long overdue classroom technology that is quickly becoming a standard at other community colleges.

**Location:** A223, A224, A208, A229, S336, S220**New or Replacement:** New Installation**Services Required:** Electricity, Hardware Support

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**Objective #6.5**

Status: in progress

By Fall 2014, the Philosophy Department (working in tandem with the Library) will secure a subscription to JSTOR, an expansive online database covering many disciplines (see also resource request from Library regarding online databases).

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**Resources Needed: Additional Budget****Requested Item:** Subscription to JSTOR**Required for How Long:** Ongoing**Requested Amount:** \$8,000.00**Description:**

The Philosophy Department (working in tandem with the Library) will secure a subscription t

o JSTOR, an expansive online collection covering many disciplines.

## Supporting Rationale

A subscription to JSTOR will provide a highly demanded online resource used at most colleges and universities. It will benefit campus research and familiarize students with a research tool they will likely use after transfer.

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### Objective #6.6

Status: in progress

By Fall 2014, a new computer will be installed in the Philosophy classroom A207, a new VCR in S334, and an office printer for faculty member Patricia Kempner.

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### Resources Needed: Additional Technology

#### **Technology Classification: Computer Hardware**

**Requested Amount:** \$1,400.00

**Description:**

Purchase and installation of new classroom computer (A207), classroom VCR (S334), and faculty office printer.

**Reason:**

Basic classroom and office technology will be maintained. The current classroom computer has many "bugs" and instructors will often have to shut down and reboot the computer in order to login. The current computer in A207 is on its "last leg," as is the VCR in S334. The faculty member does not have a functioning printer.

**Location:** A207, S334, Faculty Office

**New or Replacement:** Replace Existing

**Services Required:** Electricity, Internet Access, College Network Access, Software Support, Hardware Support

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### Objective #6.7

Status: in progress

By Fall 2014, a significant number of fossils will be added to the Anthropology lab.

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### Resources Needed: Additional Budget

**Requested Item:** Fossils

**Required for How Long:** 1 time

**Requested Amount:** \$1,000.00

**Description:**

Additional fossils need to be added to our current fossil collection in the Anthropology lab.

**Supporting Rationale**

Enhanced student learning would occur with additional, relevant fossils for faculty to use during lessons in the Anthropology lab.

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**Objective #6.8**

Status: in progress

By Fall 2013, a light dimmer will be installed in A223.

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**Resources Needed: Additional Technology****Technology Classification: Technology Related to Facilities (e.g., Smart Classrooms, etc.)****Requested Amount:** \$500.00**Description:**

A dimmer switch has been requested for numerous years to be installed in A223.

**Reason:**

The classroom is too bright for optimal viewing of PowerPoint slides. When lights are turned off, it is too dark for students to adequately take notes. A dimmer switch, similar to those installed in numerous classrooms across campus, would allow the overhead lights to be turned off, yet allow dim lighting to remain for PowerPoint viewing and student note taking.

**Location:** A223**New or Replacement:** New Installation**Services Required:** Electricity

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**Objective #6.9**

Status: in progress

By Fall 2014, the Philosophy Department will be provided a second Philosophy classroom.

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**Resources Needed: Additional Space or Changes to Facilities****Requested Amount:** \$20,000.00

Description of the project. Be as specific and thorough as possible.

Ideally, the Department of Philosophy would like to have two full-time dedicated classrooms, thereby eliminating the limited availability for scheduling Philosophy classes.

1. What is your unit's most compelling reasons for this request. Please include recommendations and supporting information from the Program Review Committee and or your program plan.

Currently, the Philosophy Department has one dedicated classroom, and the limited use of an other classroom. Lack of adequate classroom space results in limited Philosophy course offerings.

2. Where is the physical location of the space (room number is preferred)?

Ideally, the 2nd floor of the Administration Bldg.

3. Are there any department funding sources to help with this project? If so, what is the key code, and the dollar amount available?

No

4. Is this project mandated by a licensing body, which required that specific health and safety standards be maintained?

No

5. Does the college's Facilities Master Plan recommend this project?

No

6. Describe the impact on students and other programs, services if this project is completed or not completed?

An additional designated Philosophy classroom will allow us to offer additional sections to meet high student demand.

7. Explain how this project will maintain or create flexibility within your department.

As it stands, we are limited to the number of Philosophy courses we are able to offer, not just due to budget constraints, but due to space limitations.

8. Is this project an immediate emerging need for your department? Please explain.

Space limitations are a constant struggle in scheduling classes to meet student demand.

9. Is this project cost effective? Please explain.

The more classes we can offer, the more FTES the division can generate.

Services Required:  
Electricity

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**Goal #7** Long term (2-5 years) Corresponds with Institutional Goal # 2 Status: in progress

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### Description of Goal

During the 2014-15 academic year, faculty and administration in the Division of Health Sciences and Nursing will complete the necessary training, paperwork, and review process to achieve national accreditation for the ADN program through ACEN (Accreditation Commission for Education in Nursing, Inc.).

### Evaluation of Goal

This goal will be met when the ADN program successfully receives ACEN accreditation.

### Objective #7.1

Status: in progress

In March 2014, a team of Nursing faculty will attend an ACEN training conference to learn more about the process for obtaining accreditation. Shortly thereafter, required paperwork will be completed according to published application timelines.

### Existing Resources

The Division Dean and the two Assistant Directors will attend the conference. Faculty will be involved in preparing the necessary documents for review by ACEN.

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**Goal #8** Short term (1 year) Corresponds with Institutional Goal # 4 Status: in progress

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### Description of Goal

By Fall 2014, Rio Hondo's Alternative Fuels program will obtain District funding for an annual operating budget, separate from the Automotive program budget or IDRC grant funding, which is ending soon.

## Evaluation of Goal

Success of this goal will be measured by the establishment of an Alternative Fuels program budget within the District operational budget.

### Objective #8.1

Status: in progress

By Fall 2014, Rio Hondo's Alternative Fuels program will obtain District funding for an annual operating budget, separate from the Automotive program budget or IDRC grant funding, which is ending soon.

### Resources Needed: Additional Budget

**Requested Item:** District funding to support program

**Required for How Long:** Ongoing

**Requested Amount:** \$10,000.00

### Description:

A District-funded annual operating budget for Rio Hondo's Alternative Fuels program to purchase program materials and provide other forms of program support.

### Supporting Rationale

An operating budget is needed to support this very successful program which was launched with Automotive Technology funds but has not yet had a permanent funding source. Some Automotive funds and Perkins grant funds have been supporting the program since its inception, but major funding has come from IDRC grants, which end this year. IDRC funds are not likely to return with state budget changes. The Alternative Fuels program encompasses hybrid and electric vehicles, which are now evolving into the mainstream of transportation. In addition, hydrogen fuel cell technology is evolving now, and a more stable funding source is needed to support training in this emerging field. Rio Hondo College was the first NATEF certified alternative fuels program and still is certified as a "stand-alone" program separate from Automotive Technology, but its reputation will suffer without a reliable, ongoing funding source.

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Goal #9 Short term (1 year) Corresponds with Institutional Goal  
# 9

Status: in progress

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### Description of Goal

Beginning Fall 2014, the Division of Arts and Cultural Programs will improve instructional support for the Performing Arts programs and more effectively meet ongoing campus demand for

r presentation/lecture space by ensuring that performance facilities are maintained, supplies are efficiently ordered and inventoried, and performance spaces are always prepared and safely operated. This goal is comprised of related requests for additional Technical Theatre staff and a maintenance plan/budget to improve performance facility support in both the Wray Theatre and Campus Inn Theatre.

## Evaluation of Goal

This goal will undergo review by a Classified Hiring Committee during Spring/Summer 2014.

The successful achievement of this goal will also be measured by improved safety and efficiency in the maintenance and operation of the performing arts facilities at Rio Hondo College. Specific benchmarks will include:

- reorganization of the Wray Theater's support and storage areas;
- performance of regularly scheduled safety inspections of critical systems (and any maintenance indicated);
- development and implementation of industry-standard safety policies and procedures;
- full technical and logistical support of events;
- greater utilization of facilities.

Success will also be evaluated based upon the additional support provided to instructional programs in theatre, music, and dance production. Specific targets will include:

- increased student success and retention rates in production classes;
- increased enrollment in both production and performance classes.

## Objective #9.1

Status: in progress

By Fall 2014, the Division of Arts and Cultural Programs will increase its Theatre Technical staff from 1.5 FTE to 2.0 FTE.

## Resources Needed: Additional Personnel

### **Position Classification: Classified**

Required for How Long: Ongoing

Position Title: Theatre Technician

Basic Position/Job Description:

Theatre Technician to provide additional technical support and supervision for all events and activities taking place in the performing arts facilities at Rio Hondo College. Assist in the planning of RHC performing arts and Cultural Arts events/seasons. Provide instructional support to performing arts faculty.

Estimated Salary Excluding Benefits: \$47,000.00

1. Based on program review or program plans – including SLO or SAO data and assessments, what are your most compelling reasons for this request? Please site specific information from these documents. Program review and program plans will be made available to the committee.

The increase in technical support is critical for the safe operation and maintenance of an aging and poorly maintained facility, built in the 1960s. Lack of sufficient technical support and supervision has led to a reduction in the number and scope of performing arts events, reducing the opportunities for RHC students to participate and to gain experience in modern production techniques. It is simply not possible to support the large number of programs--not just performing arts but virtually all academic and student service areas--which use the Wray Theatre and/or Campus Inn space. Safety, efficiency, and capacity are all reduced because of insufficient staffing. The current full-time theater technician has accumulated large amounts of CTO and unused vacation time due to the demands of operating the facility. The cost of this time will be greatly reduced by having a second full time position and the flexibility in scheduling which the position will allow.

The SLOs of performance-based courses are based on skills that are primarily developed through hands-on practice. In order to facilitate students' safe access to facilities and equipment necessary for that process, additional instructional support is required. While SLO assessment data indicate that the majority of students are achieving the SLOs, what is not stated is that the total number of students who can be served and the amount of "hands-on" time available to them is restricted by the lack of instructional support. Additionally, the quality of the student experience in performance, whether it be music, theatre, dance, or spoken word, is directly impacted by the environment in which it takes place. Without adequate and skilled instructional support to maintain a safe, functional, and supportive learning environment, students have far less incentive to continue on within a program.

2. How does this position directly and/or indirectly serve A: Students, B: Employees and/or C: the Institution? Please cite specific examples that demonstrate how this position contributes to student success and/or other measures of institutional effectiveness.

A. Students:

- training and supervision to students in production and performance courses.
- supervision and technical support for Student Life & Activities events.
- supervision and technical support for other Academic Division events (forensics, etc.).
- directly contributes to student success by creating a safe and well-managed instructional environment and supporting instructional activities.

B. Faculty:

- classroom assistance and instructional support for Theatre technical courses.
- planning, logistical, and technical support for Performing Arts courses (dance, music, theatre).
- planning, logistical, and technical support for Academic special events .("Writes of Spring," social issue forums sponsored by BSS, etc.).

**C. Institution:**

- planning, technical, and logistical support for all events, including Student Services, Academic Affairs, and administration (FLEX Day, special trainings, etc.).
- enhances institutional effectiveness through support for campus wide trainings and informational events.

3. What tasks, duties or services will not be provided if this position is not filled? If unfilled, what is the impact on A: Students, B: Employees and/or C: the Institution?

As indicated above, insufficient staffing has already led to a reduction in the number and scope of performing arts events which can be produced at Rio Hondo's theatre facilities. This reduces students' opportunities for real-world experience which cannot be reproduced in a standard classroom. Fewer productions equal fewer students served overall. Additionally, overtime for the single full-time employee creates a negative impact on the institution through cost and reduced efficiency. The greatest concern, however, is the potential for accidents resulting in injury and/or property damage due to reduced levels of maintenance and supervision.

4. Can this position be justified with federal or state mandates, or health and safety requirements? Please provide documentation.

No, but the greatest concern is the potential for accidents resulting in injury and/or property damage due to reduced levels of maintenance and supervision.

5. Please rank this position compared to other classified positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of Arts & Cultural Programs Classified staff positions.

6. The top twelve unfunded, ranked positions in last year's planning process will automatically receive the following points.

- #1-3: 4 points
- #4-6: 3 points
- #7-9: 2 points
- #10-12: 1 point

**Objective #9.2**

Status: in progress

Beginning Fall 2014, under the the direction of the theatre production and design faculty, the Division of Arts and Cultural Programs will create and implement an ongoing maintenance an

d safety plan for the performing arts facilities and incorporate an accompanying budget line item to support the plan.

### Resources Needed: Additional Budget

**Requested Item:** Safety Training, Inspections, and Maintenance

**Required for How Long:** 5 years

**Requested Amount:** \$5,000.00

### Description:

To establish a maintenance plan and budget line item for safety training, equipment/systems inspections, and maintenance for the stages and support facilities of Rio Hondo College.

### Supporting Rationale

Performing Arts facilities are inherently dangerous. They require operation by people with highly specialized skills and training in construction and installation of scenic and lighting elements, rigging, handling of hazardous chemicals, and operations. Equipment needs to be inspected regularly for misalignment, wear, expiration of fireproofing, and adherence to code. Personnel--faculty, staff, and students--require ongoing training in safe operating policies and procedures; the safe use, storage, and disposal of hazardous materials; and basic emergency response. All necessary repair and maintenance needs to be performed in order to insure the safety of both audience members and participants. In order to accomplish this, adequate and consistent funding for safety must be included in the budget. The amount requested is sufficient for annual training and inspections, as well as general maintenance. Larger repairs and/or replacement of worn equipment requires separate, specific funding as necessary and is not included in this request. Overall, the maintenance/safety plan and budget will improve student success by fostering safe, healthy, and functional instructional environments, maximizing instructional time, and providing skilled technical supervision and assistance.

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<b>Goal # 10</b>	Short term (1 year)	Corresponds with Institutional Goal	Status: in progress
# 10			

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### Description of Goal

By Fall 2014, two CAD lab classrooms that support the Architecture/CAD/Drafting/GIS program will be furnished with new chairs to foster student success and safety.

### Evaluation of Goal

The success of this goal will be measured by the completed installation of 50 chairs in rooms S305 and S306.

**Objective #10.1**

Status: in progress

By Fall 2014, chairs in S305 and S306 (CAD labs) will be replaced with 50 new chairs (25 in each room).

**Resources Needed: Additional Budget**

**Requested Item:** Chair replacement for 2 CAD labs (50 chairs)

**Required for How Long:** 1 time

**Requested Amount:** \$10,000.00

**Description:**

Purchase and installation of 50 new chairs for two CAD computer labs (S305 and S306).

**Supporting Rationale**

Several of the chairs in S305 and S306 are unsafe for students. Two years ago, chairs in the S307 lab were replaced, representing the first of three labs requested for chair replacements. Purchase and installation of these chairs in S305 and S306 would finish the original request.

**Goal #11** Short term (1 year) Corresponds with Institutional Goal  
# 9

Status: in progress

**Description of Goal**

By Fall 2014, the Division of Health Sciences and Nursing will become a partner in the Computerized Clinical Placement System (CCPS), which increasingly is required for clinical placements in most of the hospital facilities in which Rio Hondo's Nursing students are placed.

**Evaluation of Goal**

The success of this goal will be measured by continued clinical placement opportunities for Rio Hondo's Nursing students and, potentially, an expanded number of clinical placement sites.

**Objective #11.1**

Status: in progress

By Fall 2014, the Division of Health Sciences and Nursing will become a partner in the Computerized Clinical Placement System (CCPS).

**Resources Needed: Additional Budget****Requested Item:** Annual Membership Fee for CCPS**Required for How Long:** Ongoing**Requested Amount:** \$1,900.00**Description:**

Membership fee for being a partner in the Computerized Clinical Placement System (CCPS).

**Supporting Rationale**

One of the current hospitals in which Rio Hondo's Nursing students complete their clinical experiences now requires Rio Hondo to be a member of the CCPS, which comes with an annual fee of approximately \$1900. Our program has 17 rotations in that facility, the most in any of our clinical partners. If we lose access to that facility, both the RN and LVN programs will be in jeopardy as clinical placement opportunities are increasingly limited. Increasingly, more and more hospitals are expected to require participation in CCPS for student clinical placements.

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<b>Goal # 12</b>	Short term (1 year)	Corresponds with Institutional Goal	Status: in
# 9			progress

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**Description of Goal**

Over the next two academic years (2014-15 and 2015-16), the Division of Communications and Languages will continue to identify several ways to maximize technology to reduce costs, increase productivity, and enhance pedagogy throughout the division. This goal is comprised of four specific hardware, software, and other technology requests.

**Evaluation of Goal**

The Division of Communications and Languages will limit purchases to those showing promise to meet at least one of the following four criteria in order to justify the purchase cost:

1. reduced operational costs will be equal to or greater than the purchase cost of the technology;
2. significantly increased productivity among students, faculty, or staff will be achieved by the technology purchase;
3. significantly improved rates of student success and retention, or SLO performance, will be achieved by the technology purchase;
4. improved academic program integrity or student marketability will be achieved by the technology purchase.

**Objective #12.1**

Status: in progress

By Fall 2014, 3 desktop computers and 3 data projectors/projection screens will be purchased to assist faculty instructors in the Writing Center when conferencing with students, and to assist lab instructional assistants when conducting lab orientations for students and faculty (specific rooms indicated below).

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## Resources Needed: Additional Technology

### **Technology Classification: Computer Hardware**

**Requested Amount:** \$6,000.00

**Description:**

Three desktop computers equipped with Windows 7 OS and 3 data projectors/screens compatible with those in neighboring classrooms (LR119 and 123).

**Reason:**

Faculty members assigned to the Writing Center conduct conferences in three conference rooms separate from the main lab area. Data projection capabilities are needed in all the LRC labs. Surprisingly, none of the labs in the new LRC were originally equipped with computer technology. Instructional assistants in each of the labs periodically conduct student orientations and need data projection capability, as do faculty conducting specialized workshops. Portable data projectors from the library--often not available--are relied on for this purpose.

**Location:** Computers: LR124 Projectors: LR114, 117, and 124

**New or Replacement:** New Installation

**Services Required:** Electricity, Internet Access, College Network Access, Software Support, Hardware Support

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## Objective #12.2

Status: in progress

During the 2014-15 academic year, 24 Dell computers will be purchased for installation in the B112 journalism classroom/lab to be used by journalism students involved in the production of the campus newspaper and magazine (including digital versions of the campus newspaper and magazine) and completion of journalism course requirements.

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## Resources Needed: Additional Technology

### **Technology Classification: Computer Hardware**

**Requested Amount:** \$15,000.00

**Description:**

24 Dell desktop computers to replace existing outdated Macintosh computers.

**Reason:**

The ongoing production of the campus newspaper and magazine (as well as digital versions of these publications) requires reliable computer hardware that is compatible with other computer technology on campus.

**Location:** Journalism Lab/Classroom: B112.

**New or Replacement:** Replace Existing

**Services Required:** Electricity, Internet Access, College Network Access, Software Support, Hardware Support

**Objective #12.3**

Status: in progress

By Fall 2014, an interactive white board ("SmartBoard") will be purchased and installed in the Reading Lab to assist with lab orientations and lab instruction for basic skills students enrolled in Reading courses.

**Resources Needed: Additional Technology****Technology Classification: Technology Related to Facilities (e.g., Smart Classrooms, etc.)**

**Requested Amount:** \$1,500.00

**Description:**

A "SmartBoard" interactive whiteboard.

**Reason:**

The "SmartBoard" will assist lab instructors and instructional assistants in delivering orientations and lab instruction for students enrolled in basic skills Reading courses.

**Location:** Reading Lab: LR118.

**New or Replacement:** New Installation

**Services Required:** Electricity, Internet Access, College Network Access, Software Support, Hardware Support

**Objective #12.4**

Status: in progress

Throughout the 2014-15 academic year, various pieces of computer/audiovisual equipment will be purchased for use by members of the Rio Hondo Forensics Speech & Debate Team.

**Resources Needed: Additional Technology**

**Technology Classification: Non-computer Equipment (e.g., copier, etc.)****Requested Amount:** \$1,000.00**Description:**

Full HD 1080 Video Digital SLR Camera (Nikon or Canon).

**Reason:**

This camera will be used to record Forensics activities and events, as well as for students to record and play back their performances to improve delivery.

**Location:** Forensics Squad Room: A222.**New or Replacement:** New Installation**Services Required:** None**Technology Classification: Computer Hardware****Requested Amount:** \$800.00**Description:**

All-in-one scanner/printer/copier/text reader.

**Reason:**

This hardware will permit Forensics Team members to conduct the research, writing, document filing, and printing activities necessary to be successful intercollegiate Forensics competitors.

**Location:** Forensics Squad Room: A222.**New or Replacement:** New Installation**Services Required:** Electricity, College Network Access, Software Support, Hardware Support**Technology Classification: Technology Related to Facilities (e.g., Smart Classrooms, etc.)****Requested Amount:** \$5,000.00**Description:**

Full HD 1080 USB recording system (mounted camera and connected recording device, such as iRecord) and projection screen.

**Reason:**

Forensics students will be able to record and play back their performances to improve their delivery, in conjunction with feedback from Forensics coaches and fellow Forensics team members.

**Location:** Forensics Squad Room: A222

**New or Replacement:** New Installation

**Services Required:** Electricity, Hardware Support

**Technology Classification: Technology Related to Facilities (e.g., Smart Classrooms, etc.)**

**Requested Amount:** \$500.00

**Description:**

2 Sony USB Bloggies (recording devices).

**Reason:**

These devices will allow Speech students to record themselves in order to improve their skills with public speaking and Forensics team members to prepare for Forensics events.

**Location:** Forensics Squad Room: A222.

**New or Replacement:** New Installation

**Services Required:** Electricity, Software Support, Hardware Support

Goal #13 Short term (1 year) Corresponds with Institutional Goal  
# 8

Status: in progress

**Description of Goal**

By Fall 2014, two vacated full-time faculty positions will be filled to ensure continued quality education within the Division of Behavioral and Social Sciences and to help share the numerous committee tasks and responsibilities required of faculty within the division.

**Evaluation of Goal**

This goal will undergo review by a Faculty Hiring Committee during Spring/Summer 2014.

**Objective #13.1**

Status: in progress

By Fall 2014, the Division of Behavioral and Social Sciences will hire a full-time, tenure-track History faculty member to fill a position that was vacated upon the retirement of Professor Pat Gallego in May 2011.

**Resources Needed: Additional Personnel**

## **Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: FT Tenure-Track History Professor

Basic Position/Job Description:

A full-time, tenure-track professor needed to teach all courses offered in History. Individual must have a commitment to professional excellence and continuous growth in the field of teaching. In addition, the individual will participate in other professional responsibilities and activities normally expected of members of community college faculty as described by Board Policies and the California Education code.

Estimated Salary Excluding Benefits: \$75,000.00

1. Describe how the data provided justifies the requested position. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

The Department of History in the Division of Behavioral and Social Sciences is the largest department in the division. Fall 2013, we offered 40 sections representing 12 separate courses. The department has experienced a 50% loss in full-time faculty over the past four years with the retirement of two highly valued faculty. As a result, the majority of classes (60% fall 2013, 65% spring 2013, and 68% fall 2012) are being taught by adjunct faculty.

For the record, in 1988, the California Legislature in section 70 of AB17251 (the fundamental California Community College reform bill) found and declared:

"Because the quality, quantity and composition of full-time faculty have the most immediate and direct impact on the quality of instruction, overall reform cannot succeed without sufficient numbers of full-time faculty."

This piece of legislation is commonly referred to as the 75/25 Law, and highlights the fact that 75% of all credit classes taught on a community college campus are to be taught by full-time faculty. In the division of Behavioral and Social Sciences, only 40% of all sections in Fall 2013 were taught by full-time faculty. It is vital that additional full-time faculty are added to the ranks of the division. Filling this full-time History faculty request will be one step in filling this incredible gap between full and part time faculty.

Additional data to support this request includes an exceptional fill rate experienced by the History Department. During Fall 2012, for instance, the fill rates was 104%. The spring 2013 fill rate was 102%. These percentages speak to the fact that History classes are in high demand, and current faculty are going above and beyond to accommodate student enrollment. Additionally, the CSU system has an American Institutions graduation requirement that can be fulfilled by taking many of our History classes. It is essential that we provide students with enough courses to allow them to meet this CSU requirement at the community college level, where it is much more reasonably priced.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

Score based on number of years position has not been replaced.

7-8 years - Four Points (4)

5-6 years - Three Points (3)

3-4 years - Two Points (2)

1-2 years - One Point (1)

< 1 year - Zero (0) points

This is a replacement position for Professor Pat Gallego who retired in May 2011.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

The last full-time History faculty member to be hired was Irma Valdivia in 2005. We currently have only two full-time faculty with 40 sections being offered. Twelve different courses currently exist in the department, which means these two individuals are responsible for the course revisions and SLOs for all twelve courses. This is a significant burden to the current full-time faculty.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

No specific SLO data exists to support the replacement of a retired faculty member, beyond the general necessity of full-time faculty members to address all the concerns identified through SLO assessment and to help supervise the ongoing SLO input and evaluation process. A recent administrative policy change now assures that vacated positions will be filled automatically after minimal review of the respective program, a process which this previously vacated position did not have the opportunity to undergo.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of Behavioral and Social Sciences faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points.

Ranked 1 - Four Points (4)  
Ranked 2 - Three Points (3)  
Ranked 2 - Three Points (3)  
Ranked 3 - Two Points (2)  
Ranked 4 - One Point (1)  
Ranked >4 - Zero (0) points

## Objective #13.2

Status: in progress

By Fall 2014, the Division of Behavioral and Social Sciences will hire a full-time, tenure-track History faculty member to fill a position that was vacated upon the retirement of Professor N ed Lazaro in May 2012.

## Resources Needed: Additional Personnel

### **Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: FT Tenure-Track History Professor

Basic Position/Job Description:

A full-time, tenure-track professor needed to teach all courses offered in History. Individual must have a commitment to professional excellence and continuous growth in the field of teaching. In addition, the individual will participate in other professional responsibilities and activities normally expected of members of community college faculty as described by Board Policies and the California Education code.

Estimated Salary Excluding Benefits: \$75,000.00

1. Describe how the data provided justifies the requested position. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

The Department of History in the Division of Behavioral and Social Sciences is the largest department in the division. Fall 2013, we offered 40 sections representing 12 separate courses. The department has experienced a 50% loss in full-time faculty over the past four years with the retirement of two highly valued faculty. As a result, the majority of classes (60% fall 2013, 65% spring 2013, and 68% fall 2012) are being taught by adjunct faculty.

For the record, in 1988, the California Legislature in section 70 of AB17251 (the fundamental California Community College reform bill) found and declared:

"Because the quality, quantity and composition of full-time faculty have the most immediate and direct impact on the quality of instruction, overall reform cannot succeed without sufficient numbers of full-time faculty."

This piece of legislation is commonly referred to as the 75/25 Law, and highlights the fact that 75% of all credit classes taught on a community college campus are to be taught by full-time faculty. In the division of Behavioral and Social Sciences, only 40% of all sections in Fall 2013 were taught by full-time faculty. It is vital that additional full-time faculty are added to the ranks of the division. Filling this full-time History faculty request will be one step in filling this incredible gap between full and part time faculty.

Additional data to support this request includes an exceptional fill rate experienced by the History Department. During Fall 2012, for instance, the fill rate was 104%. The spring 2013 fill rate was 102%. These percentages speak to the fact that History classes are in high demand, and current faculty are going above and beyond to accommodate student enrollment. Additionally, the CSU system has an American Institutions graduation requirement that can be fulfilled by taking many of our History classes. It is essential that we provide students with enough courses to allow them to meet this CSU requirement at the community college level, where it is much more reasonably priced.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

Score based on number of years position has not been replaced.

7-8 years - Four Points (4)

5-6 years - Three Points (3)

3-4 years - Two Points (2)

1-2 years - One Point (1)

< 1 year - Zero (0) points

This is a replacement request for a previous full-time faculty position that went vacant in May 2012 with the retirement of Professor Ned Lazaro.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

The last full-time History faculty member to be hired was Irma Valdivia in 2005. We currently have only two full-time faculty with 40 sections being offered. Twelve different courses currently exist in the department, which means these two individuals are responsible for the course revisions and SLOs for all twelve courses. This is a significant burden to the current full-time faculty.

4. Based on program review or program plans – including SLO or SAO data and assessments – what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

No specific SLO data exists to support the replacement of a retired faculty member, beyond the general necessity of full-time faculty members to address all the concerns identified through SLO assessment and to help supervise the ongoing SLO input and evaluation process. A recent administrative policy change now assures that vacated positions will be filled automatically after minimal review of the respective program, a process which this previously vacated position did not have the opportunity to undergo.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 2 of Behavioral and Social Sciences faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points.

- Ranked 1 - Four Points (4)
- Ranked 2 - Three Points (3)
- Ranked 2 - Three Points (3)
- Ranked 3 - Two Points (2)
- Ranked 4 - One Point (1)
- Ranked >4 - Zero (0) points

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<b>Goal # 14</b>	Short term (1 year)	Corresponds with Institutional Goal	Status: in progress
# 8			

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### Description of Goal

By Fall 2014, the Division of Communications and Languages will hire two full-time, tenure-track faculty members. One will fill a position in Reading, vacated when Doreen Kaller retired in Spring 2010. One will fill a position in English, vacated when Mary Ann Pacheco retired in June 2012.

### Evaluation of Goal

This goal will undergo review by Faculty Hiring Committees convening Spring/Summer 2014.

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<b>Objective # 14.1</b>	Status: in progress
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By Fall 2014, the Division of Communications and Languages will hire a full-time faculty mem

ber in Reading to replace the position vacated by Doreen Kaller upon her retirement in May 2010.

## Resources Needed: Additional Personnel

### **Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: Full-time Tenure-Track Reading Professor

Basic Position/Job Description:

Full-time, tenure-track instructor to teach basic skills and transfer-level courses in Reading and Effective Study Skills, and Vocabulary, as well as to conference with students in the Reading Lab.

Estimated Salary Excluding Benefits: \$75,000.00

1. Describe how the data provided justifies the requested position. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

Since the retirement of Doreen Kaller in Spring 2013, enrollment in READ 023--just one of the Basic Skills-level Reading courses--has steadily increased despite the reduction of one full-time instructor and concurrent decreased enrollment campuswide. Specifically, the numbers show enrollment in READ 023 as follows: 2010-11 (1248 students), 2011-12 (1307 students), 2012-13 - (1340 students). Although the maximum class cap for Reading classes is 32 students, the average section enrollment is around 38 students, indicating the continuing demand of students for Reading courses and the department's attempt to meet the needs of students through overenrollment.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

Score based on number of years position has not been replaced.

7-8 years - Four Points (4)

5-6 years - Three Points (3)

3-4 years - Two Points (2)

1-2 years - One Point (1)

< 1 year - Zero (0) points

This position would replace Doreen Kaller, who retired May 2010. Another unfilled vacancy in Reading actually dates back to the early 2000's and has never been filled.

3. What is the history of faculty hiring in your department over the past five years? Please

justify your request in terms of the need based on this history. Please explain. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

The last full-time faculty member to be hired in Reading was in 2006. At the time, two positions in Reading were vacant but only one replaced. In Fall 2010--the first semester after the retirement of Doreen Kaller--an adjunct instructor was hired on an emergency basis but soon found full-time employment elsewhere. Adjunct pool interviews have been held periodically since then, but due to stringent qualifications, only two additional qualified adjuncts have been hired recently.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

Among all the academic departments in the Division of Communications and Languages, the adjunct pool in Reading is the most taxed. A pool was opened in Summer 2009 and identified only two qualified candidates, both of whom found full-time jobs elsewhere. During Fall 2010, an adjunct was hired on an emergency basis, but she soon found full-time employment elsewhere. Other sections of Reading were cancelled during the 2010-11 academic year due to lack of a available adjunct faculty. The ratio of full-time to part-time Reading faculty is presently 1:1. Reading is considered one of the "Golden Four" areas of college instruction. The Department of Reading greatly needs a full-time instructor to help lead this important Basic Skills area of instruction.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of the Division of Communications and Languages faculty positions .

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points.

- Ranked 1 - Four Points (4)
- Ranked 2 - Three Points (3)
- Ranked 2 - Three Points (3)
- Ranked 3 - Two Points (2)
- Ranked 4 - One Point (1)
- Ranked >4 - Zero (0) points

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Objective #14.2

Status: in progress

By Fall 2014, the Division of Communications and Languages will hire a full-time faculty member in English & Literature to replace the position vacated by MaryAnn Pacheco upon her retirement in June 2012.

## Resources Needed: Additional Personnel

### **Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: Full-Time Tenure-Track English Professor

Basic Position/Job Description:

Full-time, tenure-track instructor to teach basic skills and transfer-level courses in English and Literature, as well as to conference with students in the Writing Center.

Estimated Salary Excluding Benefits: \$75,000.00

1. Describe how the data provided justifies the requested position. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

Between Spring 2010 and Spring 2011, FTES in English courses rose from 3,348 to 3,516. FTE S in Literature courses spiked from 3,641 to 3,837 during this period. English and Literature courses have remained at similar levels since then, despite section reductions in many disciplines and decreased enrollment in recent years at Rio Hondo.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

Score based on number of years position has not been replaced.

7-8 years - Four Points (4)

5-6 years - Three Points (3)

3-4 years - Two Points (2)

1-2 years - One Point (1)

< 1 year - Zero (0) points

This is to replace the full-time English faculty position vacated by MaryAnn Pacheco when she retired in June 2012.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

Two full-time English faculty members (Michelle Bean and Juan Fernandez) were hired to begin teaching Spring 2010 as replacements for Dr. Kenn Pierson (who began administrative duties as Dean in July 2008) and Dr. Voiza Arnold (who retired shortly before the hiring). This position will represent the filling of only one of the two English positions to be vacated since then, on the retirements of Mary Ann Pacheco (June 2012) and John Marshall (June 2013).

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

With written communication being one of the "Golden Four" areas of college instruction, English courses remain in high demand for students completing their basic skills, transfer, and AA-T English degree requirements. Strong English skills are applicable to every other course taught at Rio Hondo and represent pre-requisites for many courses.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 2 of the Division of Communications and Languages faculty positions

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points.

- Ranked 1 - Four Points (4)
- Ranked 2 - Three Points (3)
- Ranked 2 - Three Points (3)
- Ranked 3 - Two Points (2)
- Ranked 4 - One Point (1)
- Ranked >4 - Zero (0) points

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<b>Goal # 15</b>	Short term (1 year)	Corresponds with Institutional Goal	Status: in progress
# 8			

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### Description of Goal

By Fall 2014, the Division of Business will hire a full-time, tenure-track Accounting faculty member to fill a position that was vacated upon the retirement of Professor Mercedes Martinez in June 2013.

## Evaluation of Goal

This goal will undergo review by a Faculty Hiring Committee during Spring/Summer 2014.

### Objective #15.1

Status: complete

By Fall 2014, the Division of Business will hire a full-time, tenure-track Accounting faculty member to fill a position that was vacated upon the retirement of Prof. Mercedes Martinez in June 2013.

### Resources Needed: Additional Personnel

#### **Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: FT Tenure-Track Accounting Professor

Basic Position/Job Description:

Full-time, tenure-track professor to instruct and advise students in Accounting, develop Accounting curricula, and participate in other contractually required activities.

Estimated Salary Excluding Benefits: \$75,000.00

1. Describe how the data provided justifies the requested position. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

Business awards 85-90 AA degrees per year at Rio Hondo. Accounting is required for all business majors. 17-20 sections of Accounting are offered each Fall and Spring semester with an average of 40 students per class, but there is only one full-time Accounting instructor.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

Score based on number of years position has not been replaced.

7-8 years - Four Points (4)

5-6 years - Three Points (3)

3-4 years - Two Points (2)

1-2 years - One Point (1)

< 1 year - Zero (0) points

This position was vacated upon the retirement of Prof. Mercedes Martinez in June 2013.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

The Business Division has lost six full-time positions in recent years due to retirements and transfers.

4. Based on program review or program plans – including SLO or SAO data and assessments – what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

The Accounting department recently lost a full-time faculty member due to retirement. With only one full-time faculty in the department, it is a challenge to manage SLOs, along with the other demands of the department. An additional full-time faculty member will help significantly with the development and improvement of the program as well as SLO creation and assessment.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of the Division of Business faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points.

Ranked 1 - Four Points (4)

Ranked 2 - Three Points (3)

Ranked 2 - Three Points (3)

Ranked 3 - Two Points (2)

Ranked 4 - One Point (1)

Ranked >4 - Zero (0) points

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<b>Goal # 16</b>	Short term (1 year)	Corresponds with Institutional Goal	Status: in progress
# 8			

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### Description of Goal

By Fall 2012, the Division of Communications and Languages will hire a full-time, 100% Classi

fied staff member to meet the demands of significantly increased enrollment in Journalism and the emerging program in New Media.

## Evaluation of Goal

This goal will undergo review by a Classified Hiring Committee during Spring/Summer 2014.

### Objective #16.1

Status: in progress

By Fall 2014, the Division of Communications and Languages will hire a full-time Technology Assistant to maintain and update the computer hardware and software in B112 designated for the existing courses in Mass Communications (Journalism, Radio, and Mass Media), as well as the emerging New Media program. The Technology Assistant will also assist with ongoing training of students in use of the computer hardware and software in B112.

## Resources Needed: Additional Personnel

### **Position Classification: Classified**

Required for How Long: Ongoing

Position Title: Technology Asst: Mass Communications

Basic Position/Job Description:

The Technology Assistant in Mass Communications will maintain and help train students in the use of specialized software needed to complete the writing, layout, and printing of the campus newspaper and magazine, as well as the digital editions of those publications. The Technology Assistant will also help identify and install new hardware and software technologies for the emerging program in New Media (incorporating digital journalism, radio, and video technologies) as well as photography software and software related to podcasting and other digital applications. The estimated salary is based on a Range 27 starting salary for an Instructional Assistant in Communications.

Estimated Salary Excluding Benefits: \$38,366.00

1. Based on program review or program plans – including SLO or SAO data and assessments, what are your most compelling reasons for this request? Please site specific information from these documents. Program review and program plans will be made available to the committee.

The Technology Assistant will play a major role in helping students learn how to operate equipment necessary for the current programs in print media and mass media, and will have a major role in assisting students in understanding technology required in the new media specialization. Many duties of the Technology Assistant are currently performed by an individual precariously hired with ASO funds designated annually for El Paisano. It is imperative to stabilize t

his position as a full-time, 100% Technology Assistant (Classified staff member). Without this position, continued delivery of Rio Hondo's programs in print media and mass media--and the emerging program in new media--are in jeopardy of being unsupported. In addition, around \$5000 is generated for ASO each year through El Paisano advertising. A dedicated Technology Assistant would help generate even more advertising dollars through the program's expansion of digital newspaper, magazine, and new media delivery formats.

2. How does this position directly and/or indirectly serve A: Students, B: Employees and/or C: the Institution? Please cite specific examples that demonstrate how this position contributes to student success and/or other measures of institutional effectiveness.

By assisting students involved in Rio Hondo's campus newspaper, magazine, and radio production, the Technology Assistant has a strong impact on helping students learn how to operate equipment necessary for the current programs in print media and mass media, and will have a major role in assisting students in understanding technology required in the new media specialization.

3. What tasks, duties or services will not be provided if this position is not filled? If unfilled, what is the impact on A: Students, B: Employees and/or C: the Institution?

As journalism and media production become increasingly reliant on new technology formats, the needs of students to learn and apply their technology skills will be impeded without the assistance of a Technology Assistant in this field.

4. Can this position be justified with federal or state mandates, or health and safety requirements? Please provide documentation.

No.

5. Please rank this position compared to other classified positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of the Division of Communications and Languages Classified staff positions.

6. The top twelve unfunded, ranked positions in last year's planning process will automatically receive the following points.

#1-3: 4 points

#4-6: 3 points

#7-9: 2 points

#10-12: 1 point

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Goal # 17 Short term (1 year) Corresponds with Institutional Goal  
# 8

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Status: in  
progress

### Description of Goal

By Fall 2014, the Division of Arts and Cultural Programs will hire a full-time, tenure-track faculty member in Commercial Arts/Digital Media to fill a position that was vacated upon the retirement of Prof. Dale Harvey in May 2011.

### Evaluation of Goal

This goal will undergo review by a Faculty Hiring Committee during Spring/Summer 2014. The successful achievement of this goal will be determined by the following accomplishments:

- hiring of a full-time instructor of Commercial Arts;
- development of new/revised curriculum to reflect industry trends;
- creation of articulation agreements with local high schools;
- increased number of transfers and/or degree completions.

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### Objective #17.1

Status: in progress

By Fall 2014, a full-time Commercial Arts/Digital Media faculty member will be hired to fill a position that was vacated upon the retirement of Prof. Dale Harvey in May 2011.

### Resources Needed: Additional Personnel

#### **Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: FT TT Commercial Arts/Digital Media Prof

Basic Position/Job Description:

Full-time, tenure-track position in Commercial Arts/Digital Media (with a primary emphasis in digital) to lead the Commercial Arts program and take a leadership role in the development of a cross-disciplinary approach to teaching traditional visual arts and newer digital arts and design, particularly the fields of \_\_\_\_\_ and Television. This position will include the following responsibilities:

- teaching courses in digital media, including graphic design and digital imaging;

- maintaining computer labs, including upgrading software and maintaining licenses;
- researching and recommending technology purchases;
- developing and/or revising curriculum to address emerging technologies and industry needs
- ;
- collaborating with faculty and staff in other disciplines (photography, television, business, computer science, etc.) about learning communities and other innovative pedagogical approaches;
- establishing outreach and articulation agreements with local high schools.

Estimated Salary Excluding Benefits: \$75,000.00

1. Describe how the data provided justifies the requested position. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

The data provided show strong, consistent enrollment in the Digital Arts classes. For example, the data below shows the fill rate at final census for the core Commercial Arts classes (% of actual capacity based on number of work stations):

Course:	F10	S11	F11	S12	F12	S13	3-year average:
ART 164/165:	93%	86%	89%	82%	96%	93%	89.8%
ART 172:	---	82%	---	62%	---	72%	72.0%
ART 175:	72%	79%	86%	79%	89%	72%	79.5%
ART 178:	86%	100%	79%	75%	82%	79%	83.5%

This has largely been due to the presence of Dale Harvey as adjunct faculty. After retiring, he has continued to play a leadership role in planning and maintaining the program. While enrollment is strong, it is not growing. This is in part due to the limitation of computer work stations and software licenses, but also because we have not been able to add additional sections of courses due to budgetary constraints. Additionally, courses needing revision (to reflect changing technology and/or software) are not being addressed.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

Score based on number of years position has not been replaced.

7-8 years - Four Points (4)

5-6 years - Three Points (3)

3-4 years - Two Points (2)

1-2 years - One Point (1)

< 1 year - Zero (0) points

Yes, this is a replacement request for Dale Harvey. The position became vacant in May 2011.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

The Art Department has not hired any full-time faculty in the past five years. As the Commercial Arts degree has been created and a shift toward an integrated "digital media" has become widespread, the need for at least one full-time faculty position has become increasingly clear.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

Although the existing Commercial Arts program is strong, its technological resources are nearing the end of their useful lifespan and there is a great need for long-range planning. To successfully move forward, the program requires a full-time faculty member to help maintain and upgrade hardware and software, create new curriculum, and collaborate in program planning and assessments and recruiting/outreach. The focus of the program will be to prepare students for or transfer to a four-year institution or entry into the art/digital media workforce after completing the AS degree in Commercial Arts.

Looking at the program review for both digital arts and visual arts, it is clear that faculty view this as a critical position within the division. Its SLO assessments (as well as completion and retention rates) indicate that the program itself is successful and ready for growth. The program review cites a regional job market which supports continued integration of the digital arts:

“Currently the programs being considered as part of a digital program reside in existing disciplines: the enrollment, retention and completion numbers are captured in other program plans within the arts . . . the courses in this section form the core of digital arts production. These courses in digital imaging, digital drawing and graphic design as well as 3D modeling and animation have been and continue to be extremely popular and fill early . . .

The need for digital arts programs within this area is supported by Los Angeles labor market data, which identifies gaming, commercial arts, animation, theatre, film and photography as major industry needs in the greater Los Angeles area . . .

A digital media program is being developed with the intention to help students build upon the acquired knowledge, enabling them to succeed in an advanced degree program, vocational trade, or fine arts profession . . . (the) early success of our digital photography, animation, and commercial arts courses confirms our data research and goal of developing a digital media program to enhance our foundational art courses.”

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of Arts and Cultural Programs faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically

receive the following points.  
 Ranked 1 - Four Points (4)  
 Ranked 2 - Three Points (3)  
 Ranked 2 - Three Points (3)  
 Ranked 3 - Two Points (2)  
 Ranked 4 - One Point (1)  
 Ranked >4 - Zero (0) points

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<b>Goal # 18</b> Long term (2-5 years)	Corresponds with Institutional Goal # 1	Status: in progress
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### Description of Goal

During the 2014-15 academic year, the Division of Kinesiology, Dance, and Athletics will expand the Dance program by developing an AA in Dance and several dance-related certificates. Related to this expansion is the need for four specific types of equipment to be purchased.

### Evaluation of Goal

The success of this goal will be measured through program review and completion rates for the new AA and certificates. Expansion can also be evaluated through the number of certificates and different technique levels of dance and genres offered.

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### Objective #18.1

Status: in progress

The Dance program has grown at a tremendous rate of 43.5% over the past two years. During the 2014-15 academic year, program will be expanded further by developing an AA in Dance, a certificate in Dance, and certification in Pilates and/or Yoga.

### Existing Resources

The AA in Dance and various dance-related certificates will be developed and excellent instruction maintained by current dance faculty.

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### Objective #18.2

Status: in progress

By Fall 2014, the Dance program will purchase 110 new Yoga straps.

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## Impact of Objective on Other Programs, Units, and/or Areas

### **Impact on the Kinesiology, Dance & Athletics Program: P.E.**

Both the Dance program and Kinesiology/Athletics will be using the straps purchased for exercise and dance courses.

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#### Resources Needed: Additional Budget

**Requested Item:** Yoga Straps

**Required for How Long:** 1 time

**Requested Amount:** \$600.00

**Description:**

110 new Yoga straps are needed to replace broken ones and to insure we have enough for additional classes or large classes that run simultaneously.

#### **Supporting Rationale**

These straps are used in Yoga, Pilates, and Dance classes. We currently do not have enough for one class. (Our Yoga classes tend to be well enrolled and we need a minimum of 55 for each.)

It is necessary to have two sets (55 each) so that when activity classes are being taught simultaneously, all classes have the necessary props.

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#### Objective #18.3

Status: in progress

By Fall 2014, the Dance program will expand the costume wardrobe and props for performance.

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#### Resources Needed: Additional Budget

**Requested Item:** Dance Costumes

**Required for How Long:** 1 time

**Requested Amount:** \$1,000.00

**Description:**

Purchase of new dance costumes for Dance concerts and performances.

#### **Supporting Rationale**

The Dance program does not have a basic costume inventory. Currently, students must purchase their own costumes for every event. The Dance Program Director has obtained substantial costume donations, but they do not include basic articles, such as leotards, dance pants, and tutus.

**Objective #18.4**

Status: in progress

By Fall 2014, the Dance program will purchase Yoga rollers for Yoga, Pilates, and Dance courses.

**Resources Needed: Additional Budget****Requested Item:** Foam Rollers (5 rollers)**Required for How Long:** 1 time**Requested Amount:** \$150.00**Description:**

Purchase of blue or black 36" foam rollers.

**Supporting Rationale**

The rollers will be used in Dance Conditioning and Alignment classes, specifically, but can also be incorporated into Ballet, Modern Dance, Jazz Dance, Pilates, Yoga, and Fitness Through Aerobics classes.

**Objective #18.5**

Status: in progress

By Fall 2014, the Dance program will purchase 45 Theraband loops for use in various Dance classes.

**Resources Needed: Additional Budget****Requested Item:** Theraband loops (45)**Required for How Long:** 1 time**Requested Amount:** \$325.00**Description:**

Purchase of 45 Theraband loops in three different resistance levels.

**Supporting Rationale**

The loops allow for a diversity of fitness training and can be incorporated into the Conditioning and Alignment for Dance, Fitness Through Aerobics, Pilates, and Yoga classes. Currently, for this purpose, we have only bands, which is very limiting.

**Goal #19** Short term (1 year) Corresponds with Institutional Goal  
# 9

Status: in progress

## Description of Goal

By Fall 2014, 40 Dell Optiplex 745 computers in the Business Computer Lab (B114) will be replaced, along with associated AV equipment.

## Evaluation of Goal

The success of this goal will be measured by the successful updating of the lab computers which offers maximum computer resources to students using the lab.

### Objective #19.1

Status: in progress

During Spring 2013, quotes for computers and associated AV equipment will be obtained and, once approved, requisitions forwarded to Purchasing for processing.

## Resources Needed: Additional Technology

### **Technology Classification: Computer Hardware**

**Requested Amount:** \$47,000.00

#### **Description:**

Replacement of 40 Dell Optiplex 745 computers in Room B114, as well as associated AV equipment.

#### **Reason:**

Current computer hardware in B114 cannot support the "programming" software used in CIT classes. The replacement units will enable instruction on appropriate CIT software to take place.

**Location:** B114, Business Computer Lab

**New or Replacement:** Replace Existing

**Services Required:** Electricity, Internet Access, College Network Access, Software Support, Hardware Support

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Goal #20 Long term (2-5 years) Corresponds with Institutional  
Goal #7

Status: in  
progress

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## Description of Goal

Throughout the 2014-15 academic year, the Division of Kinesiology, Dance, and Athletics will take steps to improve the safety and cost effectiveness of transportation for our athletic programs.

## Evaluation of Goal

The success of this goal could be measured by the savings to the District on gas and maintenance costs for the vans currently being used to transport student athletes. The success of this goal could also be measured by the reduced number of accidents or liability issues that occur while traveling in the vans.

### Objective #20.1

Status: in progress

Throughout the 2014-15 academic year, the Division of Kinesiology, Dance, and Athletics will hire professional charter bus transportation for team members to attend athletic events of a certain distance.

### Resources Needed: Additional Budget

**Requested Item:** Charter Bus Transportation

**Required for How Long:** Ongoing

**Requested Amount:** \$25,000.00

### Description:

The request is to hire professional charter bus transportation to transport team members to various events of a certain distance.

### Supporting Rationale

Currently, Rio Hondo travels long distances for all our Foothill Conference athletic events. Approximate time is between 1 hour 15 minutes to 4 hours. The mode of transportation for athletic teams is currently District vans, with coaches and assistant coaches providing the driving. Many of our teams make use of multiple vans to accomplish their travel needs. The use of charter buses could reduce the overall cost of travel to the District vehicles. It would also offer a safer way for our students to travel, in many respects.

Goal #21 Long term (2-5 years) Corresponds with Institutional  
Goal # 10

Status: in  
progress

## Description of Goal

By Fall 2014, to begin expanding the existing Visual Arts facilities and infrastructure to increase enrollment capacity, improve student success, and foster a safer working/learning environment. This will provide students with more space and instructional time, better working and learning conditions, and improved access to modern technology.

## Evaluation of Goal

Successful achievement of this goal will be the result of several things:

- acquiring additional, appropriately equipped instructional space for 2D and 3D art courses;
- separating painting and drawing into separate classrooms in which equipment may be left set up;
- purchasing new technology for visual arts students;
- creating more accessible and student-friendly environments in the Visual Arts areas
- renovating existing classrooms to provide adequate lighting, ventilation, storage and classroom technology;

Ultimately, successful achievement of this goal will result in several very positive outcomes:

- increased student success through improved classroom conditions;
- increased enrollment through increased classroom capacity;
- increased satisfaction of all stakeholders due to improved working/learning environment

## Objective #21.1

Status: in progress

By Fall 2014, to begin expanding and upgrading existing Visual Arts classroom facilities. This goal includes adding classroom space for 2D/3D art classes, improving existing painting and drawing classrooms, and investing in appropriate instructional technology.

## Resources Needed: Additional Space or Changes to Facilities

Requested Amount: \$10,000.00

Description of the project. Be as specific and thorough as possible.

Create additional classroom space for 2D/3D, printmaking, and sculpture classes. Space is available in currently unused portions of the Campus Inn, requiring moderate renovation (mainly the removal of temporary walls). This will be an interim space until construction on new Visual Arts facilities begins.

1. What is your unit's most compelling reasons for this request. Please include recommendations and supporting information from the Program Review Committee and or your program plan.

The need for additional space is dictated by current demand. There are currently only two dedicated classrooms available for five different disciplines (painting, drawing, 2D art, 3D art, and

printmaking). As a result, the rooms are used as much as twelve hours a day, six days a week. Instructional time is lost every class period because equipment for one discipline (painting, for example) must be taken down and stored while that of another discipline (drawing) must be set up. Classes are at capacity and more sections simply can't be added because there is no time/space for them.

2. Where is the physical location of the space (room number is preferred)?

Campus Inn

3. Are there any department funding sources to help with this project? If so, what is the key code, and the dollar amount available?

No

4. Is this project mandated by a licensing body, which required that specific health and safety standards be maintained?

Although no citations have been issued, we believe that the current facilities may be out of OSHA compliance because of inadequate ventilation, poor lighting, lack of eye wash stations, and inadequate storage for instructional equipment.

5. Does the college's Facilities Master Plan recommend this project?

Master Plan includes new facilities- these are temporary until new facilities can be located.

6. Describe the impact on students and other programs, services if this project is completed or not completed?

If this project is completed, it will allow the current program both to expand (due to greater classroom capacity) and provide better, healthier, and more effective instructional environments. If not completed, the current conditions will continue to negatively impact both enrollment and student success because of overused and inadequate facilities and infrastructure.

7. Explain how this project will maintain or create flexibility within your department.

This new classroom will allow us to offer additional painting and drawing classes, as well as to reintroduce both sculpture and printmaking. Currently, because they share the same classroom, our most popular GE and art major drawing and painting classes can only be taught on a limited schedule based on classroom availability. Printmaking and sculpture cannot be offered at all due to a lack of space.

8. Is this project an immediate emerging need for your department? Please explain.

This project is an immediate need but has been an ongoing need for many years. This is an interim solution until new facilities are constructed.

9. Is this project cost effective? Please explain.

Yes. We do not require major remodel of rooms, and have available equipment to put in these rooms. As an interim measure that will be in place for at least three years, it is extremely cost-effective.

**Services Required:**

Electricity, Water, Special Heat or Air Conditioning, Waste Disposal (sewer connection)

**Objective #21.2**

Status: in progress

By Fall 2014, to replace existing lockers for art students with new, purpose-built art lockers.

**Resources Needed: Additional Budget****Requested Item:** New Art Student Lockers**Required for How Long:** 1 time**Requested Amount:** \$20,000.00**Description:**

20 banks of 8 lockers each for storage of art materials. These will replace existing damaged lockers (4 banks of 20 lockers) around the exterior of the Business Building.

**Supporting Rationale**

The existing lockers are aging badly. Many are broken and a number of them are PE lockers which are inadequate for student portfolios and artwork. The existing lockers were used when installed many years ago, and have been subject to constant use and inclement weather for many years. It is necessary to purchase purpose-built art lockers in order to accommodate portfolios and large artwork. There are no longer any available "cast off" lockers of appropriate size on campus. This has been an existing request for several years, and every year the condition of the lockers further deteriorates, with the number of unusable lockers increasing.

**Objective #21.3**

Status: in progress

By Fall 2014, to purchase iPad cart and 30 iPads for use in the Visual Arts classrooms, including appropriate software to support the digital painting curriculum.

**Resources Needed: Additional Budget****Requested Item:** 1 iPad cart, 30 iPads, Styluses, and Software.**Required for How Long:** 1 time**Requested Amount:** \$19,000.00**Description:**

1 iPad cart with 30 iPads with loaded software for digital drawing, painting, and 2D design use

**Supporting Rationale**

This technology will introduce the Studio Arts student to digital art making, which is a trend in creative expression and is rapidly becoming an industry standard for arts-related employment. This technology will primarily support the new Digital Painting course that will be offered beginning next year.

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Goal #22	Short term (1 year)	Corresponds with Institutional Goal	Status: in progress
# 8			

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### Description of Goal

By Fall 2014, the Division of Kinesiology, Dance, and Athletics will hire a full-time, tenure-track faculty member to serve as Head Coach of Water Polo/Swimming Instructor to fill a position that was vacated upon the retirement of professor Jeannette Williams in May 2007.

### Evaluation of Goal

This goal will undergo review by a Faculty Hiring Committee during Spring/Summer 2014.

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Objective #22.1	Status: in progress
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By Fall 2014, the Division of Kinesiology, Dance, and Athletics will hire a full-time, tenure-track faculty member to serve as Head Coach of Water Polo/Swim Team to fill a position that was vacated upon the retirement of professor Jeannette Williams in May 2007.

### Resources Needed: Additional Personnel

#### **Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: FT Head Coach Water Polo/Swim Team

Basic Position/Job Description:

Full-time, tenure-track faculty member to direct and coach the men's or women's water polo and swim team and teach courses within the division in areas of PE and PETH. Also will serve on various committees and perform other duties expected of full-time faculty members.

Estimated Salary Excluding Benefits: \$75,000.00

1. Describe how the data provided justifies the requested position. Please include position

requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

Data provided by the Office of Institutional Research and Planning support the fact that student athletes--in comparison to the general population of students-- have consistently higher success and retention rates. The number of sections offered in our division has recently dropped due to section reductions and budget constraints that all divisions experienced. Our FTEF % has dropped from 47% to 40% due to faculty member Steve Hebert moving to the Dean's position in January 2013.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

Score based on number of years position has not been replaced.

7-8 years - Four Points (4)

5-6 years - Three Points (3)

3-4 years - Two Points (2)

1-2 years - One Point (1)

< 1 year - Zero (0) points

This position would replace Jeannette Williams, who retired May 2007.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

The division has hired one full-time person in the past five years, Steve Johnson, who began Fall 2011. We are at 40% FTEF to part-time ratio.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

With the completion of our new aquatic facility, student needs would be best served by expanding our offerings in the aquatics area. This beautiful new facility offers not only an opportunity to restore our former aquatics courses and programs to previous levels but to expand offerings that will offer competitive sports opportunities and generate increased FTES to benefit the institution.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of the Division of Kinesiology, Dance, and Athletics faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points.

Ranked 1 - Four Points (4)

Ranked 2 - Three Points (3)

Ranked 2 - Three Points (3)

Ranked 3 - Two Points (2)

Ranked 4 - One Point (1)

Ranked >4 - Zero (0) points

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Goal #23	Short term (1 year)	Corresponds with Institutional Goal	Status: in progress
# 9			

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### Description of Goal

By Fall 2014, 45 computer work stations will be installed in Business lecture classroom B119.

### Evaluation of Goal

The success of this goal will be measured by the expanded use of this conventional classroom for Business courses requiring computer software applications.

### Objective #23.1

Status: in progress

During Spring 2013, quotes for computers, desks, and chairs and necessary AV equipment for B119 will be obtained. Facilities will be asked to restore power in floor outlets. Once approved, requisitions will be forwarded to Purchasing for processing.

### Resources Needed: Additional Technology

#### **Technology Classification: Technology Related to Facilities (e.g., Smart Classrooms, etc.)**

**Requested Amount:** \$90,000.00

**Description:**

Convert B119 lecture room to a classroom with 45 computer work stations

**Reason:**

SLO assessment has supported the need for additional and updated technology in both the Business degree and certificate programs.

**Location:** Room B-119

**New or Replacement:** New Installation

**Services Required:** Electricity, Internet Access, Software Support, Hardware Support

Goal # 24	Long term (2-5 years)	Corresponds with Institutional		Status: in
Goal # 1				progress

**Description of Goal**

Beginning Fall 2014, the Division of Arts and Cultural Programs will develop a strong applied music program, focused on preparing students for transfer to a four-year institution, beginning with choral music. To be successful the program must develop and articulate a transfer degree (see Academic Affairs Goal 2), create an infrastructure of large and small ensembles and individual lessons, and secure resources, such as the equipment requested below. Eventually, the program may develop regional partners (an applied music consortia) to share costs and resources.

**Evaluation of Goal**

The successful achievement of this goal will be determined by the following benchmarks:

- create approved transfer degree in applied music;
- enter into consortium with regional partners to share costs and resources;
- create stable network of instructors for individualized instruction;
- purchase musical instruments and other equipment necessary to support both individualized and ensemble instruction.

**Objective # 24.1**

Status: in progress

By Fall 2014, the Division of Arts and Cultural Programs will purchase three document cameras for in-class music instruction and performance critiques.

**Resources Needed: Additional Technology**

**Technology Classification: Non-computer Equipment (e.g., copier, etc.)**

**Requested Amount:** \$1,800.00

**Description:**

The document camera is a "presentation support tool," designed to enhance and preserve lecture presentations in real time. When connected to an LCD projector, the document camera allows the instructor to blend pre-recorded media with live material, such as notes, drawings, and diagrams, drawn on a projection surface. It also enables the entire lecture to be recorded digitally for later use by students for review.

**Reason:**

Document cameras will add a level of dynamism to the music classroom which enhances student engagement, retention and success. Instructors will be able to provide and capture immediate feedback for students, as well as to provide past lectures for review.

**Location:** Music Classrooms

**New or Replacement:** New Installation

**Services Required:** Electricity, Hardware Support

Goal #25 Short term (1 year) Corresponds with Institutional Goal  
# 8

Status: in progress

**Description of Goal**

By Fall 2014, the Division of Kinesiology, Dance, and Athletics will hire a part-time Certified Athletic Trainer for a minimum of 19 hours a week and pay them the industry standard.

**Evaluation of Goal**

This goal will undergo review by a Classified Hiring Committee during Spring/Summer 2014.

**Objective #25.1**

Status: in progress

By Fall 2014, the Division of Kinesiology, Dance, and Athletics will hire a certified part-time athletic trainer for a minimum of 19 hours a week and pay them the industry standard.

**Resources Needed: Additional Personnel**

**Position Classification: Classified Hourly**

Required for How Long: Ongoing

Position Title: Part-Time Certified Athletic Trainer

Basic Position/Job Description:

Part-time Certified Athletic Trainer to assist the Head Athletic Trainer in all the duties entailed in giving medical access to student-athletes participating in intercollegiate athletics. This includes, but is not limited to, game and practice coverage.

Estimated Salary Excluding Benefits: \$25,000.00

1. Based on program review or program plans – including SLO or SAO data and assessments, what are your most compelling reasons for this request? Please site specific information from these documents. Program review and program plans will be made available to the committee.

This position will help improve the service we offer students by having a proper number of Classified support staff to run our comprehensive programs. A Certified Athletic Trainer is a need listed in our Athletic Program Plan. Recently adopted legislation by the CCCAA will now require that our athletic training staff be responsible for the non-traditional season care and prevention of athletic injuries. This will almost double the work load of an already understaffed area in our Athletics program unless an additional part-time Certified Athletic Trainer is hired.

2. How does this position directly and/or indirectly serve A: Students, B: Employees and/or C: the Institution? Please cite specific examples that demonstrate how this position contributes to student success and/or other measures of institutional effectiveness.

Currently, when we host athletic events, the Athletic Trainer must close up the office in order to do his job at the event. This means that all teams that are not in the event do not have access to training services during practice. Consequently, rehab, daily taping requirements, and treatment of possible new injuries is negatively impacted.

3. What tasks, duties or services will not be provided if this position is not filled? If unfilled, what is the impact on A: Students, B: Employees and/or C: the Institution?

Currently, the training room has no option other than to close its doors during a home contest /game.

4. Can this position be justified with federal or state mandates, or health and safety requirements? Please provide documentation.

No mandates justify this position, but our student athletes and their health would be better served with more personnel to operate the training room for more hours each day.

5. Please rank this position compared to other classified positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked #1 of the Division of Kinesiology, Dance, and Athletics Classified staff positions.

6. The top twelve unfunded, ranked positions in last year's planning process will automatically receive the following points.

#1-3: 4 points

#4-6: 3 points

#7-9: 2 points

#10-12: 1 point

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<b>Goal #26</b>	Long term (2-5 years)	Corresponds with Institutional	Status: in
Goal # 6			progress

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### Description of Goal

During the 2014-15 academic year, the Business Division will continue to successfully offer the Volunteer Income Tax Assistance (VITA) program for tax year 2013, while securing District funding for long-range program operations.

### Evaluation of Goal

The success of this goal is measured by an increasing number of tax returns filed by VITA volunteers on behalf of qualified clients, and the positive feedback provided by these clients and awards from government entities who recognize Rio Hondo's contribution in this area.

### Objective #26.1

Status: in progress

During the 2014-15 academic year, the Business Division will secure support/funding from the College to support the maintenance of the program. Support for running and maintaining the program would include:

--refreshments for volunteers and taxpayers during tax preparation

--office supplies for the tax returns (paper, toner, pens, etc.)

--promotional materials (flyers, posters)

--a dedicated location for the tax preparation (computer labs or classrooms with computers a

nd printers)

--cost of purchasing Presidential Service Awards for volunteers (\$5.5 each volunteer, est. 30 volunteers)

--stipends for faculty volunteers (50 hours x \$50 hr)

--costs of recognition awards ceremony (food, decorations, gifts, awards)

## Existing Resources

Current Business faculty will coordinate the program with the IRS and train volunteers for the program.

## Resources Needed: Additional Budget

**Requested Item:** See description below

**Required for How Long:** Ongoing

**Requested Amount:** \$5,015.00

### Description:

District support for maintaining the VITA program annually would include:

Refreshments for volunteers and taxpayers during tax preparation	\$500	
Office supplies for the tax returns (paper, toner, pens, etc.)	\$200	
Promotional materials (flyers, posters)	\$150	
Dedicated location for the tax preparation (computer labs or classrooms with computers and printers)	\$TBD	
Cost of purchasing Presidential Service Awards for volunteers (\$5.5 each volunteer, est. 30 volunteers)	\$165	
Stipend for faculty volunteers (50 hours x \$50 hr)	\$2,500	
Recognition awards ceremony (food, decorations, gifts, awards)		\$1,500
<b>Total</b>	<b>\$5015</b>	

## Supporting Rationale

--Supplies and promotional materials are required to advertise and run the program.

--The cost for Presidential Service Awards is to cover the awards, pins, and cost of shipping

--Refreshments for volunteers and taxpayers is to keep people comfortable during tax preparation time. Volunteer hours will range from 3-5 hours, and refreshments keep volunteers comfortable during those times.

--Stipend for faculty is to get faculty members not teaching the lab course to volunteer their time to this worthwhile program. A successful VITA program requires more than 1 faculty to help coordinate the program.

--The cost for the recognition award ceremony is to cover the cost of food, refreshments, decorations, etc.

Goal #27 Short term (1 year) Corresponds with Institutional Goal  
# 10

Status: in  
progress

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### Description of Goal

During the 2014-15 academic year, the Library will improve the physical learning environment for students.

### Evaluation of Goal

The success of this goal will be evaluated by student satisfaction surveys, observation, and analysis of statistics on library use.

### Objective #27.1

Status: in progress

Beginning Fall 2014, the Library dean will coordinate with Facilities to insure that 100% of the lighting in the Library is working properly within one year.

### Impact of Objective on Other Programs, Units, and/or Areas **Impact on the Facilities Program: Maintenance & Operations**

Lights in the book stacks have never worked properly, and lighting throughout the Library appears is too dim when the shades go down and/or it gets dark outside. Whole blocks of ceiling lights do not work. These problems need to be corrected by Facilities personnel working in tandem with Library staff to identify problem areas.

### Objective #27.2

Status: in progress

By Fall 2014, the Library will purchase 4 laptops to make available for students to check out for use in the group study rooms.

### Existing Resources

Older laptops from the library's instructional program are being replaced; some of these will be retained for check-out to students for use in the group study rooms.

---

Goal #28 Short term (1 year) Corresponds with Institutional Goal

# 3

Status: complete

### Description of Goal

The Office of Student Retention & Success will hire 10 Tutors (7 Gateway tutors and 3 online tutors) and 6 Summer Bridge Peer Mentors to support successful Basic Skills programs already in effect.

### Evaluation of Goal

The Assistant Dean for Student Retention & Success (Basic Skills) monitors ongoing needs for tutors and peer mentors.

### Objective #28.1

Status: complete

By Fall 2013, the Office of Student Retention & Success will hire 10 Tutors (7 Gateway tutors and 3 online tutors) and 6 Summer Bridge Peer Mentors to support successful Basic Skills programs already in effect.

### Resources Needed: Additional Personnel

#### **Position Classification: Student Worker**

Required for How Long: 1 time

Position Title: Gateway Tutors and Peer Mentors

Basic Position/Job Description:

7 Gateway Tutors, 3 Online Tutors, and 6 Summer Bridge Peer Mentors

Estimated Salary Excluding Benefits: \$7,500.00

Supporting Rationale:

Goal #29 Short term (1 year) Corresponds with Institutional Goal  
# 8

Status: in progress

### Description of Goal

By Fall 2014, the Division of Library and Instructional Support will hire a full-time, tenure-track Librarian to fill a position that was vacated upon the retirement of Jan Coe in May 2007.

## Evaluation of Goal

This goal will undergo review by a Faculty Hiring Committee during Spring/Summer 2014.

### Objective #29.1

Status: in progress

By Fall 2014, the Division of Library and Instructional Support will hire a full-time, tenure-track Librarian to fill a position that was vacated upon the retirement of Jan Coe in May 2007.

## Resources Needed: Additional Personnel

### **Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: Full-Time Tenure-Track Librarian

Basic Position/Job Description:

Full-time, tenure-track Librarian responsible for building and maintaining print and electronic collections, library Website content, reference services, library instruction, and outreach to academic departments.

Estimated Salary Excluding Benefits: \$75,000.00

1. Describe how the data provided justifies the requested position. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

Data on Library usage shows that, while individual visits to the Rio Hondo Library (per gate counter) have declined between 2008-09 (295,592 visits) and 2012-13 (255,828 visits), individual visits to the Library Website have increased dramatically--paralleling the role that libraries increasingly play by providing electronic access to information. For Rio Hondo students, Website visits went from 800,491 in 2008-09 to 1,273,096 in 2012-13.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

Score based on number of years position has not been replaced.

7-8 years - Four Points (4)

5-6 years - Three Points (3)

- 3-4 years - Two Points (2)
- 1-2 years - One Point (1)
- < 1 year - Zero (0) points

This Librarian position was vacated by Jan Coe, who retired in May 2007.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

This vacant position was filled after Jan Coe's retirement. However, the person left the position in 2010. The position has remained vacant since then.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

The library has had a shortage of librarians for many years. The four remaining full-time librarians have been hard-pressed to keep the library program properly maintained.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of the Division of Library and Instructional Support faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points.

- Ranked 1 - Four Points (4)
- Ranked 2 - Three Points (3)
- Ranked 2 - Three Points (3)
- Ranked 3 - Two Points (2)
- Ranked 4 - One Point (1)
- Ranked >4 - Zero (0) points

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Goal # 30 Long term (2-5 years) Corresponds with Institutional  
Goal # 8

Status: in  
progress

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## Description of Goal

By Fall 2014, two Classified staff positions will be filled to ensure continued quality education within the Division of Career and Technical Education.

## Evaluation of Goal

This goal will undergo review by a Classified Hiring Committee during Spring/Summer 2014.

## Objective #30.1

Status: in progress

By Fall 2014, a Classified staff position of Tool Room Attendant will be hired with District funds to provide assistance for the Electronics/AET Program.

## Resources Needed: Additional Personnel

### **Position Classification: Classified Hourly**

Required for How Long: Ongoing

Position Title: Tool Room Attendant - CTE

Basic Position/Job Description:

Tool Room Assistant to assist the Electronics/AET Program by maintaining equipment, supplies, and materials. Currently we have a Tool Room Attendant working 48%, which covers both day and evening classes in the Electronics/ AET Department. This position is currently paid using grant funds, but the Division of CTE requests this position become District-funded. This would be a permanent position, at 11.5-months, for 47.5%.

Estimated Salary Excluding Benefits: \$20,000.00

1. Based on program review or program plans – including SLO or SAO data and assessments, what are your most compelling reasons for this request? Please site specific information from these documents. Program review and program plans will be made available to the committee.

The Electronics/Alternative Energy Technology programs have a heavy (50%) lab component. Program plans have been addressing the need for better lab support for several years.

2. How does this position directly and/or indirectly serve A: Students, B: Employees and/or C: the Institution? Please cite specific examples that demonstrate how this position contributes to student success and/or other measures of institutional effectiveness.

The Toolroom Attendant will assist the Electronics/AET Department by maintaining equipment

nt, supplies, and materials, as well as by contributing to the learning environment by helping the instructor(s).

3. What tasks, duties or services will not be provided if this position is not filled? If unfilled, what is the impact on A: Students, B: Employees and/or C: the Institution?

Fewer class sections will be offered if this position is not filled.

4. Can this position be justified with federal or state mandates, or health and safety requirements? Please provide documentation.

No. However, safety risks run high without adequate Toolroom Attendant coverage. For instance, during Fall 2013, we had an instructor fall off a ladder injuring himself trying to cover the lab without help.

5. Please rank this position compared to other classified positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of the Division of Career and Technical Education Classified staff positions.

6. The top twelve unfunded, ranked positions in last year's planning process will automatically receive the following points.

#1-3: 4 points

#4-6: 3 points

#7-9: 2 points

#10-12: 1 point

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### Resources Needed: Additional Budget

**Requested Item:** Program supply budget

**Required for How Long:** Ongoing

**Requested Amount:** \$7,000.00

**Description:**

Currently the Alternative Energy/Electronics program has no supply budget.

### Supporting Rationale

Currently we have a full time faculty member for this degree program which has no supply budget.

**Requested Item:** Valve guide & seat machine

**Required for How Long:** 1 time

**Requested Amount:** \$40,000.00

**Description:**

Valve guide & seat machine

### **Supporting Rationale**

Current machine was purchased in 1968 and parts are no longer available. Newer equipment is also much safer to operate and currently we do not have a valve guide & seat machine that will service modern engines.

**Requested Item:** Program Supply Budget

**Required for How Long:** Ongoing

**Requested Amount:** \$10,000.00

**Description:**

Currently the Heavy Equipment program has no supply budget.

### **Supporting Rationale**

Currently we have a full time faculty member for this degree program which has no supply budget.

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Objective #30.2

Status: in progress

By Fall 2014, a Classified staff position of Welding Tool Room Attendant will be hired to provide support for the Welding program.

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Resources Needed: Additional Personnel

**Position Classification: Classified Hourly**

Required for How Long: Ongoing

Position Title: Welding Tool Room Attendant - CTE

Basic Position/Job Description:

Welding Tool Room Attendant to assist the Welding program by maintaining equipment, supplies, and materials, as well as contribute to the learning environment by helping the instructor(s). This would be a permanent position, at 11.5-months, 47.5%.

Estimated Salary Excluding Benefits: \$2,000.00

1. Based on program review or program plans – including SLO or SAO data and assessments, what are your most compelling reasons for this request? Please site specific information from these documents. Program review and program plans will be made available to the committee.

Rio Hondo's Welding programs have a heavy (70%) lab component without any support.

2. How does this position directly and/or indirectly serve A: Students, B: Employees and/or C: the Institution? Please cite specific examples that demonstrate how this position contributes to student success and/or other measures of institutional effectiveness.

A dedicated Welding Tool Room support staff person is needed to improve the program and to meet the program objectives.

3. What tasks, duties or services will not be provided if this position is not filled? If unfilled, what is the impact on A: Students, B: Employees and/or C: the Institution?

Welding class offerings are limited without this position.

4. Can this position be justified with federal or state mandates, or health and safety requirements? Please provide documentation.

The Toolroom Attendant will assist the Welding program by maintaining equipment, supplies, and materials, as well as contribute to the learning environment by helping the instructor(s).

5. Please rank this position compared to other classified positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 2 of the Division of Career and Technical Education Classified staff positions.

6. The top twelve unfunded, ranked positions in last year's planning process will automatically receive the following points.

#1-3: 4 points

#4-6: 3 points

#7-9: 2 points

#10-12: 1 point

Goal #31 Short term (1 year) Corresponds with Institutional Goal # 9

Status: in progress

### Description of Goal

The Library will improve access to the College Archives through digitization of the entire run of El Paisano and other selected archival materials to insure that the College Archives are preserved for future generations through implementation of proper archival practices.

### Evaluation of Goal

The success of this goal will be measured by analysis of the number of visits to the College Archives and statistics on usage of the Archives Web page.

### Objective #31.1

Status: in progress

Throughout the 2014-15 academic year, the Library will digitize all issues of El Paisano since its first issue in the 1960s and make the complete run of El Paisano accessible online.

### Resources Needed: Additional Budget

**Requested Item:** Digitization of El Paisano for College Archives

**Required for How Long:** 1 time

**Requested Amount:** \$9,000.00

### Description:

Contract with Luna Imaging to digitize and make available online the entire run of El Paisano. The digitized version will be word searchable via the College Website.

### Supporting Rationale

Rio Hondo College Library does not have the capacity to create a word searchable digitized version of El Paisano. Outsourcing to a company that has a stellar reputation in the archiving field will insure that the digitization is done correctly, efficiently, and will not require human resources from Rio Hondo College. In May 2013, in response to Adele Enright's report to the Board of Trustees about her sabbatical spent researching best practices and standards in Archive management, the Trustees recommended that Rio Hondo contract with a vendor to digitize El Paisano. This objective supports the Library's SAOs #2, #3, and #4 (equal access to student s, up-to-date technology, and convenient access to library resources).

### Resources Needed: Additional Technology

**Technology Classification: Computer Hardware**

**Requested Amount:** \$1,200.00

**Description:**

Purchase of a replacement computer and monitor for the College Archives room.

**Reason:**

A dedicated computer is necessary for the scanning and processing of archival materials. The archives computer is very old and generates lots of error messages. This objective supports the Library's SAOs #2, #3, and #4 (equal access to students, up-to-date technology, convenient access to library resources) and is necessary to implement the Board of Trustees' recommendation to digitize El Paisano.

**Location:** College Archives Room

**New or Replacement:** New Installation

**Services Required:** Electricity, Software Support, Hardware Support

**Technology Classification: Computer Hardware**

**Requested Amount:** \$150.00

**Description:**

3TB External hard drive.

**Reason:**

An external hard drive with 3TB minimum storage is needed for storage and back up of El Paisano and Rio Hondo archival photographs. This objective supports the Library's SAOs #2, #3, and #4 (equal access to students, up-to-date technology, and convenient access to library resources) and is necessary to implement the Board of Trustees' recommendation to digitize El Paisano.

**Location:** College Archives Room

**New or Replacement:** New Installation

**Services Required:** Electricity, Hardware Support

**Objective #31.2**

Status: in progress

During the 2014-15 academic year, the Library will digitize the most fragile and most significant photographs of the College's history, consisting of approximately 1200 photographs and 2000 slides.

**Resources Needed: Additional Budget**

**Requested Item:** High resolution scanner

**Required for How Long:** 1 time

**Requested Amount:** \$3,500.00

**Description:**

Flatbed Photo Scanner Epson XL11000.

**Supporting Rationale**

This is a high resolution scanner that is necessary for the digitizing process of materials for the College Archives. In May 2013, in response to Adele Enright's report to the Board of Trustees about her sabbatical spent researching best practices and standards in Archives management, the Trustees recommended that the Library purchase a scanner to scan significant items from the collection. This objective supports Library SAOs #2, #3, and #4 (equal access to students, up-to-date technology, and convenient access to library resources).

**Requested Item:** Camera

**Required for How Long:** 1 time

**Requested Amount:** \$600.00

**Description:**

Nikon D3000

**Supporting Rationale**

Some of the College Archives materials cannot be scanned and need to be photographed for digitization and preservation. This objective supports Library SAOs #2, #3, and #4 (equal access to students, up-to-date technology, and convenient access to library resources).

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Goal #32 # 8	Short term (1 year)	Corresponds with Institutional Goal	Status: in progress
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**Description of Goal**

By Fall 2014, Division of Health Sciences and Nursing will hire a full-time, tenure-track faculty member to fill a position vacated upon the resignation of Prof. Kendra Seiler in May 2011.

**Evaluation of Goal**

This goal will undergo review by a Faculty Hiring Committee during Spring/Summer 2014.

## Objective #32.1

Status: in progress

By Fall 2014, a full-time Nursing faculty member will be hired to fill a position that was vacated upon the resignation of Prof. Kendra Seiler in May 2011.

### Impact of Objective on Other Programs, Units, and/or Areas

#### **Impact on the Unit: Health Sciences**

With the expansion of our entry level programs which have been grant funded, we have had to hire part-time faculty for clinicals. It takes 4 clinical instructors to equal one full-time faculty. We are concerned that the funding will go away and we will not be able to continue with these offerings 2 and 3 times a year. In addition, this faculty member would be teaching in the LVN program.

#### **Impact on the Human Resources Program: Recruitment**

This faculty member would have to meet the State requirements to teach in the CNA and LVN programs. These requirements will be provided to HR.

### Resources Needed: Additional Personnel

#### **Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: FT Tenure-Track Nursing Professor

Basic Position/Job Description:

Full-time, tenure-track faculty member to provide State-approved instruction in entry-level Nursing programs, including CNA, ACNA, and HHA, as well as the LVN program. This faculty member will provide State-approved instruction in entry-level programs. With the expansion of the programs which are currently grant funded, the Division of Health Sciences and Nursing needs to be sure it can continue existing programs into the future.

Estimated Salary Excluding Benefits: \$75,000.00

1. Describe how the data provided justifies the requested position. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

Currently, only one full-time faculty is approved by the State to teach in the entry-level Nursing courses. At this time, she is teaching in these programs, but we have more potential classes that could be offered because of program funding opportunities provided by the Rupe Foundation Grant, as well as other potential funding sources that have been identified from other forthcoming grants. One adjunct faculty member also teaching in this program is at the maximum level of 60%. We are in need of another full-time faculty member to cover all of the clinicals

cessary to meet the demands of the students.

Specifically, by offering the CNA program two times per academic year, rather than once, the College will increase student enrollment and retention, rather than sending students to proprietary schools. An increase in course offering and students accepted will decrease waitlist time and potential student enrollment loss. Fall 2012, we accepted 45 students and 60 students were left on the waitlist. By Spring 2013, 15 of the 60 waiting students had reapplied. By Fall 2013, we had 100 applications.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

Score based on number of years position has not been replaced.

7-8 years - Four Points (4)

5-6 years - Three Points (3)

3-4 years - Two Points (2)

1-2 years - One Point (1)

< 1 year - Zero (0) points

This Nursing position was vacated by Professor Kendra Seiler, who moved to Iowa and resigned in 2011.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

The faculty in Health Sciences and Nursing has been consistently "down" by one full-time professor for the past five years (13/14 approved for District funding), due to a variety of shifting circumstances. In 2009, one replacement was hired for a retirement; in 2011 one went from categorical to district-paid when someone left, and in 2012 an additional faculty was hired to replace another person that did not get tenure.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

During program review for the Home Health Aide program, the following recommendation was made: "One of the major obstacles is that there is only one full time person teaching not only in the entry level programs but also in the VN and ADN programs. This person does not have the time to be able to complete all or the required forms and data collection by herself. Another full time faculty would be necessary for the students to benefit from our entry level programs and receive the full attention required by the student."

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of Health Sciences and Nursing faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points.

- Ranked 1 - Four Points (4)
- Ranked 2 - Three Points (3)
- Ranked 2 - Three Points (3)
- Ranked 3 - Two Points (2)
- Ranked 4 - One Point (1)
- Ranked >4 - Zero (0) points

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<b>Goal #33</b>	Short term (1 year)	Corresponds with Institutional Goal	Status: in progress
# 9			

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### Description of Goal

During the 2014-15 academic year, the Library will update technological equipment and research tools necessary for student learning, including flatbed scanners available for students in the Library Computer Commons, ebooks, and online databases.

### Evaluation of Goal

The success of this goal will be evaluated by student satisfaction surveys and analysis of statistics on Library use.

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<b>Objective #33.1</b>	Status: in progress
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The Library will replace scanners used by students in the Library Computer Commons.

### Resources Needed: Additional Budget

**Requested Item:** 2 Flatbed Scanners

**Required for How Long:** 1 time

**Requested Amount:** \$500.00

**Description:**

Replacement of the hand-me-down scanners currently available to students with 2 new flatbed scanners in the Library Computer Commons.

### Supporting Rationale

Both scanners in the Library Computer Commons are old, very slow, and sometimes fail to work at all. These scanners are heavily used by students and are essential for using the Library's special software for disabled students. We need two replacement scanners before they die. This objective addresses two of the Library's SAOs: providing equal access to all students and providing up-to-date technology to support student learning.

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### Objective #33.2

Status: in progress

During the 2014-15 academic year, the Library will add ebooks to the existing book collection for student use.

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### Resources Needed: Additional Budget

**Requested Item:** Purchase of ebooks to Augment the Book Collection

**Required for How Long:** 1 time

**Requested Amount:** \$5,000.00

**Description:**

Augmentation of the Library's book budget to purchase ebooks.

### Supporting Rationale

The average community college library in California has over 20,000 ebooks. The Rio Hondo Library currently has 260 ebooks, which are primarily reference encyclopedias accessed via a database, such as our Gale Virtual Reference Library collection. Librarians have been waiting for standardization, wanting to avoid problems that involve multiple ebook readers and formats. Now that ebooks are becoming more accessible via computers and mobile devices, it is time to acquire more ebooks. This is necessary to remain relevant to our students. Ebooks will also allow us to provide book access to online and off-campus students, which will help us meet accreditation requirements for equal access to library resources by online students and students at off-site educational centers. This objective also addresses two of the Library's SAOs: providing equal access to all students and providing up-to-date technology to support student learning. We cannot add ebooks to the Library's book budget since that budget has been cut by 10% in each of the past two years.

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### Objective #33.3

Status: in progress

During the 2014-15 academic year, the Library will increase its budget for database subscriptions to levels prior to the 2012-13 academic year.

## Resources Needed: Additional Budget

**Requested Item:** Budget Augmentation for Database Subscriptions

**Required for How Long:** Ongoing

**Requested Amount:** \$10,000.00

### Description:

Restoration of database subscriptions that were cancelled due to budget reductions over the past two years, including subscriptions to Britannica Online, Biography Resource Center, Issues and Controversies, Health Reference Center, and Health and Wellness Center. A subscription request for JSTOR has also been made by the Division of Behavioral and Social Sciences.

## Supporting Rationale

The Library lost nearly \$9,900 in 2012-13 for database subscriptions that could not be paid due to a 20% cut in the database budget. At the same time, demand for electronic resources (databases, ebooks, streaming media) is increasing. It is necessary to restore our database subscription to support our campus curricula and to remain relevant to our students in an age of information technology. Previously the district covered annual inflation in database subscription prices, but the database budget has been cut 20% for the past two years. To improve resources for students, librarians would like to add more databases, but with the current budget we cannot make any additions without cancelling current subscriptions.

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<b>Goal #34</b>	Short term (1 year)	Corresponds with Institutional Goal	Status: in progress
# 2			

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## Description of Goal

By Fall 2014, a District-funded supply budget will be developed for the Heavy Equipment Maintenance (HEM) program to augment current funding from Automotive and Perkins, which do not adequately support the program. This program, which offers both an AS degree and COA, will also achieve Associated Equipment Distributors (AED) industry certification by the end of the 2014-15 academic year.

## Evaluation of Goal

The success of this goal will be measured, in part, by the HEM program being awarded AED industry certification, which requires a funding source to support material and training needs.

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## Objective #34.1

Status: in progress

By Fall 2014, a District budget will be developed for the Heavy Equipment Maintenance (HEM) program to augment current funding from Automotive and Perkins, which do not adequately support the program, which offers both an A.S. degree and Certificate of Achievement (COA).

### Resources Needed: Additional Budget

**Requested Item:** Supply Budget for Heavy Equipment Maintenance Prog

**Required for How Long:** Ongoing

**Requested Amount:** \$20,000.00

#### Description:

The Heavy Equipment Maintenance (HEM) program started from an IDRC grant and has become institutionalized, offering both an A.S. degree and COA, which have been revised to meet industry requests. The HEM program has hired a full-time instructor and runs day and night time classes. The program has evolved into a jobs powerhouse but still has no operating budget.

John Deere Power Systems, John Deere Construction, and Caterpillar want to expand the program to include specialized technician certification. To accomplish this, specific equipment and testing will need to be purchased and housed within the HEM program. Grant support has ended, and the program is in need of a full dedicated supply budget. A supply budget is necessary for the financial stability of the program.

### Supporting Rationale

The very successful HEM program was started with grant funding but has not had a permanent funding source. The program relies on a small piece of funding from the Automotive budget and the shrinking Perkins fund for supplies. HEM has no supply budget, even though the program is now institutionalized with an A.S. Degree and COA. HEM requires an established supply budget to purchase needed supply materials not only to continue this viable program but to ensure safety and cleanliness necessary for student success. This program is also trying to get Associated Equipment Distributors (AED) industry certification (see Objective 2), which requires a supply budget.

### Objective #34.2

Status: in progress

By the end of the 2014-15 academic year, the Heavy Equipment Maintenance program will obtain Associated Equipment Distributors (AED) industry certification.

### Resources Needed: Additional Budget

**Requested Item:** Funds for AED Certification for HEM Program

**Required for How Long:** Ongoing

**Requested Amount:** \$5,000.00

#### Description:

AED is the heavy equipment certification for the industry. It has very high standards since it is the highest industry award for this type of program to achieve. AED requires instructional an

d training aids in the classroom/lab area. AED has performed a program analysis for Rio Hondo's Heavy Equipment Maintenance (HEM) program and has recommended a list of requirements to obtain this certification, including equipment, tools, and other supplies. There is currently no working budget to acquire any of the needed items for our HEM program. HEM desperately needs an operating budget to support the AED certification as well as the current program (see Objective 1).

## Supporting Rationale

Associated Equipment Distributors (AED) is the heavy equipment certification standard for the industry. It has very high standards since it is the highest industry award for this program to achieve. Rio Hondo's Heavy Equipment Maintenance (HEM) program offers both an A.S. degree and COA, which have been revised to meet industry requests. The HEM program employs a full-time instructor and runs day and night time classes. AED certification seems the next step in this program's development to ensure student marketability in the workplace.

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<b>Goal #35</b>	Short term (1 year)	Corresponds with Institutional Goal	Status: in progress
# 7			

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### Description of Goal

Throughout the 2014-15 academic year, upcoming grant funding opportunities will be communicated by the Office of Grant Development and Management (GDM) to the college community where opportunities relevant to Rio Hondo's educational priorities have been identified.

### Evaluation of Goal

The success of this goal will be measured through surveys among the college community for quality satisfaction and use of Grants Development and Management services.

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### Objective #35.1

Status: in progress

Twice a year during the 2014-15 academic year, the Office of Grant Development and Management (GDM) will produce a newsletter updating the college community on grant opportunities, highlighting specific grant-funded projects and some "how to get started" or "did you know" information to encourage grants awareness and participation. This may include announcements on "best practices," industry trends, and labor market data. The GDM office will also host an annual open house and other information sessions to foster awareness and collaboration between our office and the college community.

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## Existing Resources

Staff members and operating budget of the Office of Grant Development and Management will support this activity.

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## Resources Needed: Additional Technology

### **Technology Classification: Computer Hardware**

**Requested Amount:** \$1,500.00

**Description:**

Purchase and installation of a desktop computer to replace the outdated laptop with docking station currently being used as a desktop computer.

**Reason:**

Word processing, data management, and graphic design for production of the newsletter and general, ongoing grants development and management activities.

**Location:** A203

**New or Replacement:** Replace Existing

**Services Required:** Electricity, Internet Access, College Network Access, Software Support, Hardware Support

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## Objective #35.2

Status: in progress

During the 2014-15 academic year, staff members of the Office of Grant Development and Management will receive training as needed on grant opportunity search tools (such as private database services, federal agency databases, state education databases) and project software (such as Microsoft Access) to obtain information to be shared with the campus community.

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## Resources Needed: Additional Budget

**Requested Item:** database subscription and training

**Required for How Long:** Ongoing

**Requested Amount:** \$4,000.00

**Description:**

The budget for the Office of Grant Development and Management will be amended to show a line item for subscriptions to grant opportunity databases and limited training for staff and members of the campus community in using these databases.

### **Supporting Rationale**

The Office of Grant Development and Management needs to explore funding sources beyond t

raditional state and federal programs. To that end, we will explore and recommend one or more subscriptions to external databases for researching new funding opportunities.

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### Objective #35.3

Status: in progress

During the 2014-15 academic year, the Office of Grant Development and Management will participate in professional development opportunities offered through the Council for Resource Development, National Grants Management Association, Hispanic-Serving Institutions, Chancellor's Office, and other organizations specializing in the training of grants professionals.

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#### Resources Needed: Additional Budget

**Requested Item:** Budget for Grants-Related Conferences

**Required for How Long:** Ongoing

**Requested Amount:** \$2,000.00

**Description:**

Augmentation of the travel budget for the Office of Grant Development and Management (GDM) to allow GDM staff to attend key grants-related conferences each year, including the annual Council for Resource Development Conference in Washington, D.C.

#### Supporting Rationale

It is important for GDM staff to be informed of changes at the state and federal level that impact the RFA process.

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### Objective #35.4

Status: in progress

By Fall 2014, the new space housing the Office of Grant Development and Management (A203) will have walls painted and carpet cleaned.

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#### Impact of Objective on Other Programs, Units, and/or Areas

**Impact on the Facilities Program: Maintenance & Operations**

The Office of Grant Development and Management was recently moved to a different location (A203). The walls in the new office have chipping paint and numerous holes from nails to be patched and painted. Additionally, the carpets should be cleaned as the reconfiguration of furniture shows stains and wear that could be alleviated with a deep cleaning.

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#### Existing Resources

The Facilities Maintenance and Operations budget will support this activity.

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Goal # 36 Long term (2-5 years) Corresponds with Institutional Goal # 8 Status: in progress

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### Description of Goal

By Fall 2014, the Division of Arts and Cultural Programs will hire a Lab Technician to provide adequate instructional support in the Visual Arts program--specifically in support of Ceramics faculty/Art Gallery Coordinator--to ensure that facilities are maintained, supplies are efficiently ordered and inventoried, and that instructional spaces are always prepared. This will improve student success by fostering safe, healthy, and functional instructional environments; maximizing instructional time; and providing instructional assistance.

### Evaluation of Goal

This goal will undergo review by a Classified Hiring Committee during Spring/Summer 2014.

Evaluation of this goal will also be conducted using SLO assessment data (e.g.: are student success and retention rates improving?), cost analysis (costs of maintenance and repair and/or of materials and supplies), and enrollment data (is enrollment stabilizing/increasing?). Additional evaluative data might come from surveys of student and faculty satisfaction.

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### Objective #36.1

Status: in progress

By Fall 2014, the Division of Arts and Cultural Programs will hire a 0.75 FTE Lab Technician for supporting Ceramics faculty and the Art Gallery Coordinator.

### Resources Needed: Additional Personnel

#### **Position Classification: Classified**

Required for How Long: Ongoing

Position Title: PT Lab Technician - Ceramics/Art Gallery

Basic Position/Job Description:

0.75 lab technician to provide instructional support to Ceramics faculty and the Art Gallery Coordinator in the following ways;

- a. maintaining equipment and facilities in good operating condition (arrange for outside repairs as necessary);

- b. ordering, inventorying, and maintaining supplies;
- c. setting up classes/labs as needed for faculty;
- d. assisting faculty in operation of labs and equipment

Estimated Salary Excluding Benefits: \$30,000.00

1. Based on program review or program plans – including SLO or SAO data and assessments, what are your most compelling reasons for this request? Please site specific information from these documents. Program review and program plans will be made available to the committee.

There is a pressing need for skilled maintenance and supervision of Ceramics lab equipment and instructional supplies. This will:

- enable increased and more effective use of instructional time by faculty;
- foster a safer and more attractive classroom environment conducive to learning;
- provide more flexibility in scheduling classes and labs in impacted classrooms;
- prevent damage and loss of equipment and damage to facilities;
- prevent accidents/injuries through misuse of chemicals or equipment.

The SLOs of all studio art courses are based on skills that are primarily developed through hands-on practice (see Appendix A). In order to facilitate students' access to facilities and equipment necessary for that process, additional instructional support is required. While the assessment data indicates that the majority of students are achieving the SLOs, what is not stated is that the total number of students who can be served and the amount of "hands-on" time available to them is restricted by the lack of instructional support. This is particularly true in the Ceramics program, where student work must be fired in kilns several times before completion (and before it can be evaluated). Every semester, a significant backlog of student work awaiting firing builds as the semester progresses, simply because there is not enough time for the faculty to process it all.

2. How does this position directly and/or indirectly serve A: Students, B: Employees and/or C: the Institution? Please cite specific examples that demonstrate how this position contributes to student success and/or other measures of institutional effectiveness.

This position directly/indirectly serves the various populations in the following ways:

- a. providing instructional support/supervision in lab settings and processing, displaying, and securing student artwork;
- b. providing physical and logistical support to faculty by preparing classes and labs for use, ordering, and maintaining supplies; and
- c. providing preventative maintenance and preventing damage/loss of district property, as well as maintaining a safe environment and preventing accidents and injuries.

In all cases, this position contributes to student success by enabling increased instructional time, more effective learning environments, and additional, often one-on-one, support for students.

3. What tasks, duties or services will not be provided if this position is not filled? If unfilled,

what is the impact on A: Students, B: Employees and/or C: the Institution?

Work that will not be done is regular and preventative maintenance of equipment and facilities, repair of damaged equipment, and adequate set-up of labs and classrooms outside of instructional time. The greatest impact of not having this position will be on students, who will continue to have less instructional time, poorer facilities, and less supervision—ultimately a less safe and hospitable learning environment. Faculty will continue to struggle to provide effective instruction and provide services outside of their contract.

The District will face potential liability for injury due to lack of supervision and maintenance, as well as continued loss of enrollment as students migrate to better equipped and staffed programs.

4. Can this position be justified with federal or state mandates, or health and safety requirements? Please provide documentation.

Although we are not aware of state or federal mandates, there is a clear risk of injury to people and property through the unsupervised use of lab equipment and insufficient maintenance of equipment and facilities.

5. Please rank this position compared to other classified positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 2 of Arts & Cultural Programs Classified staff positions.

6. The top twelve unfunded, ranked positions in last year's planning process will automatically receive the following points.

#1-3: 4 points

#4-6: 3 points

#7-9: 2 points

#10-12: 1 point

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Goal #37 Long term (2-5 years) Corresponds with Institutional  
Goal # 8

Status: in  
progress

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### Description of Goal

By Fall 2014, a Clerk Typist II Classified staff person will be hired to support the operations of the Division of Health Sciences and Nursing.

## Evaluation of Goal

This goal will undergo review by a Classified Hiring Committee during Spring/Summer 2014.

### Objective #37.1

Status: in progress

By Fall 2014, a Clerk Typist II Classified staff person will be hired to support the operations of the Division of Health Sciences and Nursing.

### Existing Resources

Currently supported in part through state grant funding, which is renewable on an annual basis and is expected to end 6/30/2014.

### Resources Needed: Additional Personnel

#### **Position Classification: Classified**

Required for How Long: Ongoing

Position Title: Clerk Typist II-Health Sciences/Nursing

Basic Position/Job Description:

This staff person will serve as a receptionist for students and visitors to the Health Sciences and Nursing Division office, providing information and direction to appropriate resources. Will compile records needed for student and faculty files and for hospital and institutional records, and statistics needed for a variety of reporting agencies and purposes. Will maintain spreadsheets on ongoing data needed for healthcare records and current CPR, and will alert students and faculty as appropriate. Will perform other duties as indicated.

Estimated Salary Excluding Benefits: \$33,000.00

1. Based on program review or program plans – including SLO or SAO data and assessments, what are your most compelling reasons for this request? Please site specific information from these documents. Program review and program plans will be made available to the committee.

This position is currently part-time 19.5 hours a week paid by grant funds that are renewable e

ach year. With funds decreasing in the State, the division would prefer to have this position paid full-time by the District.

2. How does this position directly and/or indirectly serve A: Students, B: Employees and/or C: the Institution? Please cite specific examples that demonstrate how this position contributes to student success and/or other measures of institutional effectiveness.

This person primarily serves students. This person is the first contact a student, faculty, or outside contact person has with our Division, either in person or on the phone. In our Division, the students get to know the person at the front desk during the time they spend in our programs. Students are well informed of their requirements for clinicals because this person is in charge of letting the students know their requirements.

3. What tasks, duties or services will not be provided if this position is not filled? If unfilled, what is the impact on A: Students, B: Employees and/or C: the Institution?

Currently, there is a part-time grant funded person in this position. On the days and times she is not here, the phones go unanswered and the walk-ins have to wait for their questions to be answered. This person also keeps track of the applications coming in and sends them to counseling to be reviewed. This can be up to 350 applications annually.

4. Can this position be justified with federal or state mandates, or health and safety requirements? Please provide documentation.

No.

5. Please rank this position compared to other classified positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of Health Sciences and Nursing Classified staff positions.

6. The top twelve unfunded, ranked positions in last year's planning process will automatically receive the following points.

#1-3: 4 points

#4-6: 3 points

#7-9: 2 points

#10-12: 1 point

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Goal # 38 Long term (2-5 years) Corresponds with Institutional  
Goal # 8

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Status: in  
progress

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### Description of Goal

By Fall 2014, the Division of Math and Sciences will hire two full-time, tenure-track faculty members and one Instructional Lab Technician in Physical Science. One faculty position will fill a position in Astronomy that was vacated when Dewayne Highfill retired in December 2012. One will fill a position in Mathematics, vacated when Ray Esquivel retired in December 2013. By Fall 2014, the Division of Math and Science will also hire an Instructional Lab Technician in Physical Science (49%)

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### Evaluation of Goal

This goal will undergo review by Faculty and Classified Hiring Committees convening Spring/Summer 2014.

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### Objective #38.1

Status: in progress

By Fall 2014, the Division of Math and Science will hire an Instructional Lab Technician in Physical Science (49%) to maintain, repair, and store equipment, inventory and store specimens, and prepare labs in Physics and Geology.

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### Resources Needed: Additional Personnel

#### **Position Classification: Classified Hourly**

Required for How Long: Ongoing

Position Title: Instr. Lab Technician - Physical Science

Basic Position/Job Description:

This Lab Technician would maintain, repair, and store equipment, inventory and store specimens, and prepare labs in Physics and Geology. This position has been recommended in Physics and Geology Program Review processes.

Estimated Salary Excluding Benefits: \$25,000.00

1. Based on program review or program plans – including SLO or SAO data and assessments, what are your most compelling reasons for this request? Please site specific information from these documents. Program review and program plans will be made available to the committee.

The lack of a Lab Tech in the Physical Science area requires that faculty spend time repairing equipment as well as preparing labs. Their time could be better spent on developing course materials and doing SLO assessments.

2. How does this position directly and/or indirectly serve A: Students, B: Employees and/or C: the Institution? Please cite specific examples that demonstrate how this position contributes to student success and/or other measures of institutional effectiveness.

This position supports faculty (employees) and, indirectly, students. When faculty must do this type of work, it reduces their ability to develop more complex labs involving more complex preparation.

3. What tasks, duties or services will not be provided if this position is not filled? If unfilled, what is the impact on A: Students, B: Employees and/or C: the Institution?

The class and lab preparation tasks described above either is not done or not done to the same extent as it would be with a lab technician. Students experience simpler labs as a result.

4. Can this position be justified with federal or state mandates, or health and safety requirements? Please provide documentation.

No.

5. Please rank this position compared to other classified positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of the Division of Math and Sciences Classified staff positions.

6. The top twelve unfunded, ranked positions in last year's planning process will automatically receive the following points.

#1-3: 4 points

#4-6: 3 points

#7-9: 2 points

#10-12: 1 point

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Objective #38.2

Status: in progress

By Fall 2014, the Division of Math and Sciences will hire a full-time faculty member in Astronomy to replace the position vacated by Professor Dewayne Highfill upon his retirement in December 2012.

## Resources Needed: Additional Personnel

### **Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: Full-Time Tenure-Track Astronomy Prof.

Basic Position/Job Description:

Full-time, tenure-track faculty member to teach Astronomy lecture classes and labs, and to oversee operation of the Rio Hondo Observatory.

Estimated Salary Excluding Benefits: \$75,000.00

1. Describe how the data provided justifies the requested position. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

The maximum class size average for Astronomy classes is 46 students, yet the average number of enrolled students is typically 54-57 students, making the fill rate range from 115% to 130%. These figures demonstrate the consistent demand for Astronomy courses.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

Score based on number of years position has not been replaced.

7-8 years - Four Points (4)

5-6 years - Three Points (3)

3-4 years - Two Points (2)

1-2 years - One Point (1)

< 1 year - Zero (0) points

This position became vacant in December 2012 upon the retirement of Dewayne Highfill.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

This position in Astronomy was last filled 36 years ago when Professor Highfill was hired.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

Astronomy is a lab science as well as a General Education program. It is also a one-person department. With only part-time instructors teaching since the retirement of Professor Highfill, much of the work associated with the program has gone undone, including curriculum revision and SLO coordination and assessment. A full-time faculty member in this position also supervises the astrophysical observatory located on campus, as well as the program for public viewing. Equipment and facilities require repair and upkeep. These tasks often do not occur without a full-time person in this position.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of the Division of Math and Sciences faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points.

- Ranked 1 - Four Points (4)
- Ranked 2 - Three Points (3)
- Ranked 2 - Three Points (3)
- Ranked 3 - Two Points (2)
- Ranked 4 - One Point (1)
- Ranked >4 - Zero (0) points

## Objective #38.3

Status: in progress

By Fall 2014, the Division of Math and Sciences will hire a full-time faculty member in Mathematics to replace the position vacated by Professor Ray Esquivel upon his retirement in December 2013.

## Resources Needed: Additional Personnel

### **Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: Full-Time Tenure-Track Mathematics Prof.

Basic Position/Job Description:

Full-time, tenure-track faculty member to teach Mathematics classes.

Estimated Salary Excluding Benefits: \$75,000.00

1. Describe how the data provided justifies the requested position. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

There is a consistently high demand for Mathematics courses, which are required for graduation and transfer. In addition, nearly 97% of students enter Rio Hondo starting Math below college level. This places enrollment pressure on Basic Skills math classes as continuing students vie for spots in available sections. We should be offering more Math classes if we are to meet the current demand.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

Score based on number of years position has not been replaced.

7-8 years - Four Points (4)

5-6 years - Three Points (3)

3-4 years - Two Points (2)

1-2 years - One Point (1)

< 1 year - Zero (0) points

This is a replacement request for a previous full-time faculty position that went vacant in December 2013 with the retirement of Professor Ray Esquivel.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

Two positions have been filled in Math within the last 5 years. These positions were both replacements. This current request is also a replacement.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

The most compelling reasons for filling this position are the consistently high student demand for math classes and demands on faculty time to serve on committees, develop curriculum, and do SLO work, which takes many hours to write, gather data, assess, and compile assessment reports in collaboration with colleagues. This work requires full-time faculty to do it.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 2 of the Division of Math and Sciences faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points.

Ranked 1 - Four Points (4)

Ranked 2 - Three Points (3)

Ranked 2 - Three Points (3)

Ranked 3 - Two Points (2)

Ranked 4 - One Point (1)

Ranked >4 - Zero (0) points

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<b>Goal #39</b>	Long term (2-5 years)	Corresponds with Institutional	Status: in
Goal # 10			progress

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### Description of Goal

During the 2014-15 academic year, several damaged items in the Administration of Justice Annex will be replaced/upgraded, including the hot water heater, range electrical system, and baffle beam.

### Evaluation of Goal

This goal will be measured by successful installation of the damaged equipment, which will eliminate the need for cadets to shower in the main Administration of Justice building and will increase the number of agencies that can use our firing range, providing enhanced revenue-generating possibilities.

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<b>Objective #39.1</b>	Status: in progress
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Throughout 2014-15, several damaged items in the Administration of Justice Annex will be purchased for replacement/upgrades, including the hot water heater, range electrical system, and baffle beam.

### Resources Needed: Additional Space or Changes to Facilities

Requested Amount: \$200,000.00

Description of the project. Be as specific and thorough as possible.

Replacement of the electrical system on the range, as well as a damaged baffle beam, and purchase of a new water heater.

1. What is your unit's most compelling reasons for this request. Please include recommendations and supporting information from the Program Review Committee and or your program plan.

Remodelling the AJ Annex is necessary to house the AOT Center Wildland Fire Academy. Remodelling will maximize classroom space (increasing the current 2 classroom capacity to a minimum of 4 classrooms) while improving on hotel services for incumbents. These facilities are also contracted for use by the Department of Homeland Security (HLS) for the next five years, which will make the AJ Annex a "profit making machine" through revenue generated by HLS rental.

2. Where is the physical location of the space (room number is preferred)?

AJ Annex

3. Are there any department funding sources to help with this project? If so, what is the key code, and the dollar amount available?

No.

4. Is this project mandated by a licensing body, which required that specific health and safety standards be maintained?

Expected to be so.

5. Does the college's Facilities Master Plan recommend this project?

Yes.

6. Describe the impact on students and other programs, services if this project is completed or not completed?

Remodelling the AJ Annex will improve quality of life and instruction for students.

7. Explain how this project will maintain or create flexibility within your department.

Remodelling the AJ Annex will expand capability as well as capacity for instruction.

8. Is this project an immediate emerging need for your department? Please explain.

No. It is in the Master Plan.

9. Is this project cost effective? Please explain.

Yes. Remodelling will alleviate constant fixing and repairing of dated AJ Annex facilities.

**Services Required:**

Electricity, Water, Waste Disposal (sewer connection)

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<b>Goal #40</b> Long term (2-5 years)	Corresponds with Institutional	Status: in
Goal # 6		progress

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**Description of Goal**

Throughout the 2014-15 academic year, the Rio Hondo Adult Education Consortium--compose d of several surrounding K-12 districts along with Rio Hondo College serving as the fiscal agen t--will continue collaborative planning efforts that center on improving the delivery of adult e ducation opportunities in our region, driven by AB82 legislation and funding.

**Evaluation of Goal**

To date, the success of this goal has been measured in the achievement of several critical benc hmarks:

- selection of participants (RHC and area K-12 and ROP districts);
- approval by local governing boards of membership in cthe onsortium;
- development of mission statement and goals and objectives for consortium;
- application for AB86 planning grant.

Future success of this goal is dependent on the Rio Hondo Adult Education Consortium being awarded the planning grant.

**Objective #40.1**

Status: in progress

Throughout the 2014-15 academic year, Rio Hondo College will continue serving as the fiscal a gent for a planning grant awarded to the Rio Hondo Adult Education Consortium.

**Existing Resources**

The Director of Government and Community Relations, the Interim Director of Continuing Ed ucation, and the Interim Director of Grants Development and Management will continue coll aborating with other Rio Hondo offices and representatives from other member and partner i nstitutions to plan how adult education in our region can be more efficiently and effectively de livered.

Goal #41 Short term (1 year) Corresponds with Institutional Goal  
# 8

Status: in  
progress

### Description of Goal

By Fall 2014, the Division of Career and Technical Education will hire a full-time, tenure-track Drafting/Engineering professor to fill a position that was vacated upon the death of Prof. Ed Gonzalez in March 2012.

### Evaluation of Goal

This goal will undergo review by a Faculty Hiring Committee during Spring/Summer 2014.

### Objective #41.1

Status: in progress

By Fall 2014, the Division of Career and Technical Education will hire a full-time, tenure-track Drafting/Engineering professor to fill a position that was vacated upon the death of Prof. Ed Gonzalez in March 2012.

### Resources Needed: Additional Personnel

#### **Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: FT TenureTrack Drafting/Engineering Prof

Basic Position/Job Description:

Full-time, tenure-track position in Drafting/Engineering.

Estimated Salary Excluding Benefits: \$75,000.00

1. Describe how the data provided justifies the requested position. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

In the specific area of Engineering/Drafting in which Professor Gonzalez formerly taught, we offer 12 sections with a fill rate of 90%.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate the date that the position went vacant. If yes, please also indicate the name of the most recent

person filling the position.  
Score based on number of years position has not been replaced.  
7-8 years - Four Points (4)  
5-6 years - Three Points (3)  
3-4 years - Two Points (2)  
1-2 years - One Point (1)  
< 1 year - Zero (0) points

This is a replacement request for a previous full-time faculty position. The position went vacant in March 2012 with the death of Professor Ed Gonzalez.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

No full-time positions have been hired in Drafting/Engineering in the past five years.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

In the absence of a full-time faculty member due to the untimely passing of Ed Gonzalez, other full-time faculty members have been taking on increased responsibilities to accomplish instructional demands in Drafting/Engineering. The ability to maintain and effectively move forward in the future will be contingent on hiring a replacement for Ed Gonzalez's position.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of the Division of Career and Technical Education faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points.

Ranked 1 - Four Points (4)  
Ranked 2 - Three Points (3)  
Ranked 2 - Three Points (3)  
Ranked 3 - Two Points (2)  
Ranked 4 - One Point (1)  
Ranked >4 - Zero (0) points

Goal #42 Long term (2-5 years) Corresponds with Institutional  
Goal # 10

Status: in  
progress

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### Description of Goal

Over the next few years, in conjunction with the long-term Facilities Master Plan, classrooms will be added to accommodate high-demand courses in the Division of Math and Sciences. In addition, lab equipment and furniture will also be purchased for existing Math and Science labs.

### Evaluation of Goal

The success of this goal will be measured by the number of sections of high-demand courses that can be offered in the new classrooms and the improved success and completion rates of students making use of the newly purchased lab equipment and furniture.

### Objective #42.1

Status: in progress

Over the next few years, in conjunction with the long-term Facilities Master Plan, the current bookstore will be remodeled to create three classrooms to accommodate high-demand courses in the Division of Math and Science--particularly in the Calculus program, but in all areas of math and science.

### Resources Needed: Additional Technology

#### **Technology Classification: Computer Hardware**

**Requested Amount:** \$62,600.00

#### **Description:**

Purchase and installation of 35 computers and a data projector for one of the newly remodeled classrooms.

#### **Reason:**

Math pedagogy is currently moving toward a more technology-rich environment. With computers and appropriate software, students are able to visualize 3-D and other phenomena that are very abstract in nature. Also, in a computer-rich environment, students can spend more time doing math themselves rather than watching the instructor doing math. Time on task is one of the most critical aspects of success in math classes. In the new math lab/classroom, students will be able to visualize and perform better in math curriculum, improving success rates and increasing the number of degrees and transfers in this discipline.

**Location:** Current Bookstore; No Room Number Assigned Yet

**New or Replacement:** New Installation

**Services Required:** Electricity, Internet Access, College Network Access, Hardware Support

## Resources Needed: Additional Space or Changes to Facilities

Requested Amount: \$200,000.00

Description of the project. Be as specific and thorough as possible.

Remodel the current bookstore space into three classrooms, including one computer lab. In addition to the construction costs (including HVAC issues), each room would require furniture, instructor computer, and AV equipment. One classroom would function as a computer lab (see Additional Technology request above).

1. What is your unit's most compelling reasons for this request. Please include recommendations and supporting information from the Program Review Committee and or your program plan.

Math classes remain in high demand at Rio Hondo College. An inadequate number of sections can be offered to meet student needs. Program Reviews of all math programs (2013-14) include recommendations for an increased number of math sections, which required additional classrooms.

2. Where is the physical location of the space (room number is preferred)?

Current Bookstore; No Room Number Assigned Yet

3. Are there any department funding sources to help with this project? If so, what is the key code, and the dollar amount available?

No.

4. Is this project mandated by a licensing body, which required that specific health and safety standards be maintained?

No

5. Does the college's Facilities Master Plan recommend this project?

Yes, the Facilities Master Plan currently under revision addresses renovation of the current bookstore space.

6. Describe the impact on students and other programs, services if this project is completed or not completed?

There are too few classrooms on the campus in general. The availability of three additional classrooms will inevitably benefit other academic divisions who will be able to utilize the new classrooms on the occasion when math and science classes are not being scheduled in them.

7. Explain how this project will maintain or create flexibility within your department.

This project will increase our capability to offer math education in another format. Students can "do" math rather than watch math.

8. Is this project an immediate emerging need for your department? Please explain.

It is an emerging need. The more immediate need is for space for all math classes, as the number of students who need math continues to increase. Also, math pedagogy is currently moving toward a more technology-rich environment. With computers and appropriate software, students are able to visualize 3-D and other phenomena that are very abstract in nature.

9. Is this project cost effective? Please explain.

Yes. Countless additional students will be accommodated in three new classrooms, which leads to increased FTES.

Services Required:

Electricity, Special Heat or Air Conditioning

## Objective #42.2

Status: in progress

Throughout the 2014-15 academic year, the Division of Math and Sciences will continue to update lab equipment and furniture in all Science laboratories.

## Resources Needed: Additional Budget

**Requested Item:** Equipment for Biology and Chemistry Laboratories

**Required for How Long:** 1 time

**Requested Amount:** \$100,000.00

### Description:

Lack of funding for equipment purchases over the years has left many Science labs with old and broken equipment. In order to have a highly functioning STEM and General Education Program, equipment must be replaced and updated in an ongoing fashion.

## Supporting Rationale

Students using old and dilapidated lab equipment are at a disadvantage when they transfer to four-year schools. Not only do they lack experience with basic equipment, but also the awareness of what that equipment can do, which is expected of them in upper division science courses.

## Resources Needed: Additional Technology

**Technology Classification: Non-computer Equipment (e.g., copier, etc.)**

**Requested Amount:** \$15,000.00

**Description:**

Infrared Spectrophotometer (IR) for Chemistry Lab.

**Reason:**

An IR is used in a Chemistry lab to determine the partial structure of a molecule. In order to check to see that chemical modifications have been done correctly in a lab, an IR is needed to confirm the structure.

**Location:** Chemistry Lab, S326A.

**New or Replacement:** New Installation

**Services Required:** Electricity, Software Support, Hardware Support

**Technology Classification: Non-computer Equipment (e.g., copier, etc.)**

**Requested Amount:** \$4,800.00

**Description:**

Six document cameras for Math and Science classrooms to replace outdated overhead projectors.

**Reason:**

Document camera/reader technology can save time in a classroom setting by eliminating the need to endlessly copy material from the book onto the white boards.

**Location:** Various Math and Science Classrooms.

**New or Replacement:** Replace Existing

**Services Required:** Electricity, Hardware Support

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**Objective #42.3**

Status: in progress

By Fall 2014, 3 sinks will be added to the benchtops in the Microbiology Laboratory (\$100).

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**Resources Needed: Additional Space or Changes to Facilities**

Requested Amount: \$20,000.00

Description of the project. Be as specific and thorough as possible.

Addition of 3 sinks, faucets, water lines, and drain lines to each of 3 lab benches in \$100.

1. What is your unit's most compelling reasons for this request. Please include recommendations and supporting information from the Program Review Committee and or your

program plan.

When the Science Building was remodeled (completed in 2002), the Microbiology Lab was remodeled and the sinks in the lab benches were mistakenly removed. This means that students now must carry lab materials to the only 2 sinks in the room, often resulting in spills. This arrangement poses a safety issue as lab materials may contain live bacteria as well as hazardous chemicals.

2. Where is the physical location of the space (room number is preferred)?

S100

3. Are there any department funding sources to help with this project? If so, what is the key code, and the dollar amount available?

No.

4. Is this project mandated by a licensing body, which required that specific health and safety standards be maintained?

No.

5. Does the college's Facilities Master Plan recommend this project?

No.

6. Describe the impact on students and other programs, services if this project is completed or not completed?

Addition of the 3 sinks will increase student and staff safety, and decrease wear and tear on the lab facility.

7. Explain how this project will maintain or create flexibility within your department.

Addition of the 3 sinks will correct an error made 10 years ago and allow the type of instructional environment which was originally intended in the Science Building re-design.

8. Is this project an immediate emerging need for your department? Please explain.

Having an inadequate number of sinks has been an immediate need for the last 10 years.

9. Is this project cost effective? Please explain.

The purchase and installation of 3 sinks will cost far less than a possible lawsuit arising from chemical spills involving live bacteria or hazardous chemicals.

Services Required:

Water, Waste Disposal (sewer connection)

**Goal #43** Long term (2-5 years) Corresponds with Institutional Goal # 1

Status: in progress

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### Description of Goal

By the end of the 2014-15 academic year, the number and scope of class offerings in Math and Science will increase among the Honors Program offerings.

### Evaluation of Goal

This goal will be measured by the number of class offerings in Math and Science made available to students in the Honors Program by the end of the 2014-15 academic year.

### Objective #43.1

Status: in progress

The Honors Program Coordinator will continue working with both Math and Science faculty at Rio Hondo College and Honors coordinators from other HTCC member institutions to secure course outlines and syllabi to facilitate the creation of at least four Honors Math and Science courses at Rio Hondo.

### Existing Resources

The Honors Program Coordinator is currently undertaking these tasks.

### Objective #43.2

Status: in progress

Discussions with the Dean of Behavioral and Social Science, who oversees the Honors Program, the Vice President, Academic Affairs, and the Dean of Math and Sciences will take place to garner support for this goal.

### Existing Resources

Some meetings have already occurred, with more that will need to be scheduled.

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**Goal #44** Short term (1 year) Corresponds with Institutional Goal # 8

Status: in progress

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## Description of Goal

By Fall 2014, the Division of Public Safety will hire a full-time, tenure-track faculty member in Fire Technology (EMT) to fill a position that was vacated upon the retirement of Professor D on Matthews in May 2008.

## Evaluation of Goal

This goal will undergo review by a Faculty Hiring Committee during Spring/Summer 2014.

## Objective #44.1

Status: in progress

By Fall 2014, the Division of Public Safety will hire a full-time, tenure-track faculty member in Fire Technology (EMT) to fill a Public Safety position that was vacated upon the retirement of Prof. Don Matthews in May 2008.

## Resources Needed: Additional Personnel

### **Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: FT Tenure-Track Fire Tech (EMT) Prof.

Basic Position/Job Description:

Full-time, tenure-track professor to teach/instruct in fire technology programs, with emphasis on EMT.

Estimated Salary Excluding Benefits: \$75,000.00

1. Describe how the data provided justifies the requested position. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

Rio Hondo's EMT program is currently staffed by all adjunct instructors. Meanwhile, industry demand for EMTs is increasing annually. RHC has lost three instructors to competing colleges that are trying to build or expand their programs. Rio Hondo could add up to 3 more academy classes per school year but lacks instructors and program coordination, which would be facilitated by a full-time instructor. EMT students have a high rate of being hired, attending the Fire Academy, or becoming paramedics.

2. Is this a replacement request for a previous full time faculty position? If yes, please indicate

the date that the position went vacant. If yes, please also indicate the name of the most recent person filling the position.

Score based on number of years position has not been replaced.

7-8 years - Four Points (4)

5-6 years - Three Points (3)

3-4 years - Two Points (2)

1-2 years - One Point (1)

< 1 year - Zero (0) points

This Public Safety position was vacated by Don Matthews, who retired in May 2008.

3. What is the history of faculty hiring in your department over the past five years? Please justify your request in terms of the need based on this history. Please explain. Please include position requests in the Unit Plan by November 1. Data for these requested positions will be populated in the Unit Plan and will also be available for the Staffing Committee.

There have been no permanent hires in Public Safety in the last five years. Instructional work load and program oversight is currently being completed by adjunct faculty. Recently, Rio Hon do lost three core adjunct instructors to competitor colleges that have hired away our adjunct staff for their EMT programs.

4. Based on program review or program plans – including SLO or SAO data and assessments - what are your most compelling reasons for this request? Please cite specific information from these documents. Program review and program plans will be made available to the committee.

Adjunct instructors cannot work 100% load in any semester. State requirements also dictate a high student-to-teacher ratio (up to 1:1 for certain lab activities). In the past, this program has been used to increase FTES when the District has required more FTES within a short period.

5. Please rank this position compared to other faculty positions you are requesting. The points for this question will automatically populate based on the ranking. For example: if you have requested three different positions, please number them in the order of priority.

This position is ranked # 1 of the Division of Public Safety faculty positions.

6. The top four unfunded, ranked positions in last year's planning process will automatically receive the following points.

Ranked 1 - Four Points (4)

Ranked 2 - Three Points (3)

Ranked 2 - Three Points (3)

Ranked 3 - Two Points (2)

Ranked 4 - One Point (1)

Ranked >4 - Zero (0) points

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Goal #45 Short term (1 year) Corresponds with Institutional Goal Status: in  
# 10 progress

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### Description of Goal

By Fall 2014, the Division of Kinesiology, Dance, and Athletics will purchase three key pieces of equipment, some of which is required to remain in compliance with NCAA requirements.

### Evaluation of Goal

This goal will be measured by the successful installation of the equipment and continued compliance with NCAA regulations.

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### Objective #45.1

Status: in progress

By Fall 2014, a Resilite wrestling mat and wall padding will be purchased and installed for use in the new Wrestling Room in the PE Complex.

### Resources Needed: Additional Budget

**Requested Item:** Wrestling Mat/Wall Pads for Wrestling Room

**Required for How Long:** 1 time

**Requested Amount:** \$36,723.00

**Description:**

Purchase of a 50' x 57' 11" Resilite wrestling mat, including roll-up tubes, touchup materials, sand traps (\$21046, which includes tax and freight). Purchase of wall pads for three walls in the Wrestling Room (\$6949, which includes tax and freight). Installation of the purchased wall padding (\$8728). These quotes are from Pacific Mat Company.

### Supporting Rationale

Our current wrestling mat is over 25 years old. As the Wrestling Room is being relocated into the new PE Complex, a new wrestling mat and wall padding should be purchased. Few companies manufacture wrestling mats, but the identified brand has had a high reputation for over 50 years and will make a quality mat for our needs.

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### Objective #45.2

Status: in progress

By Fall 2014, two wireless scoreboards will be purchased for the gym to replace the current sc

scoreboards that are 16 years old, one of which is currently malfunctioning.

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Resources Needed: Additional Technology

**Technology Classification: Technology Related to Facilities (e.g., Smart Classrooms, etc.)**

**Requested Amount:** \$10,000.00

**Description:**

Two wireless scoreboards for the gym in lieu of repairing one currently malfunctioning scoreboard.

**Reason:**

Purchase of two wireless scoreboards for the gym will provide a reasonable alternative to repairing one currently malfunctioning scoreboard. Both of our current scoreboards are 16 years old. Although repair of the single malfunctioning scoreboard would represent a cost of \$2500-\$4000, replacement of both boards with wireless scoreboards would cost approximately \$10,000, which is the recommendation.

**Location:** Gymnasium

**New or Replacement:** Replace Existing

**Services Required:** Electricity, Hardware Support

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Objective #45.3

Status: in progress

By Fall 2014, the shot clocks in the gym must be moved per NCAA requirement, and LED lights must be added to the surrounding backboards, which is also an NCAA requirement beginning with the 2014-15 season.

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Resources Needed: Additional Technology

**Technology Classification: Technology Related to Facilities (e.g., Smart Classrooms, etc.)**

**Requested Amount:** \$5,000.00

**Description:**

Relocation of shot clocks and purchase/installation of LED lights to backboards in the gymnasium.

**Reason:**

By moving the shock clocks, we will be addressing the following waiver notification received from the CCCAA which does NOT extend past 2014: "per CCCAA Bylaw 4.1.3., the Men's and Women's Basketball MC representatives, MC Chair and CCCAA Executive conferred and have granted a waiver of the NCAA Basketball rules requiring mounting LED lights and shot clocks on backboards. This waiver will be in place for the 12-13 and 13-14 seasons. As a result, there should not be administrative technicals assessed by sport officials as outlined in Rule 10, Section 2 of the NCAA Basketball rule book for non-compliance. We will also process a Form 5 to be placed in CCCAA Bylaw 4.2.3 as exceptions to the NCAA rules in the sport of basketball."

**Location:** Gymnasium

**New or Replacement:** Replace Existing

**Services Required:** Electricity, Hardware Support

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Goal #46	Short term (1 year)	Corresponds with Institutional Goal	Status: in progress
# 10			

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### Description of Goal

By Spring 2015, the Department of Career and Technology Education will finalize a punch list of uncompleted items associated with the Technology Building renovation, particularly safety and maintenance items left from the project.

### Evaluation of Goal

This goal will be measured by the successful installation of the three pieces of equipment identified in the following objectives.

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Objective #46.1	Status: in progress
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By Spring 2015, HVAC modifications will be made to the Technology Building that may require some re-engineering.

### Impact of Objective on Other Programs, Units, and/or Areas

**Impact on the Facilities Program: Maintenance & Operations**

Facilities personnel will be involved in the assessment and completion of these HVAC modifications.

### Resources Needed: Additional Space or Changes to Facilities

Requested Amount: \$40,000.00

Description of the project. Be as specific and thorough as possible.

HVAC modifications to the Technology Building, which may require some re-engineering.

1. What is your unit's most compelling reasons for this request. Please include recommendations and supporting information from the Program Review Committee and or your program plan.

These HVAC modifications will complete and/or correct original renovation project designs for the Technology Building.

2. Where is the physical location of the space (room number is preferred)?

Technology Building

3. Are there any department funding sources to help with this project? If so, what is the key code, and the dollar amount available?

No.

4. Is this project mandated by a licensing body, which required that specific health and safety standards be maintained?

Not a licensing body mandate, but HVAC concerns directly relate to health and safety.

5. Does the college's Facilities Master Plan recommend this project?

Yes, within the context of previously approved renovation designs for the Technology Building .

6. Describe the impact on students and other programs, services if this project is completed or not completed?

HVAC flow affects all users in the Technology Building, including students, faculty, staff, administrators, and--most of all--students.

7. Explain how this project will maintain or create flexibility within your department.

Not directly related.

8. Is this project an immediate emerging need for your department? Please explain.

This is a carryover project from the renovation of the Technology Building.

9. Is this project cost effective? Please explain.

The cost is high for any HVAC modifications, which must be measured against the less concrete health, safety, and maintenance concerns of not making the HVAC modifications.

Services Required:  
Special Heat or Air Conditioning

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## Objective #46.2

Status: in progress

By Spring 2015, nine smoke detectors will be purchased and installed in the Technology Building.

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### Impact of Objective on Other Programs, Units, and/or Areas **Impact on the Facilities Program: Maintenance & Operations**

Facilities personnel will be involved in the selection and installation of smoke detectors.

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### Resources Needed: Additional Technology

### **Technology Classification: Technology Related to Facilities (e.g., Smart Classrooms, etc.)**

**Requested Amount:** \$10,000.00

**Description:**

Smoke detectors for the Technology Building.

**Reason:**

Purchase and installation of nine smoke detectors will address one of the outstanding issues associated with finalizing the renovation of the Technology Building.

**Location:** Technology Building

**New or Replacement:** New Installation

**Services Required:** None

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## Objective #46.3

Status: in progress

By Spring 2015, welding and electrical equipment will be moved to allow safer access to the equipment and help finalize the renovation design of the Technology Building.

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### Impact of Objective on Other Programs, Units, and/or Areas **Impact on the Facilities Program: Maintenance & Operations**

Facilities personnel will be involved in the relocation of the welding and electrical equipment

in the Technology Building.

## Resources Needed: Additional Space or Changes to Facilities

Requested Amount: \$15,000.00

Description of the project. Be as specific and thorough as possible.

Relocation of welding and electrical equipment in the Technology Building.

1. What is your unit's most compelling reasons for this request. Please include recommendations and supporting information from the Program Review Committee and or your program plan.

Relocation will allow safer access to the equipment and help finalize the renovation design of the Technology Building.

2. Where is the physical location of the space (room number is preferred)?

Technology Building

3. Are there any department funding sources to help with this project? If so, what is the key code, and the dollar amount available?

Not certain.

4. Is this project mandated by a licensing body, which required that specific health and safety standards be maintained?

Not mandated by a licensing body, but in keeping with safety standards for use of this welding and electrical equipment.

5. Does the college's Facilities Master Plan recommend this project?

In keeping with the Technology Building renovation design.

6. Describe the impact on students and other programs, services if this project is completed or not completed?

Safety for students and faculty will be improved by relocation of this equipment.

7. Explain how this project will maintain or create flexibility within your department.

Not directly relevant.

8. Is this project an immediate emerging need for your department? Please explain.

Relocation of this equipment will address an incomplete item on renovation design of the Technology Building.

9. Is this project cost effective? Please explain.

The cost of equipment relocation will possibly offset the cost of a safety concern that is left unaddressed.

Services Required:  
Electricity