Welcome to Program Review

Berkeley City College - 2019

Office of Vice President of Instruction - Administrative Unit

Annual Program Update

Program Overview

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

Program Total Faculty and/or Staff

Full Time

Staff Assistant for Office of Instruction – 452 (Vacant) Dean of Liberal Arts, Math, Social Sciences –454 Dean of Business, Science, Technology and Multimedia Arts – 455 (Vacant)

Part Time

Staff Assistant, Contract Education – 450f PT Instructional Assistant (supported by PASS)

Schedule and Academic Support – 456 AV Technician – 357
Library – 1F Library Teaching and Learning Center – 314
Curriculum and Assessment Specialist – 341B Cubicles on the
4th floors are occupied by the following Office of Instruction
Staff Staff Assistant, Dean of Liberal Arts, Math, Social
Sciences – 450 b Staff Assistant, Dean of Business, Science,
Technology and Multimedia Arts – 450 e Staff Assistant, ASL
& Office of Instruction - Project Manager, Strong Workforce
Program – 450g CVC OEI CE Pathway grant program
specialist – (till 6/30/20) SR. Library Technician

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

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

Program Update

Semester End Enrollment/Usage Pattern

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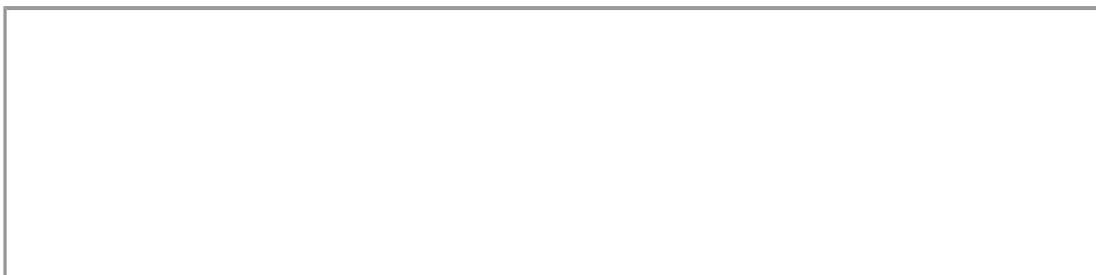
Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last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

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

Microsoft Power BI

Describe the outcomes and accomplishments from previous year's funded resource allocation request.

Brief description of funded request	Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement
Actions

Improvement Action

Improvement Action

Action Item	Description	To be completed By	Responsible Person

Resource Request

Personnel

Full-time Faculty

% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs

Total Costs

Resource Request

Technology and
Equipment

New

Description/Justification

Estimated Cost

Improvement Action

Action Item	Description	To be completed By	Responsible Person

Resource Request

Personnel	Full-time Faculty		

% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs

Total Costs

Resource Request

Choose an Option

Improvement Action

Action Item	Description	To be completed By	Responsible Person

Resource Request

Personnel	Classified Staff		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs

Total Costs

Resource Request Summary

Total Cost: $281472
Total Resource Request: 5

Program Update
Personnel

Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Full-time Faculty	100	Priority #1: Administrator: Hire a new Director of CE to manage and expand effective partnership with relevant entities for pathways building. This position was funded to be hired in 19-20 but it was frozen by the Board of Trustees.	94901	52534	147435
Full-time Faculty	100	See Description above. (It's an administrative position but there is no pull-down option for it)	106065	55676	161741

| Classified Staff | 100 | See description above | 46868 | 42539 | 89407 |

Sub-Total: $398583

Professional Development

No Resources found for this category

Technology and Equipment

Type	Description/Justification	Estimated Cost
New	Priority #1 Classroom AV updgrade is much needed as the equitment manufacture date of 2007. Company no longer manufacutre any of the analog models we have installed any longer. Overall improvement of the infrastructure is needed. Brighter ,more visible teaching materials. Using presentation Technology to engage students is effective. Every year the projectors have 600 hours on average put on them. We need to change on average of 12 sets of bulbs per year at $400 per bulb, and change filters regularly. with up grade laser projectors work for 7 years with no bulb replacements Showing High definition for PowerPoint , Keynote and all presentations is the industry standard. Some programs will not show complete interface with standard definition projectors	15162

Sub-Total: $15162

Supplies

No Resources found for this category

Facilities

No Resources found for this category

Library

No Resources found for this

category

Other

No Resources found for this
category

Sign and Submit

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

Kuni Hay
Joseph Bay
Francisco Gamez
Kye Ocasio-Pare
Lisa Cook

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