

To: Vice Chancellor Kayleigh Carabajal

From: President Judy Walters

Subject: Priority Objectives for one time money for 2014-15 allocation

Attached are the Woodland Community College priorities for one time money from deferred maintenance, SSSP, Perkins, and Instructional Equipment for the 2014-15 academic year. We have listed, in some cases, several components under each heading. Depending upon how the ranking works, would depend upon whether all, or some of the proposed items are funded. We have included 7 areas rather than just 5 for latitude in case some rankings come in lower than others.

Molly Senecal has done a tremendous job of pulling together all the supporting evidence for each request including linking things to our Ed Plan, our annual action plans, our vision, department goals, demand, program quality, and the potential for reaching our goals. I'm very proud of this work and I'm sure you will enjoy reading it.

See attached PDF for detailed listing.

These objectives are listed in the following priority order:

Priority	Funding
1a. Facilities (Safety): Building 600 Renovation – Benches in room 625	Deferred Maintenance
1b. Facilities (Safety): Building 600 Renovation – Chemistry Lab Renovation	Deferred Maintenance
1c. Facilities (Safety): Building 600 Renovation – Fume Hood Repair	Deferred Maintenance
1d. Facilities: Building 600 Renovation – Cadaver Room Repair	Deferred Maintenance
2. A&R Transcript Evaluator	SSSP
3. Counselor – 1.0 FTE	SSSP
4a. Equipment Needs for Biology/Ecology	Instructional Equipment Fund
4b. Equipment Needs for Physics	Instructional Equipment Fund
5. Equipment Needs for Greenhouse (Irrigation Infrastructure)	Perkins
6. Part-Time Outreach Specialist (Counseling)	SSSP
7. CTE Partnership – Adjunct for Small Business Management/Entrepreneurship Program	Perkins

WCC Priorities for 2014-2015

Annual Action Plan Objectives	AREA	Request	Cost	Funding Source	Link to College/District Plans	Supporting Evidence
<p>1a. Facilities **SAFETY**</p>	<p>Building 600 Renovation</p>	<p>Biology - New benches in 625 - Safety hazard</p>	<p>Waiting on estimated cost</p>	<p>Deferred Maintenance</p>	<ul style="list-style-type: none"> > Annual Action Plan 2014-2015 > EMP > Program Review 2013-2014 > Deferred Maintenance Needs for Science (600 Building) 	<p>The lab benches in room 625 (the lab given up by physical science) are not adequate for biology classes. The benches are too high, have no electrical outlets, and have no storage underneath. Students have a very difficult time using microscopes with benches so high. Extension cords have to be connected to outlets in the floor. This is an extreme safety hazard in a biology lab where there is always the risk of liquid spilling into electrical outlets in the floor. The benches need to be replaced with lower benches that have built in electrical outlets and lower cabinets that would prevent liquids from spilling into the floor outlets.</p>

WCC Priorities for 2014-2015

Request	Vision	Department Goals/Plans	Demand/Revenue	Program Quality	Potential
<p>Biology - New benches in 625 - Safety hazard</p>	<p>This recommendation supports the college mission of providing high quality, student-centered education by providing students with safe and appropriate facilities for learning.</p>	<p>Facilities: As mentioned in past reviews, Room 625 still does not have adequate benches and electrical outlets to teach in an effective and safe manner. There is still a need for a functional cadaver storage room for anatomy. There is also still a need for gas lines to be plumbed to the benches in the microbiology lab. The microbiology lab also still needs a biological containment hood. The heating and air conditioning in the 600 building has apparently been repaired (1/13) and is currently functioning properly. However, the chemical fume hoods need on/off switches so they are not on all the time.</p>	<p>Five year data show that total FTEF for Biology and Ecology grew from 10.87 in 2008-09 to 12.26 in 2012-13, an increase of 12.8% despite recent budget cuts. Our productivity WSCH/FTEF increased from 464 in 2008-09 to 485 in 2012-13 with an average of 498 over the five years. This number increases to 511 if the DE courses which traditionally have low rates are not counted. Since most of our classes have labs with size restrictions of 24 students/lab this productivity number is very good. Our active students have remained fairly constant at 459 per semester. Almost all of our sections fill with an average student success rate of 65.9% (68.3 w/o DE) over the five year period. The success rate just for the DE courses is 49.8% (which is normal for DE). Our student retention rate has also remained fairly constant at 83.8%</p>	<p>The Biology/Ecology program at Woodland offers students a range of courses that meet General Education, Majors requirements, and Pre-Allied Health Occupation Majors requirements. All courses currently offered are transferable to UC/CSU campuses, and we offer the full range of courses to meet nursing school prerequisites. Our active students have remained fairly constant at 459 per semester. Almost all of our sections fill with an average student success rate of 65.9% (68.3 w/o DE) over the five year period. The success rate just for the DE courses is 49.8% (which is normal for DE). Our student retention rate has also remained fairly constant at 83.8%</p>	<p>We currently do not have a Biology or Ecology major, or AS degree. Preliminary work has begun to research the requirements and procedure to establish them. For the Ecology AS, new laboratory courses needs to be designed and implemented in order to offer these degrees. Such courses are already on the catalog at Yuba College. We are currently not offering enough sections of courses to meet student demand, in particular for students in the Biol 15, 4, 5, and 6 sequence, and in Biol 1 and Biol 10L. Due to budget cuts, our class offerings have diminished. We find that most of our evening and weekend classes are no longer being offered, where previously they were fully enrolled and very successful.</p>

WCC Priorities for 2014-2015

Annual Action Plan Objectives	AREA	Request	Cost	Funding Source	Link to College/District Plans	Supporting Evidence
1b. Facilities **SAFETY**	Building 600 Renovation	Chemistry Lab Renovation in room 629 - Safety hazard	\$200,000	Deferred Maintenance	<ul style="list-style-type: none"> > Annual Action Plan 2014-2015 > EMP > Program Review 2013-2014 > Deferred Maintenance Needs for Science (600 Building) 	<p>The lack of gas outlets at the student benches in the microbiology labs required the purchase of electric micro-incinerators used to sterilize inoculating tools. These electric units do not adequately solve this problem. There are many procedures used in microbiology where only gas Bunsen burners can be used (i.e. spread plate technique) and students still have to crowd around the gas outlets located at the peripheral benches in the lab. Students are at risk of catching their hair or lab coats on fire and there is a fire hazard with the overhead lab cabinets located above the burners. The electric incinerators are also dangerous because they get very hot on their external surface and can burn a students hand if they are moved incorrectly. The student benches need to be plumbed with gas lines.</p>

WCC Priorities for 2014-2015

Request	Vision	Department Goals/Plans	Demand/Revenue	Program Quality	Potential
<p>Chemistry Lab Renovation in room 629 - Safety hazard</p>	<p>This recommendation supports the college mission of providing high quality, student-centered education by providing students with safe and appropriate facilities for learning.</p>	<p>Facilities: As mentioned in past reviews, Room 625 still does not have adequate benches and electrical outlets to teach in an effective and safe manner. There is still a need for a functional cadaver storage room for anatomy. There is also still a need for gas lines to be plumbed to the benches in the microbiology lab. The microbiology lab also still needs a biological containment hood. The heating and air conditioning in the 600 building has apparently been repaired (1/13) and is currently functioning properly. However, the chemical fume hoods need on/off switches so they are not on all the time.</p>	<p>The chemistry department has taken the greatest hit as far as FTEF of all Math and Science departments in this budget disaster. Chemistry has dropped from a high in 2006 of 64 to 37 FTEF fall and spring. All initial course offerings are waitlisted and second semester classes are full also. Many students are being turned away. In Spring 2013, Chemistry was allotted 2 more sections than the previous semester. This allowed us to serve 60 more students, increase our retention and success rates. Unfortunately, Spring 2012 will be smaller again, we are hoping to keep our retention and success rates on the upswing. We are still lacking the Physics courses necessary for the AS degree but remain hopeful that our Physics 4 series will be allowed to grow.</p>	<p>The Chemistry Program is aligned with the college level outcomes of Chemistry. WCC's Chemistry Program serves many students with all classes being waitlisted both semesters since the last Program Review. We serve students who intend to transfer to 4 year universities and students who are entering vocational programs such as nursing, x-ray tech, and vet tech. We offer the first 2 years of a chemistry Bachelors degree including all courses necessary to transfer. The Department is headed by one full time faculty and includes 5 adjunct at this time</p>	<p>In the future, the chemistry department hopes to add offerings and come back to its 64 FTEF of Fall 2006. Although those offerings were without another full time faculty, this would be another future goal although unlikely in the next year. Facilities improvement and safety are a HUGE goal for the program and have been partially addressed with the HVAC system update. In Spring 2013, Chemistry was allotted 2 more sections than the previous semester. This allowed us to serve 60 more students, increase our retention and success rates. We are still lacking the Physics courses necessary for the AS degree but remain hopeful that our Physics 4 series will be allowed to grow.</p>

WCC Priorities for 2014-2015

Annual Action Plan Objectives	AREA	Request	Cost	Funding Source	Link to College/District Plans	Supporting Evidence
<p>1c. Facilities **SAFETY**</p>	<p>Building 600 Renovation</p>	<p>Fume Hood Repair (switching fume hoods between 629 and 626)</p>	<p>Waiting on estimated cost</p>	<p>Deferred Maintenance</p>	<p>> Annual Action Plan 2014-2015 > EMP > Deferred Maintenance Needs for Science (600 Building)</p>	<p>Room 626 where anatomy is offered has a biological safety hood and one chemical hood. Room 629 where microbiology is offered has a chemical hood but no biological safety hood. They need to be switched.</p> <p>Microbiology needs a biological hood. Anatomy needs an extra chemical hood.</p> <p>The building was designed to have just two biology labs and Anatomy, physiology, and microbiology were to be offered in room 626 with both kinds of hoods. Room 629 was for general biology and just needed a chemical hood.</p> <p>With the added lab room 625 and an increased demand for anatomy and physiology, room 626 became dedicated to anatomy and physiology and room 629 is now used for microbiology. Anatomy doesn't need the biological hood but microbiology does.</p>

WCC Priorities for 2014-2015

Request	Vision	Department Goals/Plans	Demand/Revenue	Program Quality	Potential
<p>Fume Hood Repair (switching fume hoods between 629 and 626)</p>	<p>This recommendation supports the college mission of providing high quality, student-centered education by providing students with safe and appropriate facilities for learning.</p>	<p>Facilities: As mentioned in past reviews, Room 625 still does not have adequate benches and electrical outlets to teach in an effective and safe manner. There is still a need for a functional cadaver storage room for anatomy. There is also still a need for gas lines to be plumbed to the benches in the microbiology lab. The microbiology lab also still needs a biological containment hood. The heating and air conditioning in the 600 building has apparently been repaired (1/13) and is currently functioning properly. However, the chemical fume hoods need on/off switches so they are not on all the time.</p>	<p>Five year data show that total FTEF for Biology and Ecology grew from 10.87 in 2008-09 to 12.26 in 2012-13, an increase of 12.8% despite recent budget cuts. Our productivity WSCH/FTEF increased from 464 in 2008-09 to 485 in 2012-13 with an average of 498 over the five years. This number increases to 511 if the DE courses which traditionally have low rates are not counted. Since most of our classes have labs with size restrictions of 24 students/lab this productivity number is very good. Our active students have remained fairly constant at 459 per semester. Almost all of our sections fill with an average student success rate of 65.9% (68.3 w/o DE) over the five year period. The success rate just for the DE courses is 49.8% (which is normal for DE). Our student retention rate has also remained fairly constant at 83.8%</p>	<p>The Biology/Ecology program at Woodland offers students a range of courses that meet General Education, Majors requirements, and Pre-Allied Health Occupation Majors requirements. All courses currently offered are transferable to UC/CSU campuses, and we offer the full range of courses to meet nursing school prerequisites. Our active students have remained fairly constant at 459 per semester. Almost all of our sections fill with an average student success rate of 65.9% (68.3 w/o DE) over the five year period. The success rate just for the DE courses is 49.8% (which is normal for DE). Our student retention rate has also remained fairly constant at 83.8%</p>	<p>We currently do not have a Biology or Ecology major, or AS degree. Preliminary work has begun to research the requirements and procedure to establish them. For the Ecology AS, new laboratory courses needs to be designed and implemented in order to offer these degrees. Such courses are already on the catalog at Yuba College. We are currently not offering enough sections of courses to meet student demand, in particular for students in the Biol 15, 4, 5, and 6 sequence, and in Biol 1 and Biol 10L. Due to budget cuts, our class offerings have diminished. We find that most of our evening and weekend classes are no longer being offered, where previously they were fully enrolled and very successful.</p>

WCC Priorities for 2014-2015

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1d. Facilities	Building 600 Renovation	Biology - Cadaver Room Repair	Waiting on estimated cost	Deferred Maintenance	<ul style="list-style-type: none"> > Annual Action Plan 2014-2015 > EMP > Program Review 2013-2014 > Deferred Maintenance Needs for Science (600 Building) 	<p>In order to effectively teach anatomy a cadaver needs to be used. This is a considerable expense in itself but also requires a controlled storage environment with a separate ventilation system. The current cadaver storage room meets neither of these requirements. (detailed in “facilities-areas for improvement” 4d below). However if the problems with the cadaver room can be corrected the addition of a cadaver to anatomy and physiology would be a great improvement to these courses. Many professional schools require their students to have anatomy courses that use real cadavers. Not the models we use.</p>

WCC Priorities for 2014-2015

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Biology - Cadaver Room Repair	<p>This recommendation supports the college mission of providing high quality, student-centered education by providing students with safe and appropriate facilities for learning.</p>	<p>Facilities: As mentioned in past reviews, Room 625 still does not have adequate benches and electrical outlets to teach in an effective and safe manner. There is still a need for a functional cadaver storage room for anatomy. There is also still a need for gas lines to be plumbed to the benches in the microbiology lab. The microbiology lab also still needs a biological containment hood. The heating and air conditioning in the 600 building has apparently been repaired (1/13) and is currently functioning properly. However, the chemical fume hoods need on/off switches so they are not on all the time.</p>	<p>Five year data show that total FTEF for Biology and Ecology grew from 10.87 in 2008-09 to 12.26 in 2012-13, an increase of 12.8% despite recent budget cuts. Our productivity WSCH/FTEF increased from 464 in 2008-09 to 485 in 2012-13 with an average of 498 over the five years. This number increases to 511 if the DE courses which traditionally have low rates are not counted. Since most of our classes have labs with size restrictions of 24 students/lab this productivity number is very good. Our active students have remained fairly constant at 459 per semester. Almost all of our sections fill with an average student success rate of 65.9% (68.3 w/o DE) over the five year period. The success rate just for the DE courses is 49.8% (which is normal for DE). Our student retention rate has also remained fairly constant at 83.8%</p>	<p>The Biology/Ecology program at Woodland offers students a range of courses that meet General Education, Majors requirements, and Pre-Allied Health Occupation Majors requirements. All courses currently offered are transferable to UC/CSU campuses, and we offer the full range of courses to meet nursing school prerequisites. Our active students have remained fairly constant at 459 per semester. Almost all of our sections fill with an average student success rate of 65.9% (68.3 w/o DE) over the five year period. The success rate just for the DE courses is 49.8% (which is normal for DE). Our student retention rate has also remained fairly constant at 83.8%</p>	<p>We currently do not have a Biology or Ecology major, or AS degree. Preliminary work has begun to research the requirements and procedure to establish them. For the Ecology AS, new laboratory courses needs to be designed and implemented in order to offer these degrees. Such courses are already on the catalog at Yuba College. We are currently not offering enough sections of courses to meet student demand, in particular for students in the Biol 15, 4, 5, and 6 sequence, and in Biol 1 and Biol 10L. Due to budget cuts, our class offerings have diminished. We find that most of our evening and weekend classes are no longer being offered, where previously they were fully enrolled and very successful.</p>

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2. SSSP	A&R	Hire temporary transcript evaluator for Degree Audit, Priority Registration	The Evaluator position would be hired at a Range 31, Step 3 for an impact of \$68,139.97 that included benefits.	SSSP	<ul style="list-style-type: none"> > Annual Action Plan 2014-2015 > EMP > Program Review 2013-2014 > SSSP Plan 	<p>There is a need to hire an Evaluator for all transcript entry for each student who turns in a transcript from outside colleges/universities. This will assist with the Degree Audit project that the District is embarking on for the next year and into the future.</p> <p>Requirements needed to implement SB 1456, matriculation changes mandated by the State's Student Success Initiatives.</p>

WCC Priorities for 2014-2015

Request	Vision	Department Goals/Plans	Demand/Revenue	Program Quality	Potential
<p>Hire temporary transcript evaluator for Degree Audit, Priority Registration</p>	<p>This recommendation supports the college mission of providing high quality, student-centered education by providing students with the ability to have all their outside courses evaluated and enable Degree Auditor to automatically determine if/when they are eligible for graduation. This will also enable students to use past eligible courses to count towards their total unit load for priority registration.</p>	<p>If the college chooses to implement Degree Audit, then Admissions & Records office is in need of a staff member to assist with the Degree Audit system. The staff member needs to be knowledgeable in assessing college catalogs and how they correlate with the Degree Audit system for it to work properly.</p>	<p>The Admissions and Records Office is one of the key offices on campus. We handle all student records both in paper and electronic format. The staff process all transcript requests, requisite equivalencies, IGETC/CSU certification requests, online application (CCCAPPLY) processes, registrations (both college and high school students), student petitions, residency determinations, address changes/updates, educational goal changes, major changes, enrollment verifications, prerequisite checks, matriculation forms, cashiering duties, document imaging, student payments, daily parking permit sales, certificates/diplomas, testing and outside assessments, schedule production and catalog review.</p>	<p>We plan to develop a survey with the Director of Planning, Research and Student Success in Fall 2013 and disburse to students in Spring 2014.</p>	<p>The amount of work continues with the acquisition of jobs from Yuba College and the transition to multi-college. There has been discussions of taking on the international student process for our students and that will require staff member(s) to attain the knowledge and training on international students. We are also looking to upgrade one of the three front counter computers and the Senior Student Services Technician/Evaluator office that is not attached to the Admissions and Records office currently.</p>

WCC Priorities for 2014-2015

Annual Action Plan Objectives	AREA	Request	Cost	Funding Source	Link to College/District Plans	Supporting Evidence
3. SSSP	COUNS	Hire 1.0 FTE WCC General Counselor/Colusa County Counselor	1 FTE, approximately \$100,000	SSSP	<ul style="list-style-type: none"> > Annual Action Plan 2014-2015 > EMP > Program Review 2013-2014 > SSSP Plan 	<p>With incoming SB1456 the following will be required</p> <ol style="list-style-type: none"> 1. All students must have an abbreviated educational plans 2. All students must have a student educational plan 3. All students must attend orientation unless they are exempt. 4. All student must take the assessment unless they are exempt. <p>With approximately 3500 students attending WCC there is a need for more counseling services. Presently there are 3.0 FTE counselors assigned to general, transfer, career, and Colusa County, this equates to 2.10 general counseling. The department continues to be understaffed in particular to meet the demands for high school and community outreach, serving on all faculty committees, and general counseling.</p>

WCC Priorities for 2014-2015

Request	Vision	Department Goals/Plans	Demand/Revenue	Program Quality	Potential
Hire 1.0 FTE WCC General Counselor/Colusa County Counselor	This recommendation supports the college mission of providing high quality, student-centered education by providing students with what they need to attain their individual educational and career goals.	In servicing all WCC students the counseling program follows AB3 Matriculation process. Upcoming changes to AB3 now known as the Student Success Act - SB1456 are being considered now to be in place for Fall 2014.	With approximately 3500 students attending WCC there is a need for more counseling services. Presently there are 3.0 FTE counselors assigned to general, transfer, career, and Colusa County, this equates to 2.10 general counseling. The department continues to be understaffed in particular to meet the demands for high school and community outreach, serving on all faculty committees, and general counseling.	A survey was given to students Spring 2011: a. 63% of students surveyed developed an educational plan. b. 80% had selected a major c. Students were able identify services	With approximately 3500 students attending WCC there is a need for more counseling services. Presently there are 3.0 FTE counselors assigned to general, transfer, career, and Colusa County, this equates to 2.10 general counseling. The department continues to be understaffed in particular to meet the demands for high school and community outreach, serving on all faculty committees, and general counseling.

WCC Priorities for 2014-2015

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4a. Curriculum	Equipment Needs	Biology/Ecology Equipment Crucial and Important Equipment Needs*	\$15,466.96	Instruction Equipment Funds	<ul style="list-style-type: none"> > Annual Action Plan 2014-2015 > EMP > Program Review 2013-2014 	<p>Since we added a third lab to the biology program it has required us to move water baths and hot plates from room to room as needed. This is not only inconvenient (because they are filled with water) but sometime labs have to be re-scheduled when labs have to use them at the same time. Three water baths are needed.</p> <p>There is not enough money in the supply budget to buy these and there have not been any funds for equipment requests for the last three years.</p>

WCC Priorities for 2014-2015

Request	Vision	Department Goals/Plans	Demand/Revenue	Program Quality	Potential
<p>Biology - Disarticulated skeletons, skeletons for anatomy, water baths, cadaver, materials for cadaver, balances and hot plates</p>	<p>This recommendation supports the college mission of providing high quality, student-centered education by providing students with access to appropriate equipment for learning.</p>	<p>> Equipment needs. With the addition of a third lab/classroom several years ago we still need miscellaneous equipment for the sections that are offers at the same time in different rooms. These are detailed in the "Unit Recommendations" area. Also listed are extra materials for anatomy which has an enrollment demand that we can't satisfy.</p>	<p>Five year data show that total FTEF for Biology and Ecology grew from 10.87 in 2008-09 to 12.26 in 2012-13, an increase of 12.8% despite recent budget cuts. Our productivity WSCH/FTEF increased from 464 in 2008-09 to 485 in 2012-13 with an average of 498 over the five years. This number increases to 511 if the DE courses which traditionally have low rates are not counted. Since most of our classes have labs with size restrictions of 24 students/lab this productivity number is very good. Our active students have remained fairly constant at 459 per semester. Almost all of our sections fill with an average student success rate of 65.9% (68.3 w/o DE) over the five year period. The success rate just for the DE courses is 49.8% (which is normal for DE). Our student retention rate has also remained fairly constant at 83.8%</p>	<p>The Biology/Ecology program at Woodland offers students a range of courses that meet General Education, Majors requirements, and Pre-Allied Health Occupation Majors requirements. All courses currently offered are transferable to UC/CSU campuses, and we offer the full range of courses to meet nursing school prerequisites. Our active students have remained fairly constant at 459 per semester. Almost all of our sections fill with an average student success rate of 65.9% (68.3 w/o DE) over the five year period. The success rate just for the DE courses is 49.8% (which is normal for DE). Our student retention rate has also remained fairly constant at 83.8%</p>	<p>We currently do not have a Biology or Ecology major, or AS degree. Preliminary work has begun to research the requirements and procedure to establish them. For the Ecology AS, new laboratory courses needs to be designed and implemented in order to offer these degrees. Such courses are already on the catalog at Yuba College. We are currently not offering enough sections of courses to meet student demand, in particular for students in the Biol 15, 4, 5, and 6 sequence, and in Biol 1 and Biol 10L. Due to budget cuts, our class offerings have diminished. We find that most of our evening and weekend classes are no longer being offered, where previously they were fully enrolled and very successful.</p>

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4b. Curriculum	Equipment Needs	Physics Equipment Crucial and Important Equipment Needs*	\$7,196	Instruction Equipment Funds	<ul style="list-style-type: none"> > Annual Action Plan 2014-2015 > EMP > Program Review 2013-2014 	<p>We need various equipments for physics lab (please refer to the attachment). Requests are categorized as 1) crucial, 2) important, 3) 2nd Tier and 4) future needs.</p> <p>Physics at WCC is in its infancy. Until Fall 2011, Physics 2A and 3A were the only courses offered at the College. Without a budget or full time faculty member, Physics was in danger of being eliminated at WCC. In Spring 2011, both the Chemistry and Biology classes submitted AS degrees with Physics courses as part of the curricular requirements. In Fall 2011, Physics offered 4A for the first time. This offering was not successful due to the budget constraints, failed articulation agreement, and lack of a full time instructor to champion the class and department. The Physics department finally has a specified lab space. Physics is in dire need of equipment and a budget to afford this equipment.</p>

WCC Priorities for 2014-2015

Request	Vision	Department Goals/Plans	Demand/Revenue	Program Quality	Potential
<p>Physics Equipment Crucial and Important Equipment Needs*</p>	<p>This recommendation supports the college mission of providing high quality, student-centered education by providing students with access to appropriate equipment for learning.</p>	<p>The Physics department finally has a specified lab space. Physics is in dire need of equipment and a budget to afford this equipment. The Physics department is also in dire need of a full time instructor to lead the program and advocate for all its needs. Without a Physics program at WCC, both Chemistry and Biology students leave to complete their courses in places with Physics offerings.</p>	<p>Physics shows no specific trends in any category. This is most likely due to the lack of full time faculty to lead the program. The math and science division has been focused on growing the program with each of its departments donating units to Physics. Student numbers are low as most students go to another CC to complete their Physics requirements. Now that MESA is in full swing at WCC, Physics and Engineering need to be an integral part in this program. This is another reason that Physics is in dire need of a full time faculty lead.</p>	<p>The Physics and Astronomy program at WCC serves to complete the biology and chemistry major curriculum. This makes it possible for students to get AS degrees in chemistry or biology or transfer to a 4 year institution. It will also eventually lead to an AS degree in Physics.</p>	<p>Physics at WCC is in its infancy. Until Fall 2011, Physics 2A and 3A were the only courses offered at the College. Without a budget or full time faculty member, Physics was in danger of being eliminated at WCC. In Spring 2011, both the Chemistry and Biology classes submitted AS degrees with Physics courses as part of the curricular requirements. In Fall 2011, Physics offered 4A for the first time. This offering was not successful due to the budget constraints, failed articulation agreement, and lack of a full time instructor to champion the class and department. The Physics department finally has a specified lab space. Physics is in dire need of equipment and a budget to afford this equipment.</p>

WCC Priorities for 2014-2015

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5. Curriculum	Greenhouse Equipment	Irrigation Infrastructure	\$10,000	Perkins	<ul style="list-style-type: none"> > Annual Action Plan 2014-2015 > EMP > Program Review 2013-2014 	<p>Begin to plan the transition from dryland to irrigated crop production. Need to purchase infrastructure to allow this to happen. Irrigation on crops will help support:</p> <ol style="list-style-type: none"> 1. Ag Business Enterprise courses 2. Plant Science courses 3. Student to community 4. Sales course

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Irrigation Infrastructure	This recommendation supports the college mission of providing high quality, student-centered education by providing students with access to appropriate equipment for learning.	Department Goals/Plans: 1. Increase Technology 2. Increase course offerings (day/evening options) 3. Align with Seed Industry (UC Davis and Seed Central) <ul style="list-style-type: none"> a. Certificate for Seed Technician 4. Increase student degrees/certificates 5. Increase transfer to CSU/UC 6. Determine plan to roll grant funded projects into general fund	Since the hire of a full time faculty member in Spring 2008, the average WSCH in Agriculture, Agriculture Mechanics, Environmental Horticulture, and Plant Science have nearly doubled, from 482 in 2008-2009 to 887 in 2012-2013. FTEF allocation has remained unchanged; additional course offerings have been made possible through SB 70 funding opportunities. Overall, student retention rate for the Agriculture program remains high (88%) which is consistent with WCC overall (86%). However, the success rate of students in the Agriculture program is lower (63%) compared to WCC overall (67%). Work will need to focus on student success in the Agriculture department over the coming years.	The Full time faculty member participates in regional and statewide leadership opportunities, as a discipline representative. The Deputy Sector Navigator (DSN) Grant for Agriculture in the North Region was awarded to Woodland Community College for the 2013-2014 academic year. The DSN will help guide community colleges, industry, and workers in the direction of need in a given region. This support and guidance has been well received by our local community and college. In addition, the full time faculty member joined the Faculty Discipline Review Group (FDRG) for Agriculture to develop the Transfer Model Curriculum for Agriculture and related disciplines. The goal is to meet the needs of as many students and transfer institutions as possible. The WCC Agriculture Department has worked closely with local Seed Companies over the past year, and there appears to be an interest in training current and future employees at Woodland Community College. We are continuing to meet and explore possible training developments that can meet the needs of industry	The demand for course offerings in Agriculture/Ag Mechanics/Env Hort/Plant science has increased, specifically offering day and evening options. However, like the rest of the campus, the department is restricted and reducing course offerings due to the state budget. We are hopeful that with the adoption of the Resource Allocation Model, that there will be more opportunities for students in the Agriculture department, and across WCC as a whole

WCC Priorities for 2014-2015

Annual Action Plan Objectives	AREA	Request	Cost	Funding Source	Link to College/District Plans	Supporting Evidence
6. SSSP	COUNS	Part Time Outreach Specialist/budget for outreach	Approximately \$60,000	SSSP	<ul style="list-style-type: none"> > Annual Action Plan 2014-2015 > EMP > Program Review 2013-2014 > SSSP Plan 	<p>With incoming SB1456 the following will be required</p> <ol style="list-style-type: none"> 1. All students must have an abbreviated educational plans 2. All students must have a student educational plan 3. All students must attend orientation unless they are exempt. 4. All student must take the assessment unless they are exempt. <p>With approximately 3500 students attending WCC there is a need for more counseling services. Presently there are 3.0 FTE counselors assigned to general, transfer, career, and Colusa County, this equates to 2.10 general counseling. The department continues to be understaffed in particular to meet the demands for high school and community outreach, serving on all faculty committees, and general counseling.</p>

WCC Priorities for 2014-2015

Request	Vision	Department Goals/Plans	Demand/Revenue	Program Quality	Potential
Part Time Outreach Specialist/budget for outreach	This recommendation supports the college mission of providing high quality, student-centered education by providing students with what they need to attain their individual educational and career goals.	In servicing all WCC students the counseling program follows AB3 Matriculation process. Upcoming changes to AB3 now known as the Student Success Act - SB1456 are being considered now to be in place for Fall 2014.	With approximately 3500 students attending WCC there is a need for more counseling services. Presently there are 3.0 FTE counselors assigned to general, transfer, career, and Colusa County, this equates to 2.10 general counseling. The department continues to be understaffed in particular to meet the demands for high school and community outreach, serving on all faculty committees, and general counseling.	A survey was given to students Spring 2011: a. 63% of students surveyed developed an educational plan. b. 80% had selected a major c. Students were able identify services	With approximately 3500 students attending WCC there is a need for more counseling services. Presently there are 3.0 FTE counselors assigned to general, transfer, career, and Colusa County, this equates to 2.10 general counseling. The department continues to be understaffed in particular to meet the demands for high school and community outreach, serving on all faculty committees, and general counseling.

WCC Priorities for 2014-2015

Annual Action Plan Objectives	AREA	Request	Cost	Funding Source	Link to College/District Plans	Supporting Evidence
7. CTE Partnerships	ACCT	Adjunct Faculty for Small Business Management/Entrepreneurship program	Perkins ~ \$53,500 total; Fall and Spring courses = \$36,000; Cert revision, articulation agreements, application to state chancellor = \$3,500; Supplies = \$9,000; Summer Camp = \$5,000	Perkins	<ul style="list-style-type: none"> > Annual Action Plan 2014-2015 > EMP > Program Review 2013-2014 	<ul style="list-style-type: none"> > Industry trends support the development and implementation of a Small Business Management / Entrepreneurship certificate. > Employment projections by occupation for the Sacramento, Placer, El Dorado and Yolo Counties annually as matched by Top Code for Entrepreneurship indicate growth potential of 153 jobs annually. > Local and regional employers look to Woodland Community College to provide a skilled business workforce. In order to meet the needs of local and regional employers, the Accounting and Business Program at Woodland Community College, as outlined in the mission statement, endeavors to prepare students to achieve the requirements for accounting and business related occupations and for transfer into programs at four-year institutions.

* See attachment for detailed listing of equipment

WCC Priorities for 2014-2015

Request	Vision	Department Goals/Plans	Demand/Revenue	Program Quality	Potential
<p>Adjunct Faculty for Small Business Management/Entrepreneurship program</p>	<p>This recommendation supports the college mission of providing high quality, student-centered education by providing students with access to appropriate equipment for learning.</p>	<p>Revise certificate and submit to State Chancellors office to be included on student transcripts. Continue offering courses to allow student completion. Out reach to other local area high schools for articulation agreements. Offer a summer entrepreneurship camp to high school and junior high school students.</p>	<p>The Accounting Program had an average WSCH/FTEF of approximately 400 in 2012-2013. During the 2012/2013 year, 30 students obtained Associate of Science or Certificates of Achievement in Business Administration/Accounting. Of the certificates and degrees awarded at WCC, the Accounting and Business program ranked 3rd from the top and made up 15% of all degrees/certificates awarded for the period. The Accounting Program maintains higher than average Retention (82.9%) and Success (67.5%) rates. The rates this year are slightly lower than the previous year 85.95% and 70.35% respectively. The decrease can be attributed to two new adjuncts who taught the General Accounting courses in the Spring of 2013.</p>	<p>The Accounting Program provides three core courses which transfer into four-year programs and articulate with the California State University system for further concentration. The program seeks to address the vocational needs of the business community, providing vocational and re-training skills. Students earn certificates and Associate Degrees in accounting to evidence successful completion. During the Summer of 2013, two WCC students received full scholarships from the American Institute of Certified Public Accountants (AICPA) to attend a five day Accounting Scholarship Development Program (ASDP) at Howard University in Washington DC. One of the two, also received an AICPA scholarship to attend an Accounting Scholars Leadership Workshop in North Carolina. Upon their return in the Fall of 2013, both students gave presentations in all of the accounting courses. Two accounting courses were updated to meet CID requirements for the Business ADT degree. The Business ADT degree will be presented to the board for approval during the November 2013 board meeting.</p>	<p>As reported in the program review, the Accounting Program is only allocated .90 FTEF and is unable to offer sections of accounting courses to meet the needs of evening students or the needs of students desiring/requiring face-to-face instruction for courses currently only available online and/or through other campuses. The Accounting Program has certification through the California Tax Education Council (CTEC) for the Federal and State Individual Income Tax course (ACCT6). The purpose of this course is to train and qualify successful students to prepare individual income tax returns in California. This course meets continuing education requirements for certified tax preparers. There are only 15 community colleges in the California community college system certified through CTEC. Despite receiving this very important certification, the Accounting Program struggles to gain enough FTEF to offer the course due to the limited FTEF allocation. One goal will be to work with Community Education to secure funding which will support offering the Accounting 6 course each fall semester.</p>

WCC BIOLOGY EQUIPMENT REQUESTS

HERE IS THE LIST OF ITEMS YOU REQUESTED, ALONG WITH THE VENDORS, CATALOG PRICES, AND QUANTITY NEEDED.

VWR

Advanced, Digital, Unstirred Water Bath, Grant Instruments

Item # 89500-380

\$1,561.03 QTY=2

Fisher Scientific

Altay Disarticulated Skeleton

Item #S06567

\$315.00 QTY=3

Carolina Biological

Somso Human Female Skeleton, Articulated w/metal stand on wheels

Item #246813

\$2,350.00 QTY=1

I HAVE A QUESTION ABOUT THE "CADAVER" REQUEST. IS THAT FOR A HUMAN CADAVER OR FOR THE CADAVER SPECIMENS THAT WILL BE USED FOR THE BIO 4 SUMMER SESSION? IF IT IS FOR BIO 4, HERE IS THE INFORMATION:

Nasco

SHEEP ORGAN-BRAIN W/DURA MATTER

Item #LS03546M

\$13.00 QTY=6

CAT (W/SKIN) - 19"-23", TRIPLE INJECTION, FEMALE

Item #LS02506MH

\$54.95 QTY=2

CAT (W/SKIN) - 19"-23", TRIPLE INJECTION, MALE

Item #LS02506MH

\$54.95 QTY=3

CAT (W/SKIN) - 16"-23", TRIPLE INJECTION, PREGNANT

Item #LS02672MH

\$73.00 QTY=1

PIG ORGAN-KIDNEY (Triple injection)

Item # LS03489M

\$8.75 QTY=6

PIG ORGAN, HEART IN PERICARDIUM

Item #LS03569M

\$10.50 QTY=6

SHEEP ORGAN-EYES; UNIT OF 10

Item #LS01439MH

\$9.00 QTY=1 pk

COW ORGAN-SPINAL CORD

Item #LS02533MH

\$6.00 QTY=12

IF YOU NEED INFORMATION ON A HUMAN CADAVER, I DON'T HAVE MONETARY FIGURES, BUT I'LL GIVE YOU AN IDEA OF THE THINGS THAT ARE REQUIRED:

- 1.) An electronic lock system will need to be installed. The system will need to be hardwired in order to track entrance to the room.
- 2.) The lab must be ventilated. 100% fresh air return system is used. Our current ventilation will never cut it.
- 3.) It must have a dedicated heating and cooling unit for that particular room.
- 4.) It must have an eye wash station and drench shower in the room.
- 5.) There must be a designated area in the room to wash hands.

Paperwork:

An Anatomical Materials Request Application (AMRA) must be filed and there is also paperwork that needs to be filed with the Contracts Office

Once all of that is in place and before the cadaver can be delivered, UCD will make a site visit to verify that we

are in compliance. Along with the aforementioned, they will want to see a visible protocol posted in the room with information such as chemical handling, care and storage of the cadaver, and safety precautions.

To supply the room, we will also need the following:
The cadaver. (Approximately \$2500.00)

A Necropsy Table with a Clamshell Covering to protect the body. (I am waiting on a price quote for this item. I will send an update when this quote arrives.)

A Chemical Waste Drum for containing leakage (US Plastic Corp \$109.00)

A 20L Nalgene Carboy for Wetting Solution (Carolina Biological \$88.95)

Chemicals to make the Wetting Solution
Downy, Phenol, Restorative (humectant)

Dispray. An anti-fungal. (Waiting for price quote.)

6 Surgical Trays \$23.59 each from Moore Medical Supply

Finally, on the outside of the entry way we need a biohazard sign (Laboratory Safety Supply - \$20.90)
a formaldehyde carcinogen sign (Compliance Signs - \$18.00)
and a "no food or drink" sign (Laboratory Safety Supply - \$27.40).

THE FOLLOWING ITEMS HAVE BEEN ON DR. SHAH'S "WISH LIST" FOR QUITE SOME TIME, BUT I NEVER HAVE ENOUGH MONEY TO MAKE THESE PURCHASES. IS IT POSSIBLE TO INCLUDE THESE ANATOMICAL MODELS INTO THE BUDGET YOU ARE WORKING FROM?

Fisher Scientific
Altay Scientific Model of the Human Arm
Item #S06550
\$320.00 QTY=2

Fisher Scientific
Altay Scientific Model of the Human Arm
Item #S99154
\$661.00 QTY=2

Carolina Biological
Somso Human Male Skeleton, Articulated w/metal stand on wheels
Item #246814
\$2,350.00 QTY=1

Carolina Biological
3B Human Male and Female Torso Model
Item #566617
\$1,445.00 QTY=1

Carolina Biological
Somso Human Nephron Model
Item #567798
\$208.00 QTY=2

Carolina Biological
3B Human Muscular Male and Female Model
Item #566643A
\$3,975 QTY=1

Carolina Biological
3B Human Ear Model
Item #566966
\$175.00 QTY=2

Physics 2013-2014 Instructional Equipment Needs Prepared 10/10/13 by Dr. Neumann					
Priority	Item	Quantity	Item Cost	Total Cost	Further Information
Crucial	Electric Field Mapping Supply Kit (http://sarger.com)	6	\$160	\$960	
Crucial	Radio Shack/Home Depot/Target supplies (see further info for a list of the items this would include)	1	\$250	\$250	Corkboard, Various resistors and capacitors, Circuit wire, magnet wire, 6 Plastic forms, strong disk magnets, metal paperclips, plastic and styrofoam cups, 6 9V batteries with battery clips, 3 slinky's, Cardboard, small wooden dowel rod, permanent marker, fine grain sandpaper, coffee creamer
Crucial	8 foot wooden ramps	6	\$15	\$90	
Crucial	large demonstration polarizing filters	2	\$85	\$170	
Crucial	galvanometers	6	\$20	\$117	
Crucial	coils of wire with terminals	12	\$14	\$162	
Crucial	electroscopes	6	\$16	\$96	
Crucial	short iron rods	6	\$3	\$18	
Crucial	Hand Crank Generator (http://www.pasco.com)	3	\$159	\$477	
Crucial	Electron Beam Tube to show deflection with Magnet	1	\$99	\$99	
Crucial	Tool kit	1	\$45	\$45	General tools to setup, repair, adjust equipment
				\$2,439	TOTAL CRUCIAL ITEMS
Important	clear cube with water	6	\$7	\$41	
Important	prisms	6	\$7	\$42	
Important	Basic optics light source (Pasco #OS-8470)	2	\$119	\$238	
Important	Ray optics kit (Pasco #OS-8516A)	2	\$60	\$120	
Important	2.5" diameter convex lens	3	\$18	\$53	
Important	Tesla Coil (http://sargentwelch.com/high-frequency)	1	\$247	\$247	
Important	Hydrogen (Pasco #SE9461)	3	\$37	\$111	Spectral tubes. We use Chemistry's power supplies
Important	Helium (Pasco #SE9462)	2	\$37	\$74	Spectral tubes. We use Chemistry's power supplies
Important	Argon (Pasco #SE9463)	2	\$37	\$74	Spectral tubes. We use Chemistry's power supplies
Important	Mercury (Pasco #SE9466)	2	\$40	\$80	Spectral tubes. We use Chemistry's power supplies
Important	Neon (Pasco #SE9466)	2	\$37	\$74	Spectral tubes. We use Chemistry's power supplies
Important	Adapter 3 modules (Vernier DIN to BTA)	10	\$5	\$50	Necessary to adapt older Motion Detectors to the LabQuest Minis
Important	Adapt old photogates(Vernier PG-BTD)	5	\$5	\$25	Necessary to adapt older three modules to the LabQuest Minis

Important	Adapter BTB to BTB (Vernier MDC-BTB)	6	\$5	\$30	Necessary to adapt older Vernier Photogates to the LabQuest Minis
Important	Red and green (or blue) filters	6	\$6	\$36	
Important	Magnetic Field Sensors (Vernier mg-bta)	3	\$58	\$174	
Important	various banana and alligator clip connecting wires	24	\$8	\$192	
Important	large u magnet	1	\$63	\$63	
Important	iron filings in oil demo	1	\$30	\$30	
Important	vernier circuit board	3	\$102	\$306	
Important	contact switches	2	\$3	\$5	
Important	1.5V D batteries (10 pack)	3	\$15	\$45	
Important	slinkies	3	\$5	\$16	
Important	multimeters	9	\$24	\$219	
Important	9V batteries	12	\$3	\$36	
Important	large bar magnets	6	\$5	\$30	
Important	compasses (small 12 per pack)	3	\$5	\$14	
Important	rotatable polarizing filters with angle markings	6	\$26	\$156	
Important	Pasco Standing Wave generator	3	\$249	\$747	
Important	various wires and strings			\$45	
Important	Tone Dialers - sound	6	\$20	\$120	
Important	turntable (33 rpm, 45 rpm)	6	\$25	\$150	
Important	standing sound wave tube	3	\$379	\$1,137	
Important	Small electric motor (http://www.scientificsonline.com/high-torque-dc-electric-motor.html)	6	\$25	\$150	
Important	current probes (vernier DCP-BTA)	4	\$39	\$156	
Important	Voltage Probes (Vernier VP-BTA)	4	\$12	\$48	
Important	Differential Voltage Probe (Ver. DVP-BTA)	3	\$39	\$117	
Important	Astroscan 4.25" reflector telescope - Richfield wide angle (Cenco item # WL1756-37)	6	\$239	\$1,434	Ideal for students to use for sky observations
				\$4,757	TOTAL Important Items
2nd tier	Jumping Ring Demo (http://sargentwelch.com/)	1	\$235	\$235	
2nd tier	Van de Graaff Generator (http://www.pasco.com)	1	\$569	\$569	
2nd tier	Variable Gap Magnet with Induction Paddles (h	1	\$364	\$364	
2nd tier	Newton's Cradle (http://sargentwelch.com/coll)	1	\$254	\$254	

2nd tier	Loop the loop track (http://sargentwelch.com/)	1	\$294	\$294	
2nd tier	PE/KE tracks (http://sargentwelch.com/potenti)	1	\$120	\$120	
2nd tier	rotating stool (http://store.pasco.com/pascosto)	1	\$298	\$298	
2nd tier	bicycle wheel gyroscope (http://store.pasco.co)	1	\$149	\$149	
2nd tier	Simplified Second Law App. (Cenco #WL0880B)	1	\$27	\$27	
2nd tier	Physical Pitch set tuning forks- set of 8 (Cenco #	3	\$70	\$210	
2nd tier	Dual head hammer (Cenco #WL3253)	1	\$12	\$12	
2nd tier	Wall Leads Rack (Cenco WLS-1764-40)	2	\$11	\$22	
2nd tier	Double cone & ramp model (Frey #590106-019)	1	\$34	\$34	
2nd tier	Newton's 2nd law of motion (Frey #1017041-01	1	\$18	\$18	
2nd tier	Radiometer (Frey #1008707-019)	1	\$16	\$16	
2nd tier	Student Doppler Demo (Frey # 570257-019)	1	\$15	\$15	
2nd tier	Levitating vortex (Frey #1294709-019)	1	\$10	\$10	
2nd tier	DC Power Supplies (0-3 A, 0-30 V)(Pasco)	6	\$200	\$1,200	
2nd tier	Transformer (SE-7351 Pasco)	1	\$379	\$379	
2nd tier	Mini Generator (Pasco SE 8645)	1	55	\$55	
2nd tier	Mini Generate Manual (Pasco SE-8646)	1	15	15	
2nd tier	Capacitor 1 Farad (Pasco SE 8626)	1	25	25	
				\$4,321	Total 2nd Tier Items
Future Needs	Desk Top computers for Room 301	30	850	\$ 25,500.00	Computer Needs to make 301 a functional computer lab.
Future Needs	Laboratory Stock/Inventory/Repair Person	1	25000	\$ 25,000.00	Chemistry & Biology have an aide such as described.