

Alcohol & Drug - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update
Conversion of temporary full-time faculty position to permanent.	Work with Division Dean in prioritizing requests for an additional instructor.	
Increase classroom space.	~ Two dozen new classrooms will be available after construction.	
Greater instructional budget.	Work with Division Dean on how to distribute a planned permanent budget augmentation/margin money conversion.	
Include confidentiality when designing A&D classroom/lab/office spaces in new building.	Work with Division Dean on how AD's classroom and lab needs might be addressed in the new building.	

Anthropology - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update: July 29 2014
Possibly add sections of required courses at centers.	Supported by administration.	The Social Sciences FDCs and Div Deans meet quarterly to review and collaborate on class offerings based upon student demand.
Monitor full-time/part-time ratio.	Determine what drives differences and take steps to make corrections.	These ratios are monitored on a college-wide level.
Compensate/course-release for SAC administrative work by FT faculty.	Providing course-releases for FT faculty who serve as SAC chairs could further erode FT/PT ratio.	
Provide an anthropology resource room that adjoins a designated anthropology classroom.	Campus Executive Leadership team has noted this request, capturing it for further consideration in future bonds. Not possible at this time.	An Anthropology resource room adjacent to a designated classroom has been incorporated into the remodel of the ST building and will be available Fall 2014.
Consider student needs related to book access and affordability.	Supported by administration.	
Integrate different modes of instruction that provide balance of online and on campus courses.	Supported by administration.	The Social Sciences FDCs and Div Deans meet quarterly to review and collaborate on class offerings.
Support PT faculty involvement & program knowledge with more resources/connections/trainings.	Important and being addressed with Staff Development Office.	
Assess enrollment trend, expand retention efforts to increase completion rates.	Urged to consider prerequisites for some 200 level courses with low success rates.	
Improve integration & communication between campuses on scheduling courses.	Urged to begin discussion with Faculty Department Chairs and Division Deans.	The Social Sciences FDCs and Div Deans meet quarterly to review and collaborate on class offerings.
Develop new offerings - PCC honors or cross-disciplinary courses.	Monitor and ensure they stay within 100-200 level. Develop plans to grow and reduce offerings as needed. Contact Jan Abushakrah in Gerontology for cross-disciplinary courses.	
Continue HS dual credit programs.	Supported by administration.	

Auto Collision Repair Tech - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update: March 11 2014
Continue with new paint booth & shop classroom.	Equipment purchased. Installation planned for summer along with new classroom space.	Completed.
Purchase the Virtual Paint System	Under consideration. Is costly and money may be needed elsewhere.	Completed.
Purchase leading edge resistance welder.	Also under consideration because of cost. Current device may be suitable short-term.	Ordered.
Update fleet of shop vehicles.	Working with Advisory Committee and other leads to get newer cars donated. So far two have been donated.	Ongoing. 4 to 5 cars purchased from salvage yard; Advisory Committee providing leads /donations.
Develop Facebook page.	Work has been completed: www.facebook.com/PCCAutocollision	Completed.
Update ACR web page.	Pending and supported.	Completed.
Complete industry shop survey.	Underway at time of Administrative Response.	Completed.
Continue body shop visits for program promotion and cooperative work experience.	The administration is in support of this work.	Ongoing. Huge progress has been made in promoting the program and we now have more internship sites.

Aviation Science - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update: March 11 2014
Curriculum dev funds or release time for course re-design of online ground schools.	Work with Division Dean at RC and SE, DOIs, DAA and AVS to identify course revision and development needs to get written estimate of needed resources.	On-line ground schools were phased out in winter 2014. Content in each ground school was folded into the flight classes. No further action needed.
Funding for a site license to outsource the FAA practice knowledge tests.	Develop a proposal document including costs. Work with Division Deans to explore funding options - campus margin funds.	AVS is able to piggyback off of AMT's site license. As a result, AVS & AMT each pay for a site license in alternate years. No further action needed.
Acquire 14 sets of helicopter flight controls.	Develop a proposal document including costs. Work with Division Deans to explore funding options - campus margin funds. Maybe by summer.	The AVS program is still researching flight control options.
Assistance with transition to open-entry/exit registration.	Work with Division Deans, DOI, DAA & Registrar to schedule exploratory meeting.	No action taken yet; implications of open-entry/exit program needs to be further considered.
Ability to respond more quickly to industry-driven changes in curriculum.	Communicate with Curriculum and Degrees & Certificates Committees, DAA & DOI.	No action taken yet.
Set up a graduate tracking system or database.	Touch bases with the CTE chairs group to see if there is other work going on that can be leveraged. Institutional Effectiveness is also a good contact.	No action taken yet.
Re-establish and re-energize the Aviation Science Advisory Committee.	Supported by administration.	Efforts continue. We are beginning to see graduates of the program willing to come back to participate. Seeking members who could inform on areas such aviation management.

Developmental Education - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update: February 20 2014
The formation of a DE task force to re-design the structure of existing classes.	It should be co-led with faculty and admin including ABE/ESOL and student support. Incorporate technology, explore models & best practices and make recommendations to the SAC.	In process since fall 2013--currently preparing recommendations
A strategic look at intake and placement. COMPASS	This is a joint DE SAC - Administration responsibility.	Being discussed in sub committee of task force--recommendations being developed for further study.
Fully-functioning Student Learning Center at each campus with Student Resource Specialist housed within the Centers.	Possible facility expansion at CA. Temp advisor assisting DE RD and WR students. Possible permanent position. SE considering hiring a full-time temporary DE advisor in FY 13.	Expansion at CA planned when new buildings open.
Professional Development for teaching students with learning disabilities and students who are non-native speakers.	Not addressed.	
In institutional commitment to the DE Program.	Not addressed.	

Engineering - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update: March 17 2014
Expand engineering full-time faculty.	No funding at present. Recommend SAC collect supporting data for next budget opportunity.	DS: No change as of 1-11-2013. ENGR position is in-process in 2013-14 block hire as of 3-6-2014.
Address the extra burden that student academic advising places on faculty.	Need quantifying numbers of hours needed per week to formulate plan with Division Dean. Explore funding options keeping Perkins and non-CTE students in mind.	DS: Advising materials have been reviewed and are accessible online. Small group advising has replaced some one-on-one advising.
Update advising guides on an annual basis.	Work with Division Dean to create budget with margin funds while administration works for permanent funding.	DS: Done.
Have instructional materials available for all ENGR courses.	Again, work with Division Dean to create budget with margin funds.	DS: 67% complete as of 1-11-2013.
Offer SolidWorks course by fall 2012.	Explore funding through Staff Development.	DS: Under development, planned for Fall 2013.
Advise students to earn the AS degree plus prepare for Junior-level coursework.	Expose students to Grad Plan for degree planning. Work with Registrar to ensure ENGR courses are connected in Grad Plan.	DS: Implemented by department chair and incorporated into advising guides.

Facilities Maintenance Tech & Apprenticeship - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update: February 26 2014
Implement concrete means to better address the PCC Core Outcome for Cultural Awareness.	A good resource for assistance is Gabe Hunter-Bernstein.	We have changed the focus of our APR 200 Trades Preparation Training and have established a recruitment program to bring more minorities, women, and other underserved populations into State Apprenticeship Programs. We have also successfully established full scholarships for the APR 200 Class specifically for minorities, women, and other underserved populations.
Continue to upgrade equipment to offer more hands-on training.	Work with Division Dean to request possible margin money.	We have been successfully received several donations of HVAC/R equipment for training. For example: two, high quality ground-source heat pumps from an industry source for our FMT 204 - Heat Pumps course(\$12,000.00) and a working Solar Photovoltaic Electrical system with help from the NSF Grant for training in maintenance of these systems. Our biggest need is the update/upgrade of our Programmable Logical Controllers Lab as the one we currently use are old and outdated. The estimated cost is about \$20,000.00 and we continue to look for an Industry partner who can offer a better price before requesting funds.
Continue to employ professionally competent field professionals as P/T faculty.	Encourage non-credit instructor effectiveness courses offered by Gabe Hunter-Bernstein to help them become better teachers.	We continue this policy. We recently hired Todd Tubren as PT Faculty who is a Man. Plant Electrician who all facilities/equipment for Alpenrose Dairy, is an expert in electrical/electronic controls for Industrial HVAC/R equipment, and is an expert PLC Instructor. All Apprenticeship Instructors and many FMT Inst. have taken the instructor effective courses offered by Gabe Hunter Bernstein.
Continue membership in OR CC Apprenticeship Council.	Supported by administration.	We have continued an active membership in OCCAC. Katrina Cloud, our AP and Apprenticeship Specialist, continues those duties currently.
Increase & fine-tune the Degree and Cert programs.	Supported by administration.	Last year we submitted a new, more expansive list of elective courses for our FMT Degree to the Degree and Certificates Committee that was passed and will appear in the 2013-2014 PCC Catalog. Through OCCAC and the PCC Career Pathways Program, we are adding three new career Pathways Certificates in 42 different trades to the three current Apprenticeship Degrees and Certificates Programs .
Two new apprenticeship programs: Ltd Building Maintenance Electrical (LBME) & Ltd Renewable Energy Tech (LRT)	Work with SAC, Division Dean, & DOI for support.	By September, 2014, we will have assumed the LBME Apprenticeship Program for which we will be the Administrator and will provide the related training coursework. We have elected to not pursue the LRT Apprenticeship Program because of a lack of demand at this time. We are actively working to establish a new Millwright/Industrial Mechanics Apprenticeship Program for which we will also be both the Administrator and will provide the related training coursework. We are currently writing 13 new courses for submission to the April Curriculum Committee Meeting and are finalizing the State paperwork for submission for approval of the program to the BOLI Apprenticeship and training Division - Oregon.
Upgrade PLC Lab.	Work with Division Dean in prioritizing requests for funding. Possible margin money Spring 2013	We addressed this recommendation in Item #2 above.
Re-emphasize green and sustainable content within curriculum.	Continue work with SPARC and other sustainability programs.	We have written, submitted, and have had approved a new Solar Photo Voltaic Electrical Course and have secured the training equipment for the lab sections to train for maintenance of this type of system. We have delayed offering the Course until after our move to the new Swan Island Center where installation of the PV panels will be more appropriate. We are now regularly offering our Build. Commissioning - Mechanical Course as an elective in the FMT Program.
Accomplish build out of new Swan Island Facility and become good site stewards.	Supported by administration.	Construction is under way and we will move to the new Swan Island Trades Training Center at the end of next term, Spring Term, 2014. We have been looking at other types of programs with whom we might share this facility.
Review of lab and instructional materials budget,	Work with Division Dean on prioritizing requests for permanent budget increases.	The Division Dean has temporarily added \$10,000 per academic year to offset some training supplies that we formally funded through direct fees to our students. This has been a great help for our FMT students.

Library - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update
Develop, structure and coordinate all teaching in a programmatic way.	Supported by administration.	
Make explicit the articulation between Library and other institutional programs and curriculum.	Consider beginning with collecting baseline data about current levels of interface.	
Design credit classes for differing academic levels, pre-college, honors and capstone with in-depth research projects.	Work with other SACS to avoid overlaps or gaps in curriculum.	
Develop higher level courses with prerequisites that have specific discipline focus.	Include research into relevance and benefits for students -particularly transfer students.	
Devise better content management system (CMS) for information sharing.	Use Google and Google Docs in place of other CMS.	
Identify useful instruction data, refine the collection process, effectively store and communicate results.	Continue to work with Institutional Effectiveness in identifying metrics and data collection processes.	
Continue to identify outcomes to assess, how to assess them, analyze results and make changes.	Remember to gather documentation of assessment driven change.	
Organization, goal setting and focus at a programmatic level.	Identify librarian contact person at each campus for DOIs to stay connected and informed.	

Medical Assisting - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update
Administrative support allowing faculty time to serve students.	Current budgetary restrictions do not allow for an admin assistant but if situation improves a P/T position will be considered.	
New IKG machines in MA 124 lab.	Currently on order with delivery date not yet established.	
Hire student graduates as lab assistants and clerical help.	Recent graduate hired as Casual Winter 2012 for 30 hours per week.	
Designated office space for Virginia and Jin together at Cascade and Keep space at WCC.	Work with Division Dean and look into space in Cascade's new academic building.	
New adjunct faculty.	Expanding pool of P/T instructors is supported.	
Dedicated MA lab space at Cascade.	Necessitates clarification and discussion with Div Dean, DOI, AH Director. Could be impacted by possible SEC cohort.	

Microelectronics Technology - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update: March 11 2014
Strategies to address student weakness in circuit trouble -shooting skills.	Supported by administration.	1) Changes in teaching strategies: meeting with the "slow learner" outside the class time, once per week for extra study/teaching time. 2) Changes in the content: rewriting many lab exercises.3) Rethinking the final exams in MT 112 (100% practical) and MT 121 (mock interview).
Provide faculty with additional resources or reduce other requirements while they work on assessment.	DOIs cannot offer funding at this time but support resources are available through Learning Assessment Council, workshops and consultations.	Dedication of faculty resources towards outcome reporting will result in less time focused on instruction and instructional improvement.
Funding for part-time recruiter position implemented long term.	Need to identify this position as a permanent need through the division new staff request process wherein it will compete with other needs of the division.	Dean has been advocating for this through the budget augmentation process and with Student Development. No firm commitments yet
More assistance from the College on marketing.	Write up the kind of support needed. Work with Division Dean to see what is available.	no action
Identify continued funding source for MT specific tutors.	Communicate with Division Dean about unique needs of MT Program.	a work study student is currently employed in this position using an NSF STEM grant that has been successfully renewed
An equipment-funding plan that allows unspent budget year to year as a 'rainy day' fund.	Initiate work with Division Dean and MM&T Dean at RC to explore what is possible.	budget augmentation has changed planning process. RC has established an equipment fund. Effectiveness of this solution needs to be be discussed with the SAC
Financial aid should not be tied to full or part-time enrollment.	These guidelines are set at a Federal level.	Restrictions will limit ability of certain student groups (prevalent in community colleges) to complete their education.
Math courses need to be tied to secondary math level.	This subject is for the Math SAC which they are working on.	n/a
Transfer students need to be clear on courses that are equivalent or substitutions upon program entry.	Develop a list of typical 'transfer-in' courses for discussion with registrar.	a list is not practical due to the huge variety of CTE courses outside PCC. However, this issue is better addressed by early transcript evaluation by Student Records
Faculty department chairs need more release time based on current enrollment.	Compensation needs to be anchored in final data which makes using last year's enrollment necessary when calculating release time. There will probably not be a change to this model.	Faculty Chairs will burn out in years of growth

Multimedia - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update: February 25 2014
More full-time personnel in faculty, academic professionals and casual assistance.	There will likely be few permanent hires in the next few years but a temporary full-time hire funded by margin money may be possible.	The Division Dean is currently working on this.
Increase casual staff budget.	Work with Division Dean. Considering permanent increases at CA dependent on permanent budget augmentation.	We have been able to work with the Division to meet our needs
Update video production packages, move to digital formats of storage and transfer.	Work with Division Dean. Try applying for grants from outside sources.	Close to complete. We still have students who are using tape format but very rarely. Digital mediums are available for all course work.
Upgrade software to industry standards.	Can be funded by general fund or margin money.	We are currently running the latest software for all major application. The change to "Cloud Licensing" has been challenging but is complete.
Maintain partnership with Apple.	How much does this cost and are you concerned the partnership will end?	Our next lease cycle is this Summer (2014) There was some discussion to change the Apple lease process. Multimedia SAC has requested that the college stay on the 3-year lease cycle to support the industry standard tools required for media production.
Insurance for equipment and gear.	The college is insured for large losses, but our deductible is more than the cost of most equipment, leaving most things self-insured.	k
Resolve conflict with Apple servers in different building managed by TSS.	Arrange a meeting with Division Dean, DOI and Campus TSS Manager.	This is still challenging. Our last two service tickets have yet to be serviced. The Apple tech/service still has trouble gaining access to the servers.
Updates for virus software, print drivers & tracking software licensing and authority to monitor this process.	Please clarify. What is the request here? Please expand on our needs relative to tracking software licensing to keep PCC legal.	
Lab hours affected by Work Study funding of lab assistants.	Understood, and it's a concern across the district.	k
Scheduling NS grades for short and late start courses has been challenging.	Understood, and this issue has been and will continue to be discussed with Enrollment Services.	k
More instructor training in specialty areas.	Consider funding available from Staff Development and the campus TLC along with specific requests to Division Dean.	MM has been rewarded 3 TLC, about 3 classroom enhancement grants and the division has sent MM staff to NAPP conference.

Music Professional - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update: February 20 2014
Develop a rubric and a system to insure that all instructors use it the same way.	Contact Gabe Hunter-Bernstein for ideas.	Have implemented competency grids for required Group classes (guitar, piano, percussion. Will implement with Spring 2014 assessment.
Stable, increased funding support for lab staffing.	Work with Division Dean to request permanent funding.	Have requested additional casual funds to cover specialized labs.
Replace 6 console pianos - 2 per yr.	Price them and work with Division Dean for margin dollars.	Have estimates. Funds to follow?
Upgrade auditorium with bond money.	Current bond cannot fund this project. Consider funding from margin dollars and work with Division Dean and Robert Schmitt.	Need lighting to illuminate stage. Need to modify control booth so operator can "hear" the room. (Currently a plexiglass shield covers the front of the booth.)
Re-examine instructor qualifications for Department Chair	Work with MUS and MUC SAC. Consider Multimedia Instructor Qualifications as model.	Preliminary discussions have taken place.
Purchase baby grand piano with District funds.	Price this and work with Division Dean for margin dollars.	Current piano is "on loan" from Bill MacDonald, PCC retiree currently residing in Florida. Piano is in poor condition. Every other campus center with music classes has at least one decent grand piano.

Radiography - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update: February 20 2014
Include additional data for teaching and learning assessment. Use different tools and measure different outcomes to better assess program.	Document through the SAC and make official changes through the Curriculum Committee and/or Degrees and Certificates Committee.	No major changes at this time but each course is reviewed and assessed for current and appropriate information. New clinical assessment forms have been used that require more appropriate feedback from clinical staff.
Continue monthly SAC meetings to discuss using course materials, test questions and student portfolios to measure student learning.	Supported by administration.	On-going assessment is done each term and faculty have made updates and changes to tests and teaching materials. More use of audio
Hire part-time faculty. Need pool to draw from when faculty are absent.	Engage the Advisory Committee when searching for more P/T faculty.	Part-time faculty were hired to serve as substitute instructors who were out on sick leave.
Replace equipment in lab with bond money.	Obtain schematics and other relevant information for equipment needed and provide copies to Division Dean.	Since the program review, we have purchased a Mobile DR (digital radiography) Unit and a CR Plate Reader. Both are great upgrades for the program that didn't require new construction, but we still have a lot of equipment to upgrade and replace that is waiting for the bond improvement.

Veterinary Technology - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update: March 11 2014
Hire a second full or half time CVT support technician.	This request will be considered in the totality of all RC campus requests for permanent funding.	Yes, we have hired a second half-time CVT support technician
Increase funding for continuing education of F/T faculty.	Places to look for funding include Staff Dev, TLCs, and Perkins funding through VPASA for CTE progs.	These are logical avenues and have been used by F/T faculty.
Prepare students in diverse areas including non-traditional and emerging areas.	Supported by administration.	The VT SAC has been able to make curriculum improvements as needed.
Build Cooperative Education partnership with OR Zoo.	May be able to include Vet Tech in BMZA/Zoo partnership if this year is successful.	The VT program understands that resources for externs are limited at the zoo. We will continue to maintain collegial relationships with the zoo's veterinary staff.

Women's Studies - Program Review 2011-12		
Summary of Recommendations	Administrative Response	Update: July 15 2014
Develop instructor qualifications for WS 201 & 202 and revise WS 101.	Rewrite instructor qualifications to reflect the growth of graduate degrees in the field.	Done and posted in February, 2014 at http://www.pcc.edu/resources/academic/instructor-qualifications/ws.html
Implement policies of evaluation for WS courses.	Create a rubric for evaluating WS classes from the WS perspective.	Work still in progress
Promote WS Focus Award and track recipients.	Promote through WRC, at advisor trainings and introductions at SAC meetings. Investigate option of cross listing classes. Work with other focus award disciplines.	Focus award recipients recognized in ceremonies on some campuses. Now have a tracking spreadsheet with all the recipients. Working with new Social Justice Focus Award to link with WS. Need banner link to effectively promote focus award.
Timely completion of administrative tasks.	Hire Casual/Work Study to support faculty work on behalf of the program while district money is being secured.	Work/study or casual employees cannot do faculty administrative work like assessment or evaluation.
Stabilize & grow program with more classes and better external connections.	Work with Division Deans to increase district money to fund program.	Offering WS 101 at SE campus starting Fall 2014. Still much to do here since there is no clear process for securing new funding.
A dedicated WS budget and org codes for all three campuses.	Work with Division Deans to increase district money to fund program.	With specialized course offerings being slashed across the district, this will become even more difficult.
Fulfill SAC responsibilities without F/T WS faculty.	Ask for a F/T faculty to be put on the new initiatives list.	Again, with shrinking enrollments, it's not even clear if there will be a New Initiatives list.
Banner configuration so WS-affiliated courses are listed under WS in course schedule.	Work with administration on Banner options to cross list classes.	Linking classes in banner still isn't possible. Student Records staff have been reluctant to add more special designations for courses.
Classroom design changes to encourage multiple teaching styles.	Department chairs and Division Deans of WS faculty need a voice in the bond construction of classrooms. Department chairs should request classrooms that meet the need of their WS faculty.	The solution to this problem is different on each campus. Each Chair and Dean should work with Facilities Staff to ensure that WS students get classrooms that best support the learning of that specific subject.