

	Architecture - Program Review 2013-14	
Summary of Recommendations	Administrative Response	Update
Updating CWE experiences in a still-slow economy and we worry that there isn't a position for each person talented and knowledgeable enough to have one. This reality is engaged as we seek to fill internships.	Consult with the CTE Chairs to learn of their experiences and best practices.	
Architecture included in an NSF grant to create an 'exit platform' to keep us 'in the loop' with regard to their employment and activities. We found very little follow-through, and haven't devised a better way since.	Consult with the CTE Chairs to learn of their experiences and best practices.	
SAC applied for a PCC Foundation mini grant to create applied math videos to complement foundational coursework and provide access to these videos on the student Spaces page.	Consult with the Math SAC to see if they have any suggestions or recommendations. Once videos are projected, please make them available to the Student Success Center.	
Rebirth of the Building Inspection Program	Conduct a detailed review of the industry to determine the need. Also determine what resources will be needed, should the decision be made to restart Inspection. Please work with your Division Dean to address these concerns.	
Offer a certificate in software programs.	We support this idea. Work with your Division Dean to develop a detailed plan to include: statement of need, sections offered per term, facilities availability/needed, software needed, and resources needed and enrollment/price points necessary to make the project successful and self-sustaining	
Articulation with a B.A. or B. S. in Architectural Studies program	Work with Kendra Cawley, Dean of Academic Affairs to ensure they contain the necessary information and comply with our format requirements.	
	Auto Service Tech - Program Review 2013-14	
Summary of Recommendations	Administrative Response	Update
Budget for an increase in the number of student computers	Please work with your Division Dean to determine the number and type of computers needed, along with their cost. In turn, the Campus DOI will work with your Division Dean to look for the needed funding.	
Install enough band width to accommodate computer use	Please work with Lucy Currey, Manager Campus Technology Services, to identify the specific need and associated cost. Your DOI will work with your Division Dean to search for funding.	
Better funding for parts budget	More detail is needed. While we understand the concept behind this recommendation, the numbers do not appear to support the need. If there is additional information, please provide it to your Division Dean and DOI.	
Make the best use of the facility, tools, equipment, and resources that we have	We support this recommendation. As you move to making the "best use of the facility..." please provide an update to your Division Dean and DOI, as optimizing facility utilization is an important issue. Lessons learned and best practices, likely, will benefit others as well.	
Budget for new Plug-in curriculum	Please work with your Division Dean to identify a detailed plan along with the one-time costs involved in this recommendation. Your Division Dean and DOI will use this information to create a path forward.	
Budget for instructor / staff training in Plug-in technology	Please work with your Division Dean to identify a detailed plan along with the one-time costs involved in this recommendation. Your Division Dean and DOI will use this information to create a path forward	

Budget for replacement of aging tools and equipment	Please work with your Division Dean to identify a detailed plan along with the one-time costs involved in this recommendation. Your Division Dean and DOI will use this information to create a path forward.	
Budget for new equipment to meet industry standards	Please work with your Division Dean to identify a detailed plan along with the one-time costs involved in this recommendation. Your Division Dean and DOI will use this information to create a path forward	
Offer more fleet / technician continuing education classes	We applaud this recommendation, as in the past offering CEUs proved to be mutually beneficial to the industry and the Department, particularly through the generation of revenue to support your program.	
Monitor student progress to ensure more students complete CG209 and Co-op	We applaud and support this recommendation.	
Find and nurture new corporate/business sponsors	We applaud and support this recommendation.	
Get additional industry representation on our advisory board	We applaud and support this recommendation.	
Apply for grants and other funding sources that will help us support our program	We applaud and support this recommendation. Reach out to the Grants department and discuss this with our in-house NSF experts Todd Sanders and Pat Kraft.	
Look for money available for supporting and developing "green technologies"	Reach out to and make your interests known to Kim Smith, PCC's Regional Director for the Center of Excellence concerning sustainability, Erin Stanforth, PCC's manager for sustainability, Heidi Sickert, SPARC Chair.	
	<b>Bioscience Tech - Program Review 2013-14</b>	
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
Continue to assess students' technical skill using direct observation and laboratory practical exams. Make necessary changes based upon assessment <u>results</u> .	We support your recommendations and look forward to learning more about the outcomes and assessment.	
Continue to address teamwork and cultural awareness using formal teaching strategies. Take advantage of professional development opportunities to <u>enhance instructors' ability to do this</u> .		
Incorporate at least one additional method for assessing critical thinking and <u>use these results for continual improvements</u> .		
Give students personal feedback after baseline assessments of critical <u>thinking to promote better self-reflection and improvement</u> .		
Identify strategies for teaching time-management and standardize methods across courses for consistency and provide opportunities for students to <u>practice this skill</u> .		
Form a subcommittee of faculty and advisory board members to assess the <u>curricula of the two DNA courses (BIT 203 and BIT 223)</u> .	We support your recommendations to assess the curricula of BIT 203 and 223 and to reevaluate the BIT 207 curriculum. We are aware of the challenges of space and the size of the equipment. We understand the need to increase the instructional support technician's weekly hours. Adding hours to staff can be difficult. Dialog with your division dean and dean of instruction about potential incremental changes to the hours.	
Increase instructional support technician's hours to continue developing and <u>maintaining written teaching materials</u> .		
Re-evaluate the BIT 207 Cell Culture curriculum.		
Provide professional development for BIT faculty department chair.	We concur that professional development is essential for faculty and staff in a Career and Technical Education program. We support the request to ensure both full-time and part-time faculty have an opportunity to network with others in the industry. Please consider applying for curriculum development funds to develop in-house lab manuals. You should also consider exploring grant opportunities by contacting the PCC Grants Office and discussing the needs of the BIT program.	
Support PT faculty with curriculum and assessment driven change with <u>trainings and conferences</u> .		
Instructional support technician to participate in a job shadow or other <u>professional development opportunities</u> .		

Apply for funds to support PT/FT faculty collaboration in developing in-house lab manuals. This is especially important for the 200- level laboratory BIT courses.		
Evaluate the feasibility and usefulness of offering the 2-credit BI 125 Quality Systems as a DL class. Provide DL training for an instructor.		
Explore grant opportunities to keep the program innovative and ready for changing demographics and economy.		
Create a post-baccalaureate certificate option in BIT based on best practices of similar programs.	We support your recommendation to create a post-baccalaureate certificate option in Bioscience Technology. We support the development of an articulation agreement with PSU. We support your strategies for increasing enrollment, creating a visual academic roadmap, creating marketing materials, and increasing awareness of the program both at campus events and in the community.	
Formalize an articulation agreement with PSU to align with the BS in General Science.		
Investigate strategies for increasing enrollment.		
Create a visual pathway or "academic roadmap" that could be posted online, printed and distributed.		
Record a BIT group-advising session and post online for use by potential students and general advisors.		
Supplies and staff time for outreach opportunities to increase community awareness about the field of Bioscience Technology.		
Identify or create new opportunities for BIT program students to take part in community events and outreach.		
Maintain strong, broad ties with all sectors of the bio-industry. Maintain knowledge of workforce needs.	We concur and support your strategies to continue to build strong ties with the bioindustry. We support your plan to schedule an annual BIT open house event	
Continue to use the advisory board, tours of companies, and cooperative education site visits as a way to identify new technologies and other workforce needs.		
Schedule an annual BIT open house event coordinated by the BIT students.		
Hire a Learning Skills Specialist	Adding additional staff and/or hours can be difficult. Please continue to dialog with your division dean and dean of instruction about these requests. We also recognize the need to increase the hours of the instructional support technician. Please continue to dialog with your division dean and dean of instruction about potential incremental changes to the hours of the instructional support technician.	
Increase the FTE to 1.0 for the instructional support technician.		
Maintain a budget that will enable the program to meet workforce needs in the face of this highly dynamic industry.		
	<b>Civil and Mechanical Engineering - Program Review 2013-14</b>	
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update (as of January 18, 2017)</b>
Adding full-time faculty: Far and away, this is our top priority. We believe that this has the potential of providing the greatest improvement to the CMET program, for all the reasons discussed at length in this report.	Given the limited, permanent funds available, we suggest you work with your Division Dean to bring this request forward. We anticipate that components of these plans will be reviewed and prioritized at the campus level and then integrated with plans from the other campuses at the District level.	A CMET faculty member is not currently on the priority list, but we are seeking an ENGR faculty member. ENGR and CMET faculty teach in each other's disciplines.
As the economy improves marketing the program will become increasingly important. Our second priority is to receive assistance , both strategic and financial, with marketing the program.	Work with Division Dean to identify the top 3-5 marketing needs to have them ready to discuss when the Registrar's outreach/recruitment plan for the college is finished. Provide these priorities to campus leadership and Marketing. Meet with the public relations manager, and the Veterans Office.	A STEM team participated in and NSF Outreach and Retention program and two subsequent grants have helped to implement best strategies from NSF's IWITTS and ENGAGE programs. This is a work in progress and needs follow-through.
Stable funding for the Engineering Technology Advisor position: This is a Perkins-funded position. We would like to see more stability for this position and its funding	We understand and appreciate your interests in procuring stable funds for this, so refer you back to our reply in #1 above.	This position continues to be Perkins-funded.

Assistance with curriculum development: The ambitious plans we have outlined for improving CMET will require the creation of new courses and labs. We will seek low-cost avenues, but anticipate that we will need some assistance with curriculum development.	Work with your Division Dean to develop a more detailed plan, listing the new courses anticipated and the amount of time needed to develop them. Some one-time funds and/or Campus funds might be available to support this effort. Talk with the coordinator for Curriculum to determine the required information needed to move a new course through the curriculum approval process, to get access to IIP funds.	Many changes have been made. Division funds supported created of a "Bicycles, Bridges, Brews" exploratory (recruitment) course.
More hands on activities.	We support your recommendation to incorporate more 'hands-on' activities in your courses.	Status unknown.
Inclusion of soft skills.	We applaud the introduction of soft skills in your classes.	Status unknown.
More break-out classes for MET and CET.	This is an intriguing idea and relates to recommendations listed above.	Low enrollment of CMET overall has made it unrealistic to split the CMET class in half for more courses (more than they already break apart for.)
New equipment	Please work with your Division Dean to develop a prioritized list of equipment needed, including prices. In turn, the Campus DOI will work with your Dean to determine the availability of funding for these requests.	New benches purchased. New stools purchased. New mechanical lab equipment purchased. New microscope (metallurgy) purchased. Lots of new MakerLab equipment for manufacturing class has been purchased.
	<b>Communication and Journalism - Program Review 2013-14</b>	
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
Add additional full-time faculty positions - 2 additional at CA while retaining current positions.	Given the current and near term budget environment, adding new full-time faculty is difficult. Please continue to dialog with your division dean about specific campus needs.	Since our last program review we have added 2 total positions plus we have regained one position.) One new RC position was added. An additional FT position was added at SE. Cascade had lost a position to Psychology but that position has been added back for 2017-2018.
Additional dedicated classrooms with built-in video-recording equipment at CA, RC & SY so there are 2 at each campus.	Please dialog with your division dean and dean of instruction about specific campus needs and the possibility of the allocation of an existing classroom with the appropriate equipment.	RC has had a second classroom with technology added since the last program review. SY has one classroom with built-in technology. While there have been discussions about adding another classroom with recording technology, this has not occurred. Cascade already had 2 classrooms with technology
Additional paid winter In-service to better meet the growing demands on SAC workload. And we also request a one-class, one-term release for one SAC member to lead Program Review.	Implementing this is well beyond the scope of an administrative response to a Program Review. Assess the possibility of holding your own additional SAC meetings online (email, groups pages, Spaces, Google) or on an existing non-instructional day.	Not addressed yet.
Initiate a district-wide speech or lecture series.	We support the exploration of the creation of a district-wide lecture series. Is this something you could create in concert with another PCC event? Please explore with others.	Not yet implemented.
Dedicated COMM lab with recording technology and tutors, at each campus.	We concur and support your recommendation. This may be an opportunity to partner with the Library or Student Learning Center.	RC has a lab that was completed at the end of Winter term 2017. Cascade is looking into creating a shared lab with another discipline. SY does not have one
1. Include Journalism courses under the COMM prefix and update existing articulation agreements. 2. Model what OSU has done to create a New Media Program. Update Journalism CCOGs. Conduct a student survey to assess the needs and future of the Journalism program and make changes.	We concur and support your recommendation. We look forward to learning more about your articulation with the new degree offered at Oregon State University.	<b><i>An existing Journalism course has been made equivalent to a newly created COMM course (Visual Communication for the Media). J 201/ COMM 228 CCOGs have been updated to give more attention to new media.</i></b>
Examining current course offerings and promote courses overall and create new courses.	We concur and support your recommendation to provide varied and dynamic offerings.	We are in progress of creating "marketing" sheets for our classes. COMM 204 was created as an equivalent course to J 204, Visual Communication for the Media

Determine how to more effectively assess on-line courses, and how to ensure we are offering an appropriate ratio of face-to-face and on-line classes	We concur with this recommendation and look forward to hearing the results of your discussion. Coordinate with DL.	The Faculty Department Chairs have had some initial conversations regarding online assessment and expectations. More meetings may be held in the future.
Revise the structure of our focus award and develop promotional materials to <u>help us recruit students</u> .	We concur with this recommendation.	The structure has been revised.
We plan to apply for a professional development grant for a SAC retreat.	We support professional development for both full-time and part-time faculty. We agree that it is essential to continuously work to improve teaching.	Not yet implemented.
Conference Attendance – An ambitious goal would be to support full-time faculty attendance at NCA or ICA. Traveling together and sharing our findings will ensure we are current in our field and also allow us to explore innovations in curriculum development.	We support professional development and the sharing of information. There is value in the attendance of national conferences that promote ways for faculty to stay current in their field.	Not yet fulfilled.
We had two students complete our Focus Award this year. In the coming years we envision a formal celebration with many students being recognized. It could be combined with our PCC Speaks event.	We support the celebration of the completion of focus awards and applaud your efforts to encourage additional students to complete the award.	Not yet implemented.
Plan to discuss expanding our course offerings to meet completion of the AAOT, which may include DL classes. We are considering applying for support for researching how to improve success rates of our DL students.	We encourage exploring the expansion of course offerings to meet completion of the AAOT, especially those classes that can be offered via DL. We recommend that the SAC look at courses that other OR community colleges offer as part of the AAOT, to determine whether our versions of these courses meet the outcomes and criteria for the Oral Communication AAOT requirement. We encourage research into ways to improve success rates of distance learning students, and would entertain requests for support into this kind of professional development	Yes, COMM 214 has been added as an option to fulfill the Oral Communication requirement of the AAOT. COMM 214 is offered online.
Focus Groups – We plan to discuss conducting focus groups with community organizations, local businesses, and CTE programs to determine their needs and how our curriculum can better serve them.	We support the plan to conduct focus groups and look forward to hearing how the curriculum is impacted by the research.	Not yet implemented.
	<b>Computer Information Systems - Program Review 2013-14</b>	
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
Increase ethnic diversity and percentage of women in student population.	We support this recommendation.	Ongoing effort to hire woman instructors.
Continue redesign of CIS degree as needed.	This is an ongoing process for the CIS program. We encourage faculty to take advantage of internal and external grant resources to accomplish this task.	SAC has been active in course redesign especially at the foundational level, 120-121-122.
Increase development of CIS Web program.	We support this recommendation. Please work with the division deans to identify a plan to implement this recommendation.	Working with CAS Web committee to determine best path forward for students in interested in both design and development. Note:the CIS faculty member who taught the web courses passed away fall 2016; has not been approved for replacement.
Improve Distance Learning's Online Instructor Orientation training to produce better quality online instructors.	We support this recommendation. Please work with Distance Learning.	CAS has integrated training tips into dept meeting. FT CIS faculty working a DL mentor. Foundational courses were redesigned: 120-121-122

Because Distance Learning accounts for so much of our department's enrollments, it is imperative that CIS is consulted before significant DL rule changes are made, and that these changes be made with sufficient lead time to allow faculty to adequately plan the schedule.	We recognize the decision to implement a moratorium on course development was made quickly; for this we apologize. We needed to temporarily suspend further development and take the time to develop new procedures for course development that reflect a consistent, intentional, and more strategic approach. We believe we have achieved this with what has been recently implemented.	CIS has member on DLAC.
Restore Teacher Assistant funding to previous level of 50 hours per faculty member per term.	We realize how helpful this fund has been to faculty, however, due to the budget situation, it is unlikely that this fund will be reinstated.	Not approved by Dean.
Improve survey response rate (severely reduced since adopting CollegeNet).	This problem is currently being discussed. At this time, we have not identified any solutions.	
	<b>Dental Hygiene - Program Review 2013-14</b>	
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
Program to revise degree outcomes to encompass student competencies and map to core outcomes of college.	Please work with your Director and Division Dean to develop a detailed proposal that outlines the tasks to be accomplished along with the resources needed to accomplish them.	Completed Fall 2014
Classified position (.5) . Potential Financial Cost: \$14,000 + Benefits	Work with your Division Dean to prioritize this request relative to other requests within your Division. Should additional, permanent funds become available, your request will be reviewed along with others from across the campus.	A full-time, permanently funded position was approved and hired in the summer of 2016. It was elevated from a .5 to a 1.0 due to electronic records being added to the daily workflow of the Dental Clinic Coordinator role.
Electronic records and digital imaging implementation. Potential financial cost: \$129,000 (Includes computers, software, server, digital sensor systems and support).	This technology is under consideration through the Bond. A key part of this discussion is the creation of a centralized Health Professions Building through the Bond. If a new building is eventually built, we have to be certain that any funds spent today won't be wasted when Bond work begins	23 New Chairs including electronic workstations chairside were added to the clinic Summer of 2015. This was part of the 2008 Bond that was expedited and installed ahead of determining a new building location, for the sake of keeping our training relevant with industry needs.
6 additional dental operatories, 2 additional radiology rooms and 2 additional x-ray heads placed within the 29 chair dental clinic would adequately serve student and instructor scheduling so that Dental Hygiene and Dental Assisting students could be scheduled in the clinic at the same time. Potential Financial Cost: \$250,000	We must ensure that funds spent now remain both effective and efficient as Bond projects begin. DOI work with the Campus President and the Syl Bond Executive Committee to push for decisions relative to the HT Bond work relative to the concept of a Health Professions building.	The PCC Board of Directors approved and signed a letter of intent to partner with PSU in a building located on the PSU campus, close in proximity to the OHSU School of Dentistry. The new clinic site will be built by Fall of 2020 and will include all of these additional recommendations.
DH would be in compliance with CODA faculty-student ratios if two sections of DH 113L were offered. Ideally the current faculty member will teach both lab sections. To avoid overload she should be relieved by at PT dentist for one, 3 hour clinic session/week by a PT dentist. Potential Financial Cost: \$1,782 (plus benefits needed)	How is it that we are CODA approved when we don't meet Standard 3-6? Are our students experiencing problems and low success rates with our current ratio? Please work with your Division Dean to clarify these issues.	The Current Standards now read that the 1:10 ratio must be met for Dental Materials Lab. Since 113: is a Dental Anatomy Lab where equipment is not being used, we are meeting the standard and do not have to have to sections now.
Incorporate emerging information for treating special needs and medically compromised patients. Potential Financial Cost: \$3,000	We support this recommendation. Please keep your Division Dean in the loop regarding funding through a Staff Development Grant.	Due to several LOA's and upcoming accreditation, instructors have not been able to write Staff Development Grants to work on this endeavor. We are hoping to do this in 2017/18
DH Program Review scheduling should align with CODA seven year cycle	Are you asking for a 7 year Program Review cycle that aligns with and is 2 years prior to your CODA Site Visit?	We would like to do a program review cycle every seven years, if possible.
In July of 2015 the college will be required to sustain the DH Restorative Program as stipulated in the award of the HRSA Grant. Potential Financial Cost: \$70,000-80,000/year.	Does the \$70-80,000 cost noted above rely on PT instructors, or the addition of a FT faculty position? Were the additional 14 credits added to the overall number of credits needed for graduation or elsewhere in the program to accommodate the new credits, resulting in a constant number of credits needed?	The additional credits were added to the full degree and all students are required to enroll in the courses. The financial resources needed are for PT faculty pay and supplies.

Continue Annual ADEA Institutional Membership: \$945	Please work with your Division Dean to develop a plan to cover this expense through either Department or Division funds.	This is currently being funded through department funds and our faculty have taken advantage of many of the course offerings.
Discussion to assign Directly Supervised Clinical Workload Factor to FT and PT instructors teaching in the PCC Dental Clinic. Assessment of student learning occurs during and outside of scheduled clinic hours. \$4,860 to hire PT to replace FT instructors who would be over workload.	Approving a change such as this is beyond the scope of an Administrative Response to a Program Review. The DOIs and others are currently discussing how to address changes in workload requests like this. To date, there has been no formal process, though one is needed to ensure requests are addressed in a consistent manner.	This change has occurred and is now assigned to clinical faculty.
<b>Diesel Service Tech - Program Review 2013-14</b>		
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
Lack of laboratory space remains a problem. Whatever expansion opportunities that may be forthcoming in the future will need to be explored.	We support exploring options to provide laboratory space as needed. This type of exploration relates to and supports strategic planning. Please continue to dialog with your division dean and dean of instruction as you develop an educational plan.	
We have only one Instructional Support Technician to service a student body of over 100 students. If our enrollment remains at capacity a more permanent solution to temp/pt help should be sought.	Given the current and near term budget environment, adding new staff is difficult. Please continue to dialog with your division dean about specific campus needs.	
Reorganize the program to address continuity problems. The structure with the most advantages is to have a two year program in which the first year is a prerequisite for the second. Each year would consist of 3 non-sequential terms. All students entering the second year will have acquired the fundamental knowledge of concepts and equipment necessary for year two.	We concur and support your recommendation to ensure students are prepared for the second year of the curriculum by changing the first year to a prerequisite for the second year. Your dedication to the success of the students by exploring the various curriculum options is applauded. Student success and completion is important to all of us and we are pleased to hear the future plans.	
<b>Education - Program Review 2013-14</b>		
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
The SAC will continue to assess both advocacy and ethical and legal standards of conduct as part of its ongoing assessment of student learning.	The DOIs support this work on student learning assessment and the use of findings to revise and improve curriculum.	
Focus on an outcome from the revised Library Assistant program and reviewing student portfolios and coursework to determine if students are meeting student learning outcomes.	The DOIs support this work on student learning assessment and the use of findings to revise and improve curriculum.	
Partner with institutions such as Eastern Oregon University to develop a bachelor's degree that could be completed at PCC.	Discussions are underway with Eastern Oregon University. The DOIs support these ongoing discussions.	
Use the Center for Careers in Education to attract attention to a variety of education-related careers like libraries, early childhood education, and college teaching.	The DOIs support this direction in the Center for Careers in Education.	
The Paraeducator advisory would like to diversify its membership to include representatives from other higher institutions of learning.	The DOIs support this diversification of program advisory boards.	
The Education SAC recommends program faculty participate in distance learning professional development.	The DOIs support this. Online Instructor Orientation and Quality Matters training are available for all instructors teaching online. Follow up with the Education Programs Director, Division Dean for Arts and Professions, and the POD office.	
The Library Assistant program needs time to offer and build the revised program as prescribed by the advisory.	The DOIs encourage flexibility and patience in growing the Library Media Assistant program. LMA will need to be assessed annually as to its enrollments, costs, outreach efforts, and sustainability.	

Access to professional development that would allow us to become more knowledgeable within our professional disciplines to provide effective student advising.	Professional development opportunities can be explored with the Education Programs Director, Division Dean for Arts and Professions, and the POD office.	
<b>Health Information Management - Program Review 2013-14</b>		
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
One FT faculty member attend the AHIMA Assembly on Education symposium, <u>held annually each July</u> . Support requests for development funds of our distance learning courses, and/or release time to make needed improvements.	Ongoing professional development of the program director and faculty, especially for a rapidly evolving technical field such as HIM, is crucially important. The DOIs recommend that HIM faculty work with the Office of Staff and Organizational Development, as well as their Director and Division Dean, to secure ongoing funding to attend at the annual the American Health Information Management Association (AHIMA) Assembly on Education (AOE) symposium.	
Address the discrepancy of workload for the HIM faculty chair, which also holds the position title of program director and SAC chair. In the HIM program, the faculty chair responsibilities interconnect with the HIM program director responsibilities, therefore a single faculty should hold both positions.	Compensation and release time for faculty department chairs as well as SAC chairs and Program Directors, which are often overlapping roles in CTE programs--are established contractually through PCC's collective bargaining process. Individual programs are not at liberty to negotiate separate agreements with the institution.	
<b>Math - Program Review 2013-14</b>		
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
Focus on curriculum alignment between levels and sections.	The DOIs strongly support these ongoing efforts and encourage the Math Leaders in the SAC and on each campus to continue this work.	
Professional development aimed at creating more active learning environments.	Real world examples and problems, group work, think-pairshare, exploration of POGIL techniques should be explored. The DOIs strongly support and encourage these ongoing efforts	
Training on diversity and cultural competence.	The DOIs support this work and encourage the Math SAC and Leaders to expand these efforts.	
Improved oversight of online courses.	The DOIs support the involvement of math faculty, representing the Math SAC, being engaged and consulted in these discussions and pilots going forward.	
Establishing formal mentoring relationships with new part-time faculty.	The DOIs support these efforts and will continue to work with POD, the TLCs, and other departments to further these efforts. We strongly encourage further development these to engage and support PT faculty.	
Strengthening liaison relationships with advising and other student services.	The DOIs strongly support improved communication with students about the importance of placement testing and improved availability of online and on-campus review and preparation resources. Continued dialogue between faculty, instructional leaders, and student services are essential in making these process improvements meaningful and widely understood.	



Major Curriculum Revisions	The DOIs suggest the SAC continue to explore existing curricula under development, such as Statway, Quantway, and the work of the Dana Center, to assess whether there are appropriate models that could be readily adapted to PCC rather than developed from scratch and requiring such a large investment of resources. The Math SACs Pre-College Committee is an appropriate place to continue this work of research, revisions, and recommendations.	
WebWork Development	This kind of work is more typical of textbook publishers, website developers, and/or research institutions, and not typically funded by community colleges whose primary mission is instruction. While we applaud the hard work and creativity of the WebWork team, we question whether this is an appropriate investment of PCC resources.	
Computer Classrooms and Smartboards	New computer classrooms are coming online or have come online at Southeast and Cascade. The DOIs support your recommendation that students on all campuses have access to equitable equipment and resources, similar classroom experiences, and equal opportunity for success. Please continue to work with your Division Deans and DOIs to improve classroom resources, equitable access to tutoring, and academic support, including ALC classes.	
CG Classes, Study Skills, and Liaison with Student Services	A new CG course combining study skills, mitigation of math anxiety, and career exploration in CTE and STEM is a creative idea to be taken up by the CG SAC. This is an idea definitely worth pursuing while other work strengthening the connections between the Math SAC and student services is ongoing.	
<b>Ophthalmic Med Tech - Program Review 2013-14</b>		
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
More frequent assessment of practical skills during labs, before the lab finals. The SAC will also be looking at the advantages/disadvantages of adding an extra day of practicum during spring term of the second year.	The DOIs appreciate the attention to assessment and encourage these efforts to use assessment to inform and improve student learning.	
The OMT SAC will continue to monitor JCAHPO test results to identify subject areas for assessment and revision.	The DOIs appreciate the attention to assessment and encourage these efforts to use assessment to inform and improve student learning.	
The SAC should continue to monitor the skill exam pass rate and look for areas of improvement.	The DOIs appreciate the attention to assessment and encourage these efforts to use assessment to inform and improve student learning.	
The SAC should monitor data from the new JCAHPO exam scores and assess whether content is in need of further update.	The DOIs appreciate the attention to assessment and encourage these efforts to use assessment to inform and improve student learning.	
The new program director should investigate opportunities to take the OMT program into more community health fairs, vision screenings and other venues.	The DOIs support this outreach effort.	
The department would be greatly stabilized during the retirement/transition of the department chair if a replacement were hired before the Commission on Accreditation of Ophthalmic Medical Programs (CoAOMP) site visit in May of 2015.	If the hiring process is complete, the department can consider ways to support the new department chair in attending the May 2015 site visit. The current department chair should create a thorough transition document and plan that can be shared with the director and division dean.	

New full-time position.	Positions and other program needs requiring financial resources are prioritized at the campus level. It is unlikely the college will be in a position to add an additional fulltime instructor at this time.	
An increase in lab assistant hours would allow students open lab time and contact time with faculty.	Please work with the Director of Allied Health to determine the prioritization of this need and available resources.	
Funding should be budgeted for sending the new program director to the national annual American Academy of Ophthalmology meeting in 2015.	The POD office, along with the campus and division, provide staff development and travel funds. Please work with the Director of Allied Health to access these resources.	
Funding should be budgeted for faculty to access continuing education classes.	Education benefits, in the form of tuition waivers and tuition credits, are available. Please work with Director of Allied Health to determine the prioritization of this need and available resources.	
<b>Philosophy - Program Review 2013-14</b>		
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
Increased support and opportunity to convene for the sole purpose of discussing pedagogy and reflecting on our classroom practices.	We support this recommendation. Assess the possibility of holding additional SAC meetings using varied formats, existing non-instructional day. Any additional in-service days would need to be negotiated in the contract.	Through contractual bargaining funding has been increased College-wide for professional development opportunities for both FT and PT faculty. Areas for improvement remain.
Further investigate the degree in which the fulfillment of student outcome is affected by instructional modality.	We concur with this recommendation and look forward to hearing the results of your investigation. Please be sure to coordinate your work with Distance Ed, division deans, and FDC.	The dialogue and debate around the efficacy of outcome assessment continues.
Grounding the college core outcomes within the discipline of philosophy.	We support this recommendation. Connect with your assessment coach for consultation on how the college requirement for assessment of the core outcomes may be met in a way that meets the needs of Philosophy as a discipline.	No substantial change.
Greater institutional investment in student learning by balancing the FT/PT faculty ratio by adding 2-3 new FT faculty positions.	Given the current and near term budget environment, adding new Full Time Faculty is difficult. Please continue to dialog with your division dean about specific campus needs.	Recent enrollment declines have reduced the significance of this recommendation. It is hoped that the department might add 1-2 MYC faculty as bargained through the new faculty contract.
Working with the SE Center campus to expand their Philosophy course offerings.	We concur and support your recommendation to expand Philosophy course offerings at the Southeast Center.	Some additional sections have been added but due to recent enrollment declines and limited classroom space the growth has been minimal.
Increased access to professional development funds for adjunct faculty to attend external conferences and professional development training events.	Adjunct faculty with assignment rights may request professional development funds through the POD office.	Achieved through bargaining with opportunities for improvement in access and amount available.
Institutional funding for the Center for Civic Participation (CCP).	Given the current and near term budget environment, adding a director for CCP would be difficult. We recommend you continue to advocate for the CCP by dialoging with your division dean.	The CCP marches on without funding. Recent discussions with the administration have opened up the possibility of the CCP having an increased presence within the College which could, theoretically, involve increased funding.
College support for DL transcription services.	PCC offers captioning training twice a month and there are some extremely easy captioning tools available. One option is to provide a transcript to DL and they will synchronize that transcript to the media. For additional assistance, please contact Karen Sorensen in the Distance Learning Department.	Enacted College-wide.
Investigate the possible establishment of a cultural literacy designation for PHL 204: Philosophy of Religion and PHL 222: Philosophy of Art & Beauty.	We concur and support your recommendation. Please complete the appropriate forms and submit to the Curriculum Office. If you need additional assistance, please contact Sally Farll.	No action taken.

World Languages - Program Review 2013-14		
Summary of Recommendations	Administrative Response	Update
Fund use of STAMP to collect solid and reliable data on how students are performing in terms of communication.	We support using STAMP to collect student performance data. The current method of funding STAMP will be continued.	The SAC is planning to use STAMP to assess student proficiency at the end of spring 2017.
Add an additional official SAC in-service day Winter term.	Adding an additional day would need the support of the entire campus community so that resources could be allocated for this. We recommend that you assess the possibility of using existing non-instructional days for additional meetings.	
Addition of full-time faculty positions for each language taught on each campus.	The decision to add more full-time faculty begins at the campus level, includes district input, and is based on enrollment data. Program Review data will be very helpful when the analysis process is undertaken.	
Funds for language tutoring for all languages offered on each campus. Funds for Chinese tutoring are a priority.	We support this recommendation. Please work with the division dean and the DOI at each campus to determine if additional resources can be allocated to implement this recommendation.	
We recommend that a quiet, private space be created at Sylvania exclusively for language tutoring.	We support this recommendation. Please work with the division dean and DOI at Sylvania to discuss the feasibility of implementing this recommendation	
Increase professional development funds so that FT & PT instructors can have better opportunities to stay current in their field.	It is unlikely that this fund will be increased. We encourage faculty to take advantage of internal and external grant resources to support professional development.	The following faculty have taken advantage of the extra professional development funding at the district level this year to attend conferences: Brian Bangarter - part time Japanese, Morgan Lindberg - full time Japanese, Stephanie Yorba - full time Spanish.
SAC Chairs be compensated or given release time in order to address the heavy workload.	We encourage the SAC to find ways to distribute the workload among its members.	
SAC to be more involved in the growth and expansion of programs, and the addition of languages to campuses.	We recommend the formation of a work group with a member from each campus to discuss scheduling throughout the district.	Working collaboratively deans and department chairs from Cascade and Rock Creek expanded the Chinese program to Rock Creek fall 2016. The inaugural CHN 101 class was very successful with an enrollment of 28.
SAC be included in opportunities for study abroad as well as opportunities to interact with groups of international students visiting PCC.	We support this recommendation. Faculty are encouraged to become involved with the Study Abroad Taskforce and to join committees associated with international education.	Morgan Lindberg - Japanese faculty at Rock Creek - volunteered to be the chair of the faculty review committee for study abroad. Two adjunct faculty - Yukari Birkett and Dawn Stanfield have submitted proposals to lead study abroad opportunities for Japanese and Spanish respectively.
As a SAC, create schedules that meet the needs of our campuses and our students.	We support this recommendation. The SAC may want to consider assigning this to a workgroup.	
We recommend that the collection of materials for Chinese be expanded and be located primarily on the campuses where Chinese courses are offered.	We will forward this recommendation to the Library Director for consideration. Given the limited resources that are available for the library, individual departments may need to provide funding for these resources.	
At least one classroom be designated for Spanish classes at Sylvania. In addition, existing Spanish classrooms at Sylvania be relocated or have noise and ventilation issues addressed.	Please work with the division dean and the DOI at Sylvania to address this recommendation	
A designated WL computer lab at Sylvania.	Please work with the division dean and the DOI at Sylvania to address this recommendation.	
	Diesel Service Tech - Program Review 2013-14	

Summary of Recommendations	Administrative Response	Update
Lack of laboratory space remains a problem. Whatever expansion opportunities that may be forthcoming in the future will need to be explored.	We support exploring options to provide laboratory space as needed. This type of exploration relates to and supports strategic planning. Please continue to dialog with your division dean and dean of instruction as you develop an educational plan.	Input has been provided to the Facilities Master Plan for space needs and considerations.
We have only one Instructional Support Technician to service a student body of over 100 students. If our enrollment remains at capacity a more permanent solution to temp/pt help should be sought.	Given the current and near term budget environment, adding new staff is difficult. Please continue to dialog with your division dean about specific campus needs.	Casual staff is brought in to provide assistance for heavy load afternoon classes and for special projects in the shop.
Reorganize the program to address continuity problems. The structure with the most advantages is to have a two year program in which the first year is a prerequisite for the second. Each year would consist of 3 non-sequential terms. All students entering the second year will have acquired the fundamental knowledge of concepts and equipment necessary for year two.	We concur and support your recommendation to ensure students are prepared for the second year of the curriculum by changing the first year to a prerequisite for the second year. Your dedication to the success of the students by exploring the various curriculum options is applauded. Student success and completion is important to all of us and we are pleased to hear the future plans.	
	<b>Education - Program Review 2013-14</b>	
Summary of Recommendations	Administrative Response	Update
The SAC will continue to assess both advocacy and ethical and legal standards of conduct as part of its ongoing assessment of student learning.	The DOIs support this work on student learning assessment and the use of findings to revise and improve curriculum.	
Focus on an outcome from the revised Library Assistant program and reviewing student portfolios and coursework to determine if students are meeting student learning outcomes.	The DOIs support this work on student learning assessment and the use of findings to revise and improve curriculum.	
Partner with institutions such as Eastern Oregon University to develop a bachelor's degree that could be completed at PCC.	Discussions are underway with Eastern Oregon University. The DOIs support these ongoing discussions.	
Use the Center for Careers in Education to attract attention to a variety of education-related careers like libraries, early childhood education, and college teaching.	The DOIs support this direction in the Center for Careers in Education.	
The Paraeducator advisory would like to diversify its membership to include representatives from other higher institutions of learning.	The DOIs support this diversification of program advisory boards.	
The Education SAC recommends program faculty participate in distance learning professional development.	The DOIs support this. Online Instructor Orientation and Quality Matters training are available for all instructors teaching online. Follow up with the Education Programs Director, Division Dean for Arts and Professions, and the POD office.	
The Library Assistant program needs time to offer and build the revised program as prescribed by the advisory.	The DOIs encourage flexibility and patience in growing the Library Media Assistant program. LMA will need to be assessed annually as to its enrollments, costs, outreach efforts, and sustainability.	
Access to professional development that would allow us to become more knowledgeable within our professional disciplines to provide effective student advising.	Professional development opportunities can be explored with the Education Programs Director, Division Dean for Arts and Professions, and the POD office.	
	<b>Health Information Management - Program Review 2013-14</b>	
Summary of Recommendations	Administrative Response	Update

One FT faculty member attend the AHIMA Assembly on Education symposium, held annually each July.	Ongoing professional development of the program director and faculty, especially for a rapidly evolving technical field such as HIM, is crucially important. The DOIs recommend that HIM faculty work with the Office of Staff and Organizational Development, as well as their Director and Division Dean, to secure ongoing funding to attend at the annual the American Health Information Management Association (AHIMA) Assembly on Education (AOE) symposium.	
Support requests for development funds of our distance learning courses, and/or release time to make needed improvements.		
Address the discrepancy of workload for the HIM faculty chair, which also holds the position title of program director and SAC chair. In the HIM program, the faculty chair responsibilities interconnect with the HIM program director responsibilities, therefore a single faculty should hold both positions.	Compensation and release time for faculty department chairs as well as SAC chairs and Program Directors, which are often	
Overlapping roles in CTE programs--are established contractually through PCC's collective bargaining process. Individual programs are not at liberty to negotiate separate agreements with the institution.		
	<b>Math - Program Review 2013-14</b>	
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
Focus on curriculum alignment between levels and sections.	The DOIs strongly support these ongoing efforts and encourage the Math Leaders in the SAC and on each campus to continue this work.	
Professional development aimed at creating more active learning environments.	Real world examples and problems, group work, think-pairshare, exploration of POGIL techniques should be explored. The DOIs strongly support and encourage these ongoing efforts	
Training on diversity and cultural competence.	The DOIs support this work and encourage the Math SAC and Leaders to expand these efforts.	
Improved oversight of online courses.	The DOIs support the involvement of math faculty, representing the Math SAC, being engaged and consulted in these discussions and pilots going forward.	
Establishing formal mentoring relationships with new part-time faculty.	The DOIs support these efforts and will continue to work with POD, the TLCs, and other departments to further these efforts. We strongly encourage further development these to engage and support PT faculty.	
Strengthening liaison relationships with advising and other student services.	The DOIs strongly support improved communication with students about the importance of placement testing and improved availability of online and on-campus review and preparation resources. Continued dialogue between faculty, instructional leaders, and student services are essential in making these process improvements meaningful and widely understood.	
Major Curriculum Revisions	The DOIs suggest the SAC continue to explore existing curricula under development, such as Statway, Quantway, and the work of the Dana Center, to assess whether there are appropriate models that could be readily adapted to PCC rather than developed from scratch and requiring such a large investment of resources. The Math SACs Pre-College Committee is an appropriate place to continue this work of research, revisions, and recommendations.	

WebWork Development	This kind of work is more typical of textbook publishers, website developers, and/or research institutions, and not typically funded by community colleges whose primary mission is instruction. While we applaud the hard work and creativity of the WebWork team, we question whether this is an appropriate investment of PCC resources.	
Computer Classrooms and Smartboards	New computer classrooms are coming online or have come online at Southeast and Cascade. The DOIs support your recommendation that students on all campuses have access to equitable equipment and resources, similar classroom experiences, and equal opportunity for success. Please continue to work with your Division Deans and DOIs to improve classroom resources, equitable access to tutoring, and academic support, including ALC classes.	
CG Classes, Study Skills, and Liaison with Student Services	A new CG course combining study skills, mitigation of math anxiety, and career exploration in CTE and STEM is a creative idea to be taken up by the CG SAC. This is an idea definitely worth pursuing while other work strengthening the connections between the Math SAC and student services is ongoing.	
	<b>Ophthalmic Med Tech - Program Review 2013-14</b>	
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
More frequent assessment of practical skills during labs, before the lab finals. The SAC will also be looking at the advantages/disadvantages of adding an extra day of practicum during spring term of the second year.	The DOIs appreciate the attention to assessment and encourage these efforts to use assessment to inform and improve student learning.	
The OMT SAC will continue to monitor JCAHPO test results to identify subject areas for assessment and revision.	The DOIs appreciate the attention to assessment and encourage these efforts to use assessment to inform and improve student learning.	
The SAC should continue to monitor the skill exam pass rate and look for areas of improvement.	The DOIs appreciate the attention to assessment and encourage these efforts to use assessment to inform and improve student learning.	
The SAC should monitor data from the new JCAHPO exam scores and assess whether content is in need of further update.	The DOIs appreciate the attention to assessment and encourage these efforts to use assessment to inform and improve student learning.	
The new program director should investigate opportunities to take the OMT program into more community health fairs, vision screenings and other venues.	The DOIs support this outreach effort.	
The department would be greatly stabilized during the retirement/transition of the department chair if a replacement were hired before the Commission on Accreditation of Ophthalmic Medical Programs (CoAOMP) site visit in May of 2015.	If the hiring process is complete, the department can consider ways to support the new department chair in attending the May 2015 site visit. The current department chair should create a thorough transition document and plan that can be shared with the director and division dean.	
New full-time position.	Positions and other program needs requiring financial resources are prioritized at the campus level. It is unlikely the college will be in a position to add an additional fulltime instructor at this time.	
An increase in lab assistant hours would allow students open lab time and contact time with faculty.	Please work with the Director of Allied Health to determine the prioritization of this need and available resources.	

Funding should be budgeted for sending the new program director to the national annual American Academy of Ophthalmology meeting in 2015.	The POD office, along with the campus and division, provide staff development and travel funds. Please work with the Director of Allied Health to access these resources.	
Funding should be budgeted for faculty to access continuing education classes.	Education benefits, in the form of tuition waivers and tuition credits, are available. Please work with Director of Allied Health to determine the prioritization of this need and available resources.	
	<b>Philosophy - Program Review 2013-14</b>	
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
Increased support and opportunity to convene for the sole purpose of discussing pedagogy and reflecting on our classroom practices.	We support this recommendation. Assess the possibility of holding additional SAC meetings using varied formats, existing non-instructional day. Any additional in-service days would need to be negotiated in the contract.	There have been no formal action plans aside from utilizing the existing SAC meeting time. The Philosophy Department is also significantly involved in the Center for Civic Participation (CCP) which is organizing College-wide discussions around contemporary issues affecting the PCC community.
Further investigate the degree in which the fulfillment of student outcome is affected by instructional modality.	We concur with this recommendation and look forward to hearing the results of your investigation. Please be sure to coordinate your work with Distance Ed, division deans, and FDC.	The Philosophy SAC continues this inquiry as a regular part of their annual tasks.
Grounding the college core outcomes within the discipline of philosophy.	We support this recommendation. Connect with your assessment coach for consultation on how the college requirement for assessment of the core outcomes may be met in a way that meets the needs of Philosophy as a discipline.	Philosophy as a discipline continues to enrich the fulfillment of Core Outcomes at PCC. Communication, Community & Social Responsibility, Critical Thinking & Problem Solving, and Self-Reflection are all emphasized and contribute toward Professional Competence. PCC would be wise to promote Philosophy courses more if they are sincere in their desire to fulfill these core outcomes for students.
Greater institutional investment in student learning by balancing the FT/PT faculty ratio by adding 2-3 new FT faculty positions.	Given the current and near term budget environment, adding new Full Time Faculty is difficult. Please continue to dialog with your division dean about specific campus needs.	Declining enrollment as a result of improving economic conditions has temporarily put off this recommendation. The Philosophy Department will be adding one multi-year contract position this upcoming school year at Sylvania campus.
Working with the SE Center campus to expand their Philosophy course offerings.	We concur and support your recommendation to expand Philosophy course offerings at the Southeast Center.	A couple of sections have been added. Having a full-time presence, possibly split with Cascade, would help improve this greatly.
Increased access to professional development funds for adjunct faculty to attend external conferences and professional development training events.	Adjunct faculty with assignment rights may request professional development funds through the POD office.	The Federation has bargained for greater professional development opportunities for adjunct faculty, but most are limited to small scale events.
Institutional funding for the Center for Civic Participation (CCP).	Given the current and near term budget environment, adding a director for CCP would be difficult. We recommend you continue to advocate for the CCP by dialoging with your division dean.	There is an opportunity to growth the presence of the CCP, but doing so would require a FT faculty member such as John Farnum to receive a 1 course release. At present, this is an opportunity rather than an explicit desire. The CCP is relatively comfortable at their current level of existence.
College support for DL transcription services.	PCC offers captioning training twice a month and there are some extremely easy captioning tools available. One option is to provide a transcript to DL and they will synchronize that transcript to the media. For additional assistance, please contact Karen Sorensen in the Distance Learning Department.	The DL office now offers this service and DL Philosophy classes are actively striving to be as accessible as possible.

Investigate the possible establishment of a cultural literacy designation for PHL 204: Philosophy of Religion and PHL 222: Philosophy of Art & Beauty.	We concur and support your recommendation. Please complete the appropriate forms and submit to the Curriculum Office. If you need additional assistance, please contact Sally Earll	No follow up or interest has been expressed in regard to this designation.
	<b>World Languages - Program Review 2013-14</b>	
<b>Summary of Recommendations</b>	<b>Administrative Response</b>	<b>Update</b>
Fund use of STAMP to collect solid and reliable data on how students are performing in terms of communication.	We support using STAMP to collect student performance data. The current method of funding STAMP will be continued.	
Add an additional official SAC in-service day Winter term.	Adding an additional day would need the support of the entire campus community so that resources could be allocated for this. We recommend that you assess the possibility of using existing non-instructional days for additional meetings.	
Addition of full-time faculty positions for each language taught on each campus.	The decision to add more full-time faculty begins at the campus level, includes district input, and is based on enrollment data. Program Review data will be very helpful when the analysis process is undertaken.	
Funds for language tutoring for all languages offered on each campus. Funds for Chinese tutoring are a priority.	We support this recommendation. Please work with the division dean and the DOI at each campus to determine if additional resources can be allocated to implement this recommendation.	Funds have been dedicated for language tutoring at Rock Creek - including for Chinese which was first offered at Rock Creek fall 2016.
We recommend that a quiet, private space be created at Sylvania exclusively for language tutoring.	We support this recommendation. Please work with the division dean and DOI at Sylvania to discuss the feasibility of implementing this recommendation	
Increase professional development funds so that FT & PT instructors can have better opportunities to stay current in their field.	It is unlikely that this fund will be increased. We encourage faculty to take advantage of internal and external grant resources to support professional development.	
SAC Chairs be compensated or given release time in order to address the heavy workload.	We encourage the SAC to find ways to distribute the workload among its members.	
SAC to be more involved in the growth and expansion of programs, and the addition of languages to campuses.	We recommend the formation of a work group with a member from each campus to discuss scheduling throughout the district.	
SAC be included in opportunities for study abroad as well as opportunities to interact with groups of international students visiting PCC.	We support this recommendation. Faculty are encouraged to become involved with the Study Abroad Taskforce and to join committees associated with international education.	Morgan Lindberg - WL department chair at Rock Creek is the current chair of the Ed Abroad committee. She is highly involved in the development of study abroad opportunities for students.
As a SAC, create schedules that meet the needs of our campuses and our students.	We support this recommendation. The SAC may want to consider assigning this to a workgroup.	
We recommend that the collection of materials for Chinese be expanded and be located primarily on the campuses where Chinese courses are offered.	We will forward this recommendation to the Library Director for consideration. Given the limited resources that are available for the library, individual departments may need to provide funding for these resources.	
At least one classroom be designated for Spanish classes at Sylvania. In addition, existing Spanish classrooms at Sylvania be relocated or have noise and ventilation issues addressed	Please work with the division dean and the DOI at Sylvania to address this recommendation	
A designated WL computer lab at Sylvania.	Please work with the division dean and the DOI at Sylvania to address this recommendation.	