Instructional Supplies Requests from Program Review 2011-2012

Court Reporting  - $500
Budget Acct. No. 111000 23201 45000 051430
Reference materials, dictionaries, textbooks.
- Shared by all court reporting faculty to facilitate curriculum development.
- Students benefit by keeping curriculum current. Court reporting students are required by the Court Reporters Board of California to remain up-to-date in legal and medical terminology, current events, and terminology associated with current events. The Board requires a five-year recency for reference books.

Credit ESL
Asked for fund to update and add to our ESL Lab (HC 128) and Language Lab (LC 150) with materials: software, paper, and toner for printing.
Funded for Printer Toner for ESL Lab $250

English and Humanities  $640
Printer toner for the Computer Writing Classroom (BC 101) and the Writing Center

Music - $2972 = Funded $1000
Music (Sheet music, Pre-recorded CDs)
The money that was in the previous years Prop. 20 (Lottery) fund budget needs to be added back to our regular instructional supplies budget.

Access: All of our existing students benefit from these supplies. Even if granted this request, this amount of money is grossly insufficient to provide the needed materials and supplies. We have to beg borrow and steal to get by. This money is always greatly needed for these valuable instructional supplies to support the quality of our program.

Outcomes: A student cannot learn anything at all if they don’t have music to work on, or headphones to listen with, or a piano bench to sit on to perform. These are funds always needed to maintain our program.

Biology  Increase of $1600  (from  $16,891 to $18,491)
Laboratory Supplies for 46 classes
This increase in our supply budget is necessary to cover the inflationary increases in the costs of laboratory supplies as well as recent increases in shipping costs. These supplies are necessary to run our laboratory classes, including multiple sections of Human Physiology (Biol 224), Human Anatomy (Biol 120), Microbiology (Biol 240), Intro to Biology Lab (Biol 110L), all three of our biology majors sequence (Biol 112A, Biol 112B, Biol 112C), as well as other classes offered by our department.

Access: These supplies are used in classes that collectively serve over 1,100 students per year. If we lose the ability to buy the necessary supplies to run our labs, our reputation for offering rigorous curriculum will suffer, as will our ability to teach to our course outlines and honor articulation agreements.

Outcomes: Expected student learning outcomes will be those described in the corresponding course outlines for our laboratory classes. In order to teach laboratory classes and concepts as described in the course outlines, it is necessary to have the appropriate supplies.
Chemistry: Increase of $2250.00 (from $2250 to $4500)
Chemicals for over 600 students

The chemistry headcount has gone from 298 students in the academic year 2000-2001 to 637 students in the academic year 2009-2010, a 114% increase in just over ten years. The number of lab sections we offer has gone from 21 sections in 2002-2003 to 37 sections in 2009-2010. For many years our supply budget was $5280.

In 2004-2005 we were given an additional, permanent increase in supply budget in the amount of $2250. Though that helped we are still underfunded and our hands are tied with regard to performing new, cutting edge experiments since we use all of our budget just to get by. On top of the dramatic increase in enrollment and lab sections offered, our department has done an analysis of chemical costs. We chose ten common chemicals used throughout the semester in a number of classes and evaluated the cost in 2001-2002 to the current cost. The average increase in chemical costs (not including the dramatic increase in shipping costs) was 95.8%. Yes, you read that right, in ten years our enrollment has increased 114%, the number of sections offered has increased by 16 labs, and chemical costs have gone up more than 95%.

Access: They will be able to do labs. All 600 or more students taking chemistry can actually do some chemistry experiments!

Auto Collision Repair Technology
ACRT #1: Increase of $400 (for 500 students)
Other Supplies Automotive Collision Repair #11100-23201-45000-094900

Students need supplies and materials to work with in all of our courses. Students practice the correct procedures in the Auto Collision Repair class using these supplies. Without these supplies we cannot simulate repairs that will prepare students to work in the field of Auto Collision Repair.

Access: As students perform laboratory exercises and tasks, they use materials and supplies such as sandpaper, thinner, welding gas, gloves and other necessary supplies. We offer six classes per semester in Auto Collision Repair with a class size of 30 students each. We need to have supplies on hand to keep all students working and learning how to perform collision repair processes that meet industry standards. Students are attracted to our program because we have a modern and up to date facility. They know they will receive up to date training with the most modern tools, equipment and supplies, which are necessary for making repairs properly and meet the ASE/NATEF standards. We have had the same budget for the last several years. As the cost of living increased, our supply budget has not. The ACRT program needs to keep the supply budget inline with inflation so that quality instruction is maintained.

Outcomes: Students in our classes must increase their individual skills. Student learning outcomes will include manipulative skills and a manipulative skill final. The ability to use standard industry equipment is a required student goal.

ACRT #2: Increase of $274 (for 500 students)
Appears to be Shop Towels

Students need shop towels in all of our courses. Students use shop towels to clean up after themselves. Without these towels students cannot clean up after themselves after simulating repairs that will prepare students to work in the field of Auto Collision Repair.
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**Access:** As students perform laboratory exercises and tasks, they use materials and supplies such as sand paper, thinner, welding gas, gloves and other necessary supplies. We offer six classes per semester in Auto Collision Repair with a class size of 30 students each. We need to have supplies on hand to keep all students working and learning how to perform collision repair processes that meet industry standards. Students are attracted to our program because we have a modern and up to date facility. They know they will receive up to date training with the most modern tools, equipment and supplies, which are necessary for making repairs properly and meet the ASE/NATEF standards. We have had the same budget for the last several years. As the cost of living increased, our supply budget has not. The ACRT program needs to keep the supply budget inline with inflation so that quality instruction is maintained.

**Outcomes:** Students in our classes will increase their individual skills. Student learning outcomes will include manipulative skills and a manipulative skill final. The ability to use standard industry equipment is a required student goal.

**ACRT #3: Increase of $970.00**  
**Furniture, Fixtures, and Equipment for Automotive Collision Repair # 11100-23201-64000-094900 (for 500 students)**

Students need supplies and materials to work with in all of our courses. Students practice the correct procedures in the Auto Collision Repair class using these supplies. Without these supplies we cannot simulate repairs that will prepare students to work in the field of Auto Collision Repair.

**Access:** As students perform laboratory exercises and tasks, they use materials and supplies such as sand paper, thinner, welding gas, gloves and other necessary supplies. We offer six classes per semester in Auto Collision Repair with a class size of 30 students each. We need to have supplies on hand to keep all students working and learning how to perform collision repair processes that meet industry standards. Students are attracted to our program because we have a modern and up to date facility. They know they will receive up to date training with the most modern tools, equipment and supplies, which are necessary for making repairs properly and meet the ASE/NATEF standards. We have had the same budget for the last several years. As the cost of living increased, our supply budget has not. The ACRT program needs to keep the supply budget inline with inflation so that quality instruction is maintained.

**Outcomes:** Students in our classes must increase their individual skills. Student learning outcomes will include manipulative skills and a manipulative skill final. The ability to use standard industry equipment is a required student goal.

**ACRT #4: Increase of $297 (for 500 students)**  
**Instructional Supplies (Lottery) Automotive Collision Repair #12400-23201-43000-094900**

Students need supplies and materials to work with in all of our courses. Students practice the correct procedures in the Auto Collision Repair class using these supplies. Without these supplies we cannot simulate repairs that will prepare students to work in the field of Auto Collision Repair.

**Access:** As students perform laboratory exercises and tasks, they use materials and supplies such as sand paper, thinner, welding gas, gloves and other necessary supplies. We offer six classes per semester in Auto Collision Repair with a class size of 30 students each. We need to have supplies on hand to keep all students working and learning how to perform collision repair processes that meet industry standards. Students are attracted to our program because we have a modern and up to date facility. They know they will receive up to date training with the most modern tools, equipment and supplies, which are necessary
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for making repairs properly and meet the ASE/NATEF standards. We have had the same budget for the last several years. As the cost of living increased, our supply budget has not. The ACRT program needs to keep the supply budget inline with inflation so that quality instruction is maintained.

Outcomes: As students perform laboratory exercises and tasks, they use materials and supplies such as sand paper, thinner, welding gas, gloves and other necessary supplies. We offer six classes per semester in Auto Collision Repair with a class size of 30 students each. We need to have supplies on hand to keep all students working and learning how to perform collision repair processes that meet industry standards. Students are attracted to our program because we have a modern and up to date facility. They know they will receive up to date training with the most modern tools, equipment and supplies, which are necessary for making repairs properly and meet the ASE/NATEF standards. We have had the same budget for the last several years. As the cost of living increased, our supply budget has not. The ACRT program needs to keep the supply budget inline with inflation so that quality instruction is maintained.

The best way to measure success is through enrollment and number of students successfully completing AS degrees, master technician certification, career and skill certificates and ACRT classes. The Auto Collision Repair classes are grouped together so students can earn skill certificates and career certificates. Some students may choose to go to four-year institutions and can use the courses they've taken in the ACRT program for either electives or required courses at state universities. In recent years, some of our students have transferred to state colleges such as Chico State University to enroll in the Manufacturing Technology program and other related degrees.

ACRT #5: Increase of $226 (for 500 students)
Instructional Supplies Summer ACRT #11100-23201-43100-094900

Students need supplies and materials to work with in all of our summer school courses. Students practice the correct procedures in the Auto Collision Repair Industry. Without these supplies we cannot simulate repairs that prepare students to work in the field of Auto Collision Repair.

Access: As students perform laboratory exercises and tasks, they use materials and supplies such as sand paper, thinner, welding gas, gloves and other necessary supplies. We offer two Auto Collision Repair workshops with a class size of 30 students each. We need to have supplies on hand to keep all students working and learning how to do collision repair. We have had the same budget for the last several years. As the cost of living increased, our supply budget has not. Students are attracted to our program because they know they can have the necessary tools, equipment and supplies to learn the tasks outlined in the ASE/NATEF standards for teaching Auto Collision Repair. All students enrolled in Auto Collision, Welding, Machine and Electronics will benefit. Having access to this equipment will allow students to use their class room knowledge, combined with problem solving and critical thinking, to successfully modify donor cars for electric retrofit. The ability to actually modify and retrofit existing vehicles will make COM unique in the Bay Area. This will attract additional students to the initial class and expose them to the many other classes available.

Outcomes: Students in our classes must increase their individual skills. Student learning outcomes will include manipulative skills and a manipulative skill final. The ability to use standard industry equipment is a required student goal.

Auto Repair Technology $720
Printer Cartridges
We currently have seven laptop and two desktop computers from which students can access the databases and print repair and diagnostic instructions. We have nine printers that need cartridges.
Access: 420 students use the printers in all courses.

Outcomes: One of the Student Learning Outcomes states that a student will be able to demonstrate the use of current technology used in the Automotive Service and Repair Industry. This is the technology used today. Students are required to show competence in the use of equipment both on manipulative and written tests.

Electronic Technology

ELEC #1 (increase of $3029) Level A
Account 12400 23201 43000 093400 --- the current instructional supplies budget

The department does not currently have enough funds to operate during the year. The current amount will not cover the basic kits need for the fundamentals class. This leaves the solar pv class, the solar thermal class and the electric car classes with no monies for operating supplies.

Access: Students cannot re-build the systems from year to year because there are no supplies. Wire, solder, fittings, flux, battery cables, connectors, etc are not available for the students. We are forced to teach "this is how you would do it on an actual job site" rather than having the students actually experience what they will be doing.

Outcomes: Student learning outcomes are diminished. We can explain the design features and what the students would be expected to do, but cannot allow them to experience the actual work. Students leave the classes with the basic knowledge of the subjects but no hands-on work to provide employers.

ELEC #2 (increase of $4570) Level A
Account 12400 23201 64000 093400 --- existing equipment budget

The electronic technology discipline is changing rapidly with the rapidly changing green technology field. The need for on going equipment increases as the technology changes. with the additions of solar thermal, a residential solar pv class and the on-going changes to the electric and hybrid auto fields, additional equipment is needed. Unfortunately, being at the leading edge of technology means constantly changing classes to stay up with the field.

Access: Students cannot re-build the systems from year to year because there is no equipment. Updated battery technology, bluetooth reporting, changes in the solar thermal and pv fields constantly require additional equipment. We are forced to teach "this is how you would do it on an actual job site" rather than having the students actually experience what they will be doing.

Outcomes: Student learning outcomes are diminished. We can explain the design features and what the students would be expected to do, but cannot allow them to experience the actual work.

Students leave the classes with the basic knowledge of the subjects but no hands-on work to provide employers.
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Machine and Metals Technology (Total “A” Req: $340; Total “B” Req: $472)

MACH #1 (increase of $300) Level A
Consumable Instructional Supplies - Sheet and Bar Stock Steel, Sheet Aluminum, Welding Rods and Wire Account # 43000
Increase in budget to cover rising costs for metals and welding consumables. These costs have increased from 10% to 25%+ over the last five years while the budget has remained unchanged over the same period.

Access: This will help to cover the rising cost of materials per student due to the increase in class sizes. This will benefit the 80 - 100 students that regularly attend class.
Outcomes: With the 10% increase in the budget will allow each student to further their hands-on training and increase their skill levels in order to gain their AWS welding certification and enter the welding industries.

MACH #2 (increase of $40) Level A
Welding Gases / Tank Rentals Account # 56700
This is to cover the increase in gas tank(s) rental fees from our suppliers

MACH #3 (increase of #200) Level B
Machine and Metals Technology Account# 45000 - $2000
This is to cover the increase in supplies and materials which are needed to teach this course to industry standards.

Access: This will help to cover the cost of materials per student due to the increase in class size.
Outcomes: With the 10% increase in the budget will allow each student to further their hands-on training and increase their skill levels to enter the industries.

MACH #4 (increase of $163) level B
Account #43000 $1633.00
This is to cover the increase in supplies and materials which are needed to teach this course to industry standards.

Access: This will help to cover the cost of materials per student due to the increase in class size.
Outcomes: With the 10% increase in the budget will allow each student to further their hands-on training and increase their skill levels to enter the industries.

MACH #5 (increase of $57) level B
Machine and Metals - Laundry Account # 56550
Increase in cost of services

MACH #6 (increase of $52) level B
Machine and Metals Technology - Contract Services Account # 56700
This is to cover the increase in supplies and materials which are needed to teach this course to industry standards.

Access: This will help to cover the cost of materials per student due to the increase in class size.
Outcomes: With the 10% increase in the budget will allow each student to further their hands-on training and increase their skill levels to enter the industries.
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Medical Assisting – increase of $3200 (from $800 to $4000)

Medical supplies for program lab courses

This is an "A" level request. The current supply budget for the medical assisting program is inadequate to purchase necessary supplies for course lab experiences. Changes have been made to these lab courses to bring them in compliance with state regulations resulting in the need for additional supplies including those used for teaching injections. These supplies are disposable which means they must be replaced on an ongoing basis and be available amounts for student practice. The lab courses serve to provide supervised training and practice in preparation for the capstone clinical externship course, MEDA 210L.

Access: Approving this request will mean a minimum of 80 students each year in the medical assisting program will have access to an adequate supply of industry-standard supplies with which to meet training needs.

A program that produces highly trained graduates prepared to assume entry level positions are an effective marketing tool. Approving this request will facilitate one program goal, which is to train future medical assistants that are recruited and sought for positions in local health care sites.

Outcomes: Approval of this request will allow students to meet learning outcomes dealing with knowledge and skills within the medical assistant scope of practice as identified by state regulations. It will also help to prepare them for their clinical externship course, both at entry and in completion of course learning outcomes. The student learning outcomes for this course (MEDA 210L) are indicated below:

1. Students will practice, under supervision, in a medical office assisting in the care of patients.

2. Activities will include: documentation on patient charts; assisting with patient histories; performing common laboratory procedures within the medical assistant scope of practice; and performing common office procedures within the medical assistant scope of practice.

Nursing – total $3850 – two combined requests

Nursing $350
Tubing for specialized IV pump for 92 students.
This tubing is needed to allow use of the Alaris 8000 PCU noted under Instructional Equipment.

Access: As noted in the request for the Alaris IV pump, this is the tubing needed for an industry-standard piece of equipment needed to provide a realistic learning experience in the nursing skills lab.

Outcomes: Preparation for entry level practice is a program outcome. Practice in the skills lab is a component of the nursing program and required prior to practicing new skills in the clinical area. Utilizing this level of equipment and required supplies will provide appropriate preparation for both clinical experiences and meeting outcomes at the conclusion of the program.

Nursing $3500 – increase (from $3700 to $7200)
Supplies for nursing skills labs for 96 students.

For the past several years, the nursing program has received a sizeable grant which has funded several student support projects, travel costs and a portion of the program supply costs. This is the final year of the grant and these costs must now be covered with district funds.
State regulations through the California Board of Registered Nursing require students to practice skills in a controlled environment like a skills lab prior to using these techniques in care of patients. It is essential to provide a realistic learning environment using industry-standard equipment and supplies which also means a heavy use of disposable supplies which results in ongoing costs.

**Access:** Providing appropriate learning experiences for current nursing students serves several purposes: 1) improve safety for patient and student; 2) serve as a marketing tool when students perform well on the hospital units; 3) train graduates with the knowledge and skills to make them desirable in the job market and to employers.

**Outcomes:** The funding for supplies is tied to specific skill outcomes which are measured through the courses and program. These skills are part of the nursing program curriculum which is approved and subject to review by the Board of Registered Nursing. Survey results from graduates and employers indicate that graduates do possess the essential skills to practice in the role of a registered nurse. This requested funding is needed to continue to provide the learning opportunities needed for these type of survey results.