

ANNUAL INSTRUCTIONAL UNIT PLAN

Unit: BUS, MAG, MKT & RLE

Please give the full title of the discipline or department. You may submit as a discipline or department as is easiest for your unit

Riverside City College

Contact Person: Dr. Ron Pardee

Due: May 16, 2011

Please send an electronic copy to Dr. Patrick Schwerdtfeger at:

Patrick.schwerdtfeger@rcc.edu



Form Last Revised: March 9, 2011

Riverside City College

Office of Academic Affairs

Web Resources: <http://www.rccdfaculty.net/pages/programreview.jsp>

Instructional Unit Plan

***Please retain this information for your discipline's/department's use (or forward to your chair). A database will be created and distributed to the relevant councils and committees as requested.**

The Unit Plan is conducted by each unit on each campus and consists of an analysis of changes within the unit as well as significant new resource needs for staff, resources, facilities, and equipment. It should be **submitted or renewed every year by mid May** in anticipation of budget planning for the fiscal year, which begins July 1 of the *following* calendar year.

Extensive data sets have been distributed to all Department Chairs and are linked to the Program Review website (password 11111). Chairs have received training on the use of these data sets. Please consult with your Department Chair or Raj Bajaj (raj.bajaj@rcc.edu) for assistance interpreting the data relevant to your discipline. Note that you are only required to mention data relevant to your analysis or requests. Should you wish assistance with research *analysis* please fill out the form at <http://academic.rcc.edu/ir/requestform.html> and you will be contacted to schedule a time to discuss analysis of your data. You may also use this same form to request a labor market analysis. **Please utilize these data or data collected by your discipline to assess your goals and as rationale for resource requests.**

The questions on the subsequent pages are intended to assist you in planning for your unit. **If there is no change from your prior report, you may simply resubmit the information from that report.**

The forms that follow are separated into pages for ease of distribution to relevant offices, councils and committees. Don't let formatting concerns slow you down. If you have difficulty with formatting, the Administrative Support Center can adjust the document for you. Simply add responses to those questions that apply and forward the document to the Administrative Support Center with a request to format it appropriately.

If you cannot identify in which category your request belongs or if you have general funding request questions, please contact your college's Vice President of Business Services, Norm Godin at 951-222-8307 or norm.godin@rcc.edu. Within each resource request form, a recommended contact person is listed to assist you with estimating the cost of your requests. It is vital to include cost estimates in your request forms. **FAILURE TO PROVIDE COST ESTIMATES MAY RESULT IN YOUR REQUEST NOT BEING CONSIDERED.** Please see Unit Plan Rubric for the prioritization criteria. **TO ACHIEVE MAXIMUM POINTS WRITE YOUR RATIONALES BASED ON THE RUBRIC CRITERIA. IF CRITERIA ARE NOT ADDRESSED IT WILL BE GIVEN ZERO POINTS.**

The following pages include Riverside City College's Mission Statement and the Goals and Strategies from the 2009-2014 Strategic Plan. They are included for your reference in answering the questions that follow and to include within your rationale for funding requests.

MISSION

Riverside City College provides a high-quality, affordable education, including comprehensive student services, student activities, and community programs, and empowers and supports a diverse community of learners as they work toward individual achievement and life-long learning. To help students achieve their goals, the College offers learning support services, pre-college and transferable courses, and career and technical programs leading to certificates or associate degrees. Based on a learner-centered philosophy, the College fosters critical thinking, develops information and communication skills, expands the breadth and application of knowledge, and promotes community and global awareness.

GOALS AND STRATEGIES 2009-2014

Goal I: Student Access and Support

1. Explore alternative enrollment processes
2. Ensure comprehensive and equitable services exist and are part of institutional planning
 - A. Ensure learning support services are available for all students (e.g., supplemental instruction, learning center tutors)
 - B. Expand services in learning support and transfer centers
 - C. Promote outreach to K-12 schools
3. Identify low-performing student populations based on student equity report data and develop a comprehensive plan (cultural, academic and student services) to address inequities for student access, success, retention and progression
4. Develop clear college-wide criteria for student pathways from basic skills to goal attainment
 - A. Expanding and improving instructional delivery modes including hybrid courses, short-term (fast-track) classes, and align delivery/timing of services to the needs of students
 - B. Develop innovative approaches to basic skills instruction (e.g., learning communities, modules, non-credit courses)
 - C. Ensure that basic skills has a comprehensive focus and is integrated into the general curriculum
 - D. Increase transfer awareness, readiness and rates
5. Develop student engagement centers
6. Increase awareness of open access enrollment to all adults through marketing
7. Promoting degree and certificate completion by expanding short-term classes and programs to improve job skills
8. Promoting learning and effective teaching through ongoing identification of and assessment of student learning outcomes

Goal II: Responsiveness to Community

1. Enhance career pathways approach into high-wage, high-growth jobs
2. Expand services to students in outlying and fast-growing areas
3. Maintain and strengthen ties with community-based organizations

Goal III: Culture of Innovation

1. Develop a comprehensive professional development plan
 - A. Provide training for faculty in multiple modalities of teaching inclusive of the use of technology
 - B. Enhance development opportunities for all employees
2. Implement the Facilities Master Plan
 - A. Refine the Facilities Master Plan to improve the overall physical performance and efficiencies of the campus
 - B. Incorporate sustainability in architectural and landscape design
3. Refine and implement a Technology Plan that will utilize advances in information technology to improve effectiveness of instruction, Student Services and Administration

Goal IV: Resource Development

1. Maximize the resources of the College and seek alternative funds to support a comprehensive learning environment by developing a revolving mid-range financial plan inclusive of new fiscal, human and physical resources from grants, public and private sector giving and state funding
2. Secure additional public and private sector grants that support the College's mission and strategic goals
3. Enhance the College's state and national image to better influence public policy with regard to financial resources
 - A. Participate in local, regional and state organizations to advance the cause for differential tuition for high-cost disciplines
 - B. Lobby local, regional, and state leaders to advocate for differential tuition

Goal V: Organizational Effectiveness

1. Enhance and institutionalize operational and strategic planning processes that are deliberative, efficient, and data driven; integrate the College Strategic Plan with the Facilities, Education, and Technology Master Plan; and effectively prioritize new and ongoing resource needs.
2. Examine the College's home page and related web pages
 - a. Maintain currency of posted information
 - b. Identify and implement technology to enhance processes and services

Instructional Unit Plan Update

A. Trends and Relevant Data

1. What is your unit's mission statement? How does your unit's mission statement align with the college's mission?

The Business, Management, Marketing, programs are part of the Business and Information Systems & Technology Department and as such has developed the following mission statement.

The Business programs increase capabilities of our community through the improvement of individuals through developing technical skills, analytical abilities, and critical thinking. Our efforts develop local and regional competitiveness for businesses through the preparation of traditional students and expanding the skills of life-long learners.

This mission statement is very well aligned with the college's mission statement.

2. Has there been any change in the status of your unit? (if not, skip to #2)

- a. Has your unit shifted departments?
- b. Have any new certificates or programs been created by your unit?

Yes. The department / programs have been instrumental in developing Entrepreneurship certificates in two additional areas which are within the larger department. They are: E-Commerce & Virtual Assistant certificates.

- c. Have activities in other units impacted your unit? For example, a new nursing program could cause greater demand for life science courses.

Yes. The CIS program has increased the access to computerized classrooms which have allowed several courses to be offered in that computerized environment. Our collaboration with CAT & CIS has increased over the past two years.

3. Have there been any significant changes in enrollment, retention, success rates, or environmental demographics that impact your discipline (See Dataset provided to all chairs)? If so, please indicate those changes. If there are no significant changes in your unit's opinion, indicate "None" and skip to question #3.

The significant changes are a result of the reduction in the number of sections offered and the increased class capacity back to the "historical

caps”. There are no significant other changes.

4. In reviewing your unit’s enrollment data, does your unit have plans to improve any aspects of enrollment management (ex: persistence, scheduling patterns, etc.)? If your plan necessitates resource changes make sure those needs are reflected in the applicable resource request sections.

We have revised the course rotation plan to accommodate the fewer number of sections and reduced number of part time faculty. It will take longer for students to complete all certificates and degrees. Courses that used to have multiple sections have fewer sections and some now are offered only once per year. Courses that were offered once per semester are now offered once per year, while others which were offered every other semester are now offered once every other year. For example, Real Estate now only offers one course per year.

5. If applicable, please report on the progress made on any of your 2010-2011 unit goals. What are your departmental/discipline goals for the 2011-2012 academic year? As you develop your goals, please ensure alignment with the College’s Mission, Goals and Strategies found on pages 3-4. What activities will your department/discipline pursue to meet these goals? What support does your department/discipline need for goal attainment? If applicable, please include the needed support on the resource request forms along with the supporting rationale.

Goal 1 (May 2010)

Expand the SLO assessment activities to next tier courses and complete a report of all current SLO assessments.

Activity 1.1

Complete an SLO status report of all courses in Department (all courses offered during the 2010-11 year had their SLO’s assessed, status report not completed)

Activity 1.2

Update the SLO assessment schedule (ongoing)

Activity 1.3

Review all first tier courses for SLO assessment results (partially completed, BUS 10 & BUS 20 were reviewed during discipline meeting)

Goal 2 (none completed, this needs to be carried over into 2011-12)

Update the methods of instruction / methods of assessment section all CORs

Activity 2.1

Assign one person to identify all CORs needing to be updated

Activity 2.2

Assign one person to become Curicunet “expert”

Activity 2.3

Update all CORs as necessary

Goal 3 (completed)

Obtain curriculum approval for International Business Certificate and concentration.

Goal 4 (not completed, this will be moved to the 2011-12 year or later, due to the reduction in course offerings)

Obtain curriculum approval for Operations Management Certificate and degree.

Goal 5 (the plan is completed and progress has been made toward completion of the plan)

Establish a plan to evaluate Program Level Outcomes.

Plan 1 Use MKT 42 as a “capstone” course and develop a PLO assessment to be administered in that class)

Plan 2 Work with Norco to develop a “portfolio” course to evaluate student work.

B. Outcomes Assessment Summary and Update

As a matter of good practice and in alignment with Accrediting Commission of Community and Junior Colleges (ACCJC) standards, RCCD faculty participate in ongoing and systematic efforts to assess courses, programs, and general education. Reports on specific assessment projects undertaken by individual faculty or groups of faculty in your discipline may be referenced here, but the primary purpose of this update is to provide an overview of your discipline’s assessment activities (plans, data, responses to data, etc.) since your last unit plan update (spring 2010 – winter 2011) as well as your current plans for assessing student learning (spring 2011). Please note since unit plans are completed during the spring semester, we are asking you to report on the previous spring semester data along with the current spring semester plans.

The review of course SLO’s have been done by individual faculty members for their own courses. There has been difficulty in establishing a system and process for evaluating the aggregate results. On March 8, 2011 the results of Fall 2010 and winter 2011 for BUS 10 & Bus 20 from one faculty member’s classes were discussed by the discipline faculty. There were no areas of concern. It was noted that we should expect a few students to demonstrate low level of proficiency on some of the SLO’s.

It was decided at that meeting that we would use MKT 42 as a capstone course at least until a portfolio course is developed. MKT 42 is being offered in the Spring semester 2011 and will be evaluated for PLO achievement.

I think as long as we are committed to using a capstone course rather than a portfolio course approach, we should delete references to the portfolio course. I think talking about both may make us look indecisive about which way to go.

Should we include in here that we have been working diligently (I wish we can say we have completed) to submit our SLO data and analysis to Curricunet by the goal date of May 16. (I’ve submitted all of mine last year to sloassessment@rcc.edu) but I don’t know if they gave us brownie

points for that...

I. Course Student Learning Outcome (SLO) Assessment

Directions: The Riverside Assessment Committee, Program Review, and Institutional Effectiveness Council jointly developed a process to input course assessment information. There are three possible methods of entering course student learning outcome assessment information:

1. Enter into the CurricUNET assessment module, or

Instructions for CurricUNET

- a. Log on to CurricUNET. (if you have forgotten the log in name/password email: chip.herzig@rcc.edu)
- b. In the left hand menu under **BUILD** look for **Assessment**
- c. Click **Assessment**
- d. Select your discipline from the drop down menu
- e. The next screen will show you a list of all courses in your discipline
- f. Hit the “Plan” button next to the course you will be assessing. After you have entered your Plan, hit the “Report” button to describe your assessment results.

Please contact Chip Herzig if you have any questions about the CurricUNET assessment module.

2. Enter into Survey Monkey at www.surveymonkey.com/s/P87GBCB, or

3. E-mail a document in another format (e.g., MS Word) to sloassessment@rcc.edu.

We ask that you encourage as many faculty members within your department/discipline to complete their assessments prior to the May 16, 2011 deadline.

Please indicate in your Excel Course Assessment Spreadsheet which of your courses were assessed. [**Please contact Denise Terrazas at denise.terrazas@rcc.edu or (951) 222-8053 for your excel spreadsheet so that you may simply cut and paste here.**]

Please complete the following questions:

1. Please describe your discipline’s dialogue on assessment results. Where would one find evidence of this dialogue?

Nothing beyond the March 8th meeting has been done, how do we explain that?

We may not have minutes to prove it, but we do talk about assessment all the time. Chie and I spoke about PLO assessment using an extra question on the BUS 10 final just last week. Does the “dialogue” referred to here have to necessarily be formal dialogue conducted at discipline and department meetings?

Could we possibly have the meeting electronically? Since we already analyzed (quickly as it may be) of BUS 10 and 20 on March 8, can we discuss how we are improving our assessment method by incorporating Direct Assessment for BUS 10. Perhaps we can all quickly report to all of us what we have learned from our own classes’ analysis and indicate how we plan to improve our courses.

2. Please summarize what your discipline learned from your assessments. How do you plan to use the results for improvement within your discipline? Suggested response: Our assessment analysis thus far has indicated that Learning Objectives are generally being met very well. A few areas of concern have been identified and these are being addressed by changing the emphasis of certain material in our courses to better address the SLO’s.

3. To what extent, and how, do your assessment results support your resource requests?

4. What are your plans for further course based assessment in the upcoming academic year (i.e. additional courses or reassessment)?

Our plans are to continue to assess every course every term and develop a better way of collecting the data and evaluating the results.

II. Program Learning Outcome (PLO) Assessment

Directions: If you have been involved in program-level assessment this past year (**CTE faculty in particular**), please enter into the tool at:

www.surveymonkey.com/s/TT793LQ

If faculty in your discipline/department have already entered assessment information into another format, it is not necessary to re-enter the information, simply send your documentation to sloassessment@rcc.edu. We ask that you encourage as many faculty members within your department/discipline to complete the assessment tool prior to the May 16, 2011 deadline.

5. Please explain what steps your program has taken to map and align your PLOs with your course SLOs.

PLO mapping for each program has been assigned to each full-time faculty member. The Human Resource Concentration has been “mapped” and the results distributed to all full-time faculty in the department.

6. How have you shared and discussed assessment results (e.g., through Community Advisory Committee discussions, discussions with employers, interviews of graduates, program faculty meetings)?
7. To what extent, and how, do your assessment results support your resource requests?
8. What are your plans for further program based assessment in the upcoming academic year (i.e. additional program or reassessment)?

If you have any questions regarding the assessment tool please contact Susan Mills at (951) 328-3738, susan.mills@rcc.edu or Jim Elton at (951) 222-8264, jim.elton@rcc.edu.

Instructional Unit Plan Update

C. Human Resource Status

Complete the Faculty and Staff Employment Grid below based on the 2010-2011 academic year. Please list full and part-time faculty numbers in separate rows, and classified full and part-time staff separately.

2010-2011 Faculty Employed in the Unit		
Teaching Assignment (e.g. Math, English)	Full-time faculty (give number)	Part-time faculty (give number)
BUS, MAG, MKT, & RLE	5, 4, 4, 0	6, 2, 0, 1
This reflects a 12% reduction in offerings on top of the 17% reduction in the previous year		
2010-2011 Classified Staff Employed in the Unit		
Classified Employee Title (e.g. IDS, Lab Assistant)	Full-time staff (give number)	Part-time staff (give number)
IDS (shared with CIS, CS, CAT, RLS, PAL)	1	

Complete the Faculty and Staff Employment Grid below based on any anticipated changes for the 2011-2012 academic year (i.e. retirements, one-year temps). If information is exactly the same, move on to the next page.

2011-2012 Faculty Employed in the Unit		
Teaching Assignment (e.g. Math, English)	Full-time faculty (give number)	Part-time faculty (give number)
2011-2012 Classified Staff Employed in the Unit		
Classified Employee Title (e.g. IDS, Lab Assistant)	Full-time staff (give number)	Part-time staff (give number)

Unit Name: Business, Management, Marketing & Real Estate

1. Staff Needs

NEW OR REPLACEMENT STAFF (Faculty or Classified)¹

Rank	List Faculty or Staff Positions Needed for Academic Year. Please list in order (rank) of importance. Please justify and explain each faculty or staff request based on rubric criteria. (See APC Ranking Rubric for faculty positions.)	Indicate (N) = New or (R) = Replacement	Annual TCP*
EX	<i>Tenure-Track Instructor</i> Rationale: (<u>All</u> criteria in APC Ranking Rubric must be addressed and included in rationale).		
1.	<p>. Instructional Support Specialist (ISS) Rationale: This program area, along with Accounting, Banking, CAT, CIS, CS, Paralegal, Operations Management, International Business, Insurance, Retail Management, & Real Estate need more support than one IDS can provide, There was a position but it was emptied and not refilled in 2005. This position would be shared with BUS, CIS & CAT, computer Science & Transfer Engineering (15 programs)</p> <p>With respect to the serious budget crisis the College is facing, we are postponing this request until the financial crisis has improved.</p>	R	
2.	Rationale:		
3.	Rationale:		
4.	Rationale:		
5.	Rationale:		
^{1*} TCP = Michelle space, equ	Rationale:		

replacement staff must be filled per Article I, Section C of the California School Employees Association (CSEA) contract.

Rank	List Equipment or Equipment Repair Needed for Academic Year. Please list in order (rank) of importance. Please justify and explain each equipment request based on rubric criteria.	*Indicate whether Equipment is for (I) = Instructional or (N) = Non-Instructional purposes	Annual TCO**		
			Cost per item	Number Requested	Total Cost of Request
EX	<p><i>Document Camera for Quad Classroom</i></p> <p><i>Rationale: RCC Academic Master Plan: Values – learning environment-- “to provide and maintain state-of-the-art equipment;” 2) Campus Goals – “essential to delivery of instruction—increase successful course completion with supplemental/alternative instruction; persistence; improving student learning outcomes.” Currently, only about one half of the Quad classrooms are equipped with document cameras. All classrooms should contain the same type and quality of equipment to ensure equity in instruction and learning. Document cameras should be replacing the old overhead projectors.</i></p>	I	\$2500 w/installation	1	\$2500
1.	<p>Four overhead projectors for classrooms BE 206, BE 210, BE 124, and BE 108</p> <p>Rationale: The four existing overhead projectors in the classrooms listed are over 12 years old. IMC has informed us that they will not support technology that old and therefore will no longer be ordering replacement parts for these machines, <i>including replacement bulbs</i>. This request is considered by the unit and the entire Business Discipline at Riverside to be an <i>Emergency Request</i> since a bulb could go out at any time. These projectors are used extensively on a daily basis. The unavailability of these projectors would very seriously impair instructors teaching courses in these rooms and would have a significant detrimental impact on student learning. As with the computers requested below, these projectors will get considerable use as they will be used by faculty teaching Business, Management, Marketing, Accounting, CIS and faculty from other Disciplines through the college whose classes may be assigned to the rooms listed above.</p> <p>I agree that we should include this request in here, but do we need to mention that 206 received a different projector from before but it was a refurbished one no longer needed in another classroom? The objective is that they don't think we got a replacement therefore they've already fulfilled our request.</p>	I	\$ 1,900	4	\$ 8,300 with tax
2.	<p>Four instructor work stations to replace those in classrooms BE 206, BE 210, BE 124, and BE 108.</p> <p>Rationale: The four computer workstations in these classrooms are woefully outdated, extremely slow and cannot adequately perform functions needed by instructors to professional teach their classes (i.e. video capability is severely limited and web browsing is exceedingly slow). According to Computing Services, these computers do not meet even the District's minimum standards for processing speed and disk capacity. They cannot be updated to current Microsoft software. These computers will get considerable use as they will be used by faculty teaching Business, Management, Marketing, Accounting, CIS and faculty from other Disciplines through the college whose classes may be assigned to the rooms listed above. <u>These have also recently (this week) been updated in at least rooms 206 and 124, but I don't know about 210 and 108.</u></p>	I	\$1,800	4	\$ 7,850 with tax

2. Equipment (excluding technology) Needs Not Covered by Current Budget²

3. Technology (Computers and equipment attached to them)⁺⁺ Needs Not Covered by Current Budget:³

NOTE: *Technology: excludes software, network infrastructure, furniture, and consumables (toner, cartridges, etc)*

Rank	List Technology Requested for Academic Year. Please list in order (rank) of importance. Please justify and explain each technology request based on rubric criteria.	New (N) or Replacement (R)?	Program: New (N) or Continuing (C)?	Location (i.e. Office, Classroom, etc.)	Is there existing Infrastructure?	How many users served?	Has it been repaired frequently?	Annual TCO*		
								Cost per item	Number Requested	Total Cost of Request
EX	<i>Two Network printers for department Rationale: There are more than 20 full-time faculty utilizing this printer to develop instructional materials. Current printer >10 years old and high volume usage causes frequent breakdowns. Functioning equipment is critical to meeting the needs of our students, department goals and course SLOs.</i>	<i>R=1 N=1</i>	<i>C</i>	<i>Work-room</i>	<i>Yes</i>	<i>>20</i>	<i>Y</i>	<i>\$1100</i>	<i>2</i>	<i>\$2200</i>

² * **Instructional Equipment** is defined as equipment purchased for instructional activities involving presentation and/or hands-on experience to enhance student learning and skills development (i.e. desk for student or faculty use).

Non-Instructional Equipment is defined as tangible district property of a more or less permanent nature that cannot be easily lost, stolen or destroyed; but which replaces, modernizes, or expands an existing instructional program. Furniture and computer software, which is an integral and necessary component for the use of other specific instructional equipment, may be included (i.e. desk for office staff).

** TCO = "Total Cost of Ownership" is the average cost for one year. **Please contact Henry Bravo at (951) 222-8513 for a list of approved vendors and to request quotes.** If equipment needs are linked to a position please indicate.

³ TCO = "Total Cost of Ownership" is the average cost for one year. **Please contact Shirley McGraw at (951) 222-8397 for a list of approved vendors and to request quotes.** If equipment needs are linked to a position please indicate.

++Technology is a computer, equipment that attaches to a computer, or equipment that is driven by a computer.

1.	<p>Four classroom computer workstations BE 124, 206, 210 108</p> <p>Rationale: The instructor computers cannot be updated to the current MS Office software</p>	R	C	Classroom	Yes	12-15 faculty	Yes	\$ 1,800	4	\$ 7,900 with tax
2.	Rationale:									
3.	Rationale:									
4.	Rationale:									

4. Facilities Needs Not Covered by Current Building or Remodeling Projects*⁴

RANK	List Facilities Requests for Academic Year. Please list in order (rank) of importance. Please justify and explain each facility request based on rubric criteria. Requests should be for remodels, renovations or added new facilities and not basic repair and maintenance.	Annual TCO*
		Total Cost of Request
EX	<i>Roof Replacement Rationale: The department building roof is in need of replacement. Currently, it leaks directly down the building and into our classrooms and office space. There have been three attempts to repair the roof. Previous leaks have caused damages to computer equipment and work space. The constant need to relocate staff and/or classrooms due to leaks has had a direct impact on the teaching and learning environment.</i>	\$2500
1.	Rationale:	
2.	Rationale:	
3.	Rationale:	
4.	Rationale:	
5.	Rationale:	

⁴TCO = “Total Cost of Ownership” is the average cost for one year. **Please contact Ralph Perez, Director of Facilities, Operations and Maintenance at (951) 222-8470 to obtain an accurate cost estimate and to learn if the facilities you need are already in the planning stages.** For basic repair and maintenance, please submit a facilities work order.

5. Professional or Organizational Development Needs Not Covered by Current Budget*⁵

RANK	List Professional Development Needs for Academic Year. Please list in order (rank) of importance. Please justify and explain each professional development request based on rubric criteria. Professional or Organizational development needs may include workshops, guest speakers, training on equipment and/or software, attending conference, training needed to comply with state and/or federal regulations, and ongoing training in the field.	Annual TCO*		
		Cost per item	Number Requested	Total Cost of Request
EX	<i>Funding for Associate Faculty to Participate in Workshop for SLO Assessment</i> <i>Rationale: Associate faculty members teach a large number of courses in our department, utilize department common assessments, and per ACCJC standards must be included in the dialogue for the improvement of assessment. Since associate faculty are not required or compensated for this work, the department would like to compensate them through a stipend. These workshops are critical for the completion of the assessment cycle and for faculty to use the results in helping students achieve their goals.</i>	\$100	36	\$3600
1.	CIBER Conference Rationale: CIBER (Center for International Business Education) Center conferences focus on providing faculty who teach international business subject with up-to-date political, economic, and business trend information. Faculty, unlike the business people who are involved in the international arena on a daily basis, is often limited to second information of the changes and trends happening in the international arena. CIBER conferences provide such faculty a forum to learn the up-to-date information in business first-hand from the business representatives, as well as the opportunity to exchange information with other faculty on the most effective way to teach international business related subjects. The last time the units were able to send a faculty was in 2008. With international business being such a dynamic area, it would help the international business certificate and program tremendously to update a faculty with current information. Ron, I am not sure if this request would even be considered during this budget cut, but I thought I would ask anyway.	\$3,000	1	\$3,000
2.	Rationale:			

⁵TCO = “Total Cost of Ownership” is the average cost for one year. **Please contact Human Resources and/or the Faculty Development Coordinator to see if your request can be met with their current budget.**

3.	Rationale:			
4.	Rationale:			
5.	Rationale:			
6.	Rationale:			

Unit Name: *Business, Management, Marketing & Real Estate* _____

6. Student Support Services

RANK	<p align="center">List Student Support Services Needs for the Academic Year. Please justify and explain each request based on rubric criteria. These are services needed by your unit over and above what is currently provided by student services at the college. Examples of needs that fall under student support services are provided⁶.</p>	Annual TCO*
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⁶ *Student Support Services include for example: tutoring, counseling, international students, EOPS, job placement, admissions and records, student assessment (placement), health services, student activities, college safety and police, food services, student financial aid, and matriculation. **Please contact Dr. Edward Bush at (951) 222-8837 to obtain an accurate cost estimate and to learn if these services are available or in the planning stages.**

EX	<p><i>Our unit needs either a permanent part-time or reassigned Outreach staff member to assist our discipline with providing course, program and college information to the local community, either through partner high schools, community based organizations and/or non-credit sites.</i></p> <p><i><u>Rationale:</u> Based on enrollment data, the lower level courses in our discipline are typically cancelled due to low enrollment. However, based on our conversations with our community and as evidenced by the demographics, there is a demand and need. Potential students need information on how to enroll, take placement exams, and understanding the sequence of courses and pathways to potential careers. They need this information prior to coming to RCC to increase their likelihood of success.</i></p>	<p><i>\$0 if Reassigned Time</i></p> <p><i>\$25,000 for Permanent part-time w/benefits</i></p>
1.	<u>Rationale:</u>	
2.	<u>Rationale:</u>	
3.	<u>Rationale:</u>	
4.	<u>Rationale:</u>	
5.	<u>Rationale:</u>	

Unit Name: *Business, Management, Marketing & Real Estate* _____

7. Library Needs Not Covered by Current Library Holdings⁷

RANK	List Library Needs for Academic Year. Please justify and explain each request based on rubric criteria. These library resources are unit needs that are over and above what is currently provided by the library. Please list in order (rank) or importance.	Annual TCO
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⁷ TCO = "Total Cost of Ownership" is the average cost for one year. **Please contact Linda Braiman, Associate Professor of Library Services at (951) 222-8657 for an estimate on databases and/or library resources.**

EX	<p><i>The discipline needs for the library databases to be re-established for Access Science, American National Biography, Columbia Grangers World of Poetry, Criminal Justice & Periodicals Index, CQ Weekly, Oxford English Dictionary, ProQuest National Newspaper Core, World News Digest, American Film Scripts Online, ARTstor, Biography Resource Center, Dictionary of Literary Biography, Humanities International Complete, Oxford Art Online, Oxford Music Online, World Book Complete Suite.</i></p> <p><i>Rationale: The library and its databases are vital components of the courses within our discipline. For students to fully achieve student learning outcomes within their courses, this integral component of students' access must be returned to its original capacity. Faculty rely on these critical resources as part of their instruction.</i></p>	
1.	<u>Rationale:</u>	
2.	<u>Rationale:</u>	
3.	<u>Rationale:</u>	
4.	<u>Rationale:</u>	
5.	<u>Rationale:</u>	

Unit Name: *Business, Management, Marketing & Real Estate* _____

8. Learning Support Center Services

RANK	<p>List Learning Support Center Services Needs for Academic Year. Please justify and explain each request based on rubric criteria.⁸ If your unit is responsible for running a learning support center such as the Writing and Reading Center, the Math Learning Center, Computer lab or similar learning support center please address those needs here. These do not include laboratory components that are <u>required</u> of a course.</p>	Total Cost of Requests			
		Cost per item	Number Requested	Total Cost	Ongoing (O) or one-time (OT) cost

EX	<p><i>Institutionalize the Supplemental Instruction (SI) Program to provide SI leaders for our discipline.</i></p> <p><i><u>Rationale:</u> Students in our discipline have benefited greatly from the SI's. In the 2007-2008 academic year, students who participated in SI had a 62.1% success rate in comparison to 24.7% who did not participate in SI, a difference of 37.4% between the two groups. Students need the assistance of SI's to succeed with course student learning outcomes. Faculty with SI's have continuously expressed the benefit of receiving professional development for SI instructional strategies and the in-class and out-of-class support SI provides to their instruction.</i></p>	\$2400 per semester per SI	10 SI's x 2 semesters = 20	\$48,000	0
1.	<u>Rationale:</u>				
2.	<u>Rationale:</u>				
3.	<u>Rationale:</u>				
4.	<u>Rationale:</u>				

⁸ TCO = "Total Cost of Ownership" is the average cost for one year. **Please contact Lab Coordinators for a specific lab question or Janelle Wortman in the Academic Support Department at (951) 222-8730 to see if your request can be met within the current budget and to get an estimated cost if new funding is needed.**

9. OTHER NEEDS not covered by current budget

RANK	List Other Needs that do not fit elsewhere. ⁹ Please justify and explain each request based on rubric criteria. Not all needs will have a cost, but may require a reallocation of current staff time. Place items on list in order (rank) or importance.	Annual TCO*			
		Cost per item	Number Requested	Total Cost of Request	Ongoing (O) or one-time (OT) cost
EX	<p><i>Our unit needs money for tournament awards in the form of scholarships to increase participation.</i></p> <p><i>Rationale: The tournament provides students with an enhanced learning opportunity. This opportunity will increase overall attainment of student learning outcomes (SLOs), increase access and overall persistence. Faculty use the competition an extension of in class learning and to promote their programs.</i></p>	\$100	5 scholarships per year	\$500	O
1.	<p>Software license renewal fee for Minitab software used in BUS 71 & 72</p> <p><u>Rationale:</u> This software is used by industry for quantitative decision making and business statistics. It is used weekly by the department and three courses.</p>	\$1600.	1	\$ 1,740 with tax	
2.	<p>Membership in NBIA (National Business Incubator Association)</p> <p><u>Rationale:</u> This organization helped us strengthen our entrepreneurship course and certificate pattern as well as enhance instructional materials in all business courses. It also enabled us to be competitive for three grants in entrepreneurship, it is needed to expand our effectiveness in the area of entrepreneurship.</p>	\$ 750		\$ 750	
3.	<u>Rationale:</u>				
4.	<u>Rationale:</u>				
5.	<u>Rationale:</u>				

⁹ TCO = “Total Cost of Ownership” is the average cost for one year.

Appendix

Instructional Unit Plan Update

Rubrics - Riverside City College

Appendix Table of Contents

Ranking Criterion for Faculty Position	i-iii
Resource Request Common Rubric	iv

These criteria and rubric apply to requests for faculty in Table 1.

Ranking Criterion for Faculty Positions

Rationale Form for Faculty Positions based on Data Supplied in Annual Program Review

1. Discipline Needs based on Ratio of Full-Time to Part-Time Faculty for the Discipline **(35 points Total)**

a. Ratio of Full-Time to Part-Time Faculty based on # Sections taught by F/T:P/T
(15 Points. Points will be earned on a reverse sliding scale.)

b. Part Time FTEF (i. + ii. = _____)

i. Hourly FTEF _____ + Overload FTEF _____ = P/T FTEF

ii. FTEF due to reassigned time, load bank or other leaves = _____

(10 Points. Discipline data will be ranked and points awarded based on ranking.)

c. Students served based on Enrollment Load with qualifier(s)

Qualifiers may include, but are not limited to, lecture/lab courses, lab components, and/or linked courses.

Enrollment Load (students served) by the Discipline = _____

(10 Points. Points will be awarded based on the strength of the argument. See Rubric.)

I notice that these are blank, but I do not have the required data to complete them.

2. Other Discipline Need **(20 points Total)**

a. WSCH/FTEF w/ qualifier

Qualifiers may include, but are not limited to, external regulating agency requirements or standards (State/National), Accreditation requirements/regulatory requirements (not recommendations), Health & Safety (OHSA, HazMat, Violations, Injury Issues), space limitations

and institutional demands for specialty course offerings.

(10 Points. Points will be awarded based on the strength of the argument. See Rubric.)

- b. Trends (anticipated retirements; discipline specific trends; expertise; technology shifts/influences, recruitment efforts/issues)
(10 Points. Points will be awarded based on the strength of the argument. See Rubric.)

3. Program (Discipline) Growth Trends with qualifier **(5 points Total)**

- a. Enrollments/WSCH/FTES over the last three years **(5 Points. Discipline data (% of growth) will be ranked and points awarded based on ranking.)**

4. How a faculty hire supports the Discipline, Department, & College Goals as stated in the Educational Master Plan. **(5 Points Total)**

(5 Points. Points will be awarded based on the strength of the argument. See Rubric.)

5. Additional Factors (Job Market & Outlook Data/ Transferability & Matriculation/ **(5 Points Total)**

Improved Quality of Student Experience {i.e., Puente, Honors, Summer Conservatory, Forensics}/ Other)
(5 Points. Points will be awarded based on the strength of the argument. See Rubric.)

1c. Students served based on enrollment load with qualifier(s)

9-10 Points	7-8 Points	5-6 Points	3-4 Points	1-2 Points	0 Points
Compelling Argument	Strong Argument	Average Argument	Weak/Average Argument	Weak Argument	No Argument Made

2a. WSCS/FTEF with qualifier(s)

13-15 Points	10-12 Points	7-9 Points	4-6 Points	1-3 Points	0 Points
Compelling Argument	Strong Argument	Average Argument	Weak/Average Argument	Weak Argument	No Argument Made

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2b. Trends

13-15 Points	10-12 Points	7-9 Points	4-6 Points	1-3 Points	0 Points
Compelling Argument	Strong Argument	Average Argument	Weak/Average Argument	Weak Argument	No Argument Made

4. Faculty hire supports District/College/Discipline & Department Goals in Education Master Plan

9-10 Points	7-8 Points	5-6 Points	3-4 Points	1-2 Points	0 Points
Compelling Argument	Strong Argument	Average Argument	Weak/Average Argument	Weak Argument	No Argument Made

5. Additional Factors

9-10 Points	7-8 Points	5-6 Points	3-4 Points	1-2 Points	0 Points
Compelling Argument	Strong Argument	Average Argument	Weak/Average Argument	Weak Argument	No Argument Made

Resource Request Common Rubric

These criteria and rubric apply to requests in Tables 2-9

Criteria	Description for this category will:	Points
Supporting students in their goals	Illustrate how the request is expected to lead to student course completion and success, term to term persistence, [progress in basic skills attainment,] awards, certificates, or transfer. Narrative may also show how the request aligns with college goals, mission statement, vision, and strategic initiatives.	/30
Supporting faculty in their teaching	Explain how the request is a necessary and integral part of supporting faculty members' pursuit of the program, department, or discipline goals and is essential to or useful in delivery of instruction. Additionally, narrative may explain the degree to which the request supports the unit's comprehensive program review.	/25
Supporting faculty in professional development	Demonstrate how the request fulfills professional development needs and may include workshops, guest speakers, training on equipment and/or software, attending conferences, training needed to comply with state and/or federal regulations and ongoing training in the field.	/10
Improvement need resulting from assessment	Explain how the request comes from objective (SLO / PLO) assessment results that show that this request will result in improvement in unit. The request should illustrate what the specific intended improvements are and how they relate to overall mission, goals, or function of the unit (and/or college goals or mission.)	/15
Obsolescence	Show obsolescence of equipment being replaced as primary cause for need. This request relates to the replacement or updating of existing instructional technology and learning resources and should provide details (such as length, frequency, and type of use) to help illustrate obsolescence.	/10

Safety and Compliance

Show how need meets American Disability Act (ADA), Occupational Safety & Health Administration (OSHA), Federal, State, or Local regulations or laws, and/or how it addresses hazards or issues that cause unfit conditions requiring mitigation from potential danger.

/10

30 Point Scale: 30 = Superior 23 = Above Average 15 = Average 8 = Below Average 0 = No Effort/Non Applicable
25 Point Scale: 25 = Superior 19 = Above Average 13 = Average 6 = Below Average 0 = No Effort/Non Applicable
15 Point Scale: 15 = Superior 11 = Above Average 8 = Average 4 = Below Average 0 = No Effort/Non Applicable
10 Point Scale: 10 = Superior 8 = Above Average 5 = Average 3 = Below Average 0 = No Effort/Non Applicable

NOTE: The above weighting scale point values will be used for ranking criteria. For example, a 30 point scale will not be given a 26 point value.