

IMPERIAL VALLEY COLLEGE  
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES



PROGRAM/DEPARTMENT 221, 227, 228 BSS

ACADEMIC YR. 13-14

Comprehensive Program Review       Annual Assessment       Request for Resources (check all that apply)

Please analyze your Program Review data as well as your SLO/SAO assessment findings in order to update to your Comprehensive Program Review report as needed. All changes to area needs and subsequent requests for additional resources must be reported at this time.

If your program is scheduled for a Comprehensive Program Review all forms are to be completed and submitted to the appropriate Dean/VP. If you are completing the annual Program Review Assessment only and have no changes to area needs, sign below and submit this form to appropriate Dean/VP. If your needs have changed as a result of your annual assessment of program review data, please complete the appropriate Request for Resources form(s) and submit to appropriate Dean/VP.

|                                                                                   |                |                                                                                     |                |
|-----------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------|----------------|
| Signature of Program Chair/Director                                               | Date           | Signature of Area Dean                                                              | Date           |
|  | <u>3-18-13</u> |  | <u>3/15/13</u> |
| Signature of Area Vice President                                                  | Date           |                                                                                     |                |

Please attach the following documents to this Program Review Compliance form if you are requesting additional resources:

- ✓ Comprehensive Program Review
- ✓ Data Analysis Form
- ✓ SLO/SAO Assessments
- ✓ Request for Resources Forms



# Imperial Valley College

## Program Review

| 221-11001-1000 Behavioral/Social Sci Division/Unrestricted - General/Fine and Applied Arts |                 |                  |               |                                        |           |                          |
|--------------------------------------------------------------------------------------------|-----------------|------------------|---------------|----------------------------------------|-----------|--------------------------|
| Acct Description                                                                           | Actual (11-12)  | Budgeted (11-12) | Requesting    | Justification                          | Prio Plan |                          |
| 4326 Art Fees                                                                              | \$106.04        | \$0.00           | \$0.00        | MOVE to Arts Letters Learning Services | 0         | Routine Operational Cost |
| <b>Totals:</b>                                                                             | <b>\$106.04</b> | <b>\$0.00</b>    | <b>\$0.00</b> |                                        |           |                          |

| 221-11001-2200 Behavioral/Social Sci Division/Unrestricted - General/Social Sciences |                 |                  |               |                                        |           |                          |
|--------------------------------------------------------------------------------------|-----------------|------------------|---------------|----------------------------------------|-----------|--------------------------|
| Acct Description                                                                     | Actual (11-12)  | Budgeted (11-12) | Requesting    | Justification                          | Prio Plan |                          |
| 4455 Copying/Printing                                                                | \$184.60        | \$0.00           | \$0.00        | See Prog Code 6190 and ORG 227 and 228 | 0         | Routine Operational Cost |
| 4460 Office Supplies                                                                 | \$50.79         | \$0.00           | \$0.00        | See Prog Code 6190                     | 0         | Routine Operational Cost |
| 5310 Memberships and Dues                                                            | \$0.00          | \$0.00           | \$0.00        | See Prog Code 6190                     | 0         | Routine Operational Cost |
| 5540 Telephone and Data Lines                                                        | \$0.00          | \$0.00           | \$0.00        | Delete                                 | 0         | Routine Operational Cost |
| 5621 Copier Maintenance Agreements                                                   | \$0.00          | \$0.00           | \$0.00        | Delete                                 | 0         | Routine Operational Cost |
| 5632 Vehicle Rental Expense                                                          | \$0.00          | \$0.00           | \$0.00        | See Prog Code 6190                     | 0         | Routine Operational Cost |
| 5640 Equipment Repairs                                                               | \$0.00          | \$0.00           | \$0.00        | See Prog Code 6190                     | 0         | Routine Operational Cost |
| 5860 Postage                                                                         | \$0.64          | \$0.00           | \$0.00        | Move to Prog Code 6190                 | 0         | Routine Operational Cost |
| <b>Totals:</b>                                                                       | <b>\$236.03</b> | <b>\$0.00</b>    | <b>\$0.00</b> |                                        |           |                          |

| 221-11001-6190 Behavioral/Social Sci Division/Unrestricted - General/Other Instructional Support |                   |                    |                   |                                               |           |                          |
|--------------------------------------------------------------------------------------------------|-------------------|--------------------|-------------------|-----------------------------------------------|-----------|--------------------------|
| Acct Description                                                                                 | Actual (11-12)    | Budgeted (11-12)   | Requesting        | Justification                                 | Prio Plan |                          |
| 4455 Copying/Printing                                                                            | \$5,315.51        | \$5,636.00         | \$1,200.00        | Needed for Dept. Copy Needs                   | 10        | Routine Operational Cost |
| 4460 Office Supplies                                                                             | \$993.56          | \$2,094.00         | \$1,500.00        | Needed to Maintain Office Operations          | 10        | Routine Operational Cost |
| 5220 Travel - Staff Conferences                                                                  | \$2,872.96        | \$3,000.00         | \$3,000.00        | Needed to Cover Travel Expense for Department | 10        | Professional Development |
| 5310 Memberships and Dues                                                                        | \$200.00          | \$200.00           | \$200.00          | Program                                       | 10        | Professional Development |
| 5621 Copier Maintenance Agreements                                                               | \$0.00            | \$0.00             | \$0.00            | Delete                                        | 0         | Routine Operational Cost |
| 5632 Vehicle Rental Expense                                                                      | \$178.84          | \$200.00           | \$200.00          | To Cover the Cost of a Rental for Conferences | 10        | Professional Development |
| 5640 Equipment Repairs                                                                           | \$0.00            | \$500.00           | \$300.00          | Needed for Office Typewriter Maintenance      | 8         | Routine Operational Cost |
| 5860 Postage                                                                                     | \$16.54           | \$25.00            | \$17.00           | For Department's Outgoing Mail                | 8         | Routine Operational Cost |
| <b>Totals:</b>                                                                                   | <b>\$9,577.41</b> | <b>\$11,655.00</b> | <b>\$6,417.00</b> |                                               |           |                          |

| 221-11002-6190 Behavioral/Social Sci Division/Summer School/Other Instructional Support |                |                  |                 |                                      |           |                          |
|-----------------------------------------------------------------------------------------|----------------|------------------|-----------------|--------------------------------------|-----------|--------------------------|
| Acct Description                                                                        | Actual (11-12) | Budgeted (11-12) | Requesting      | Justification                        | Prio Plan |                          |
| 4460 Office Supplies                                                                    | \$0.00         | \$0.00           | \$150.00        | Needed to Maintain Office Operations | 10        | Routine Operational Cost |
| <b>Totals:</b>                                                                          | <b>\$0.00</b>  | <b>\$0.00</b>    | <b>\$150.00</b> |                                      |           |                          |

| 221-11501-2200 Behavioral/Social Sci Division/Lottery Unrestricted/Social Sciences |                 |                   |               |                                                                         |           |                          |
|------------------------------------------------------------------------------------|-----------------|-------------------|---------------|-------------------------------------------------------------------------|-----------|--------------------------|
| Acct Description                                                                   | Actual (11-12)  | Budgeted (11-12)  | Requesting    | Justification                                                           | Prio Plan |                          |
| 4340 Media Materials                                                               | \$372.40        | \$1,850.00        | \$0.00        | Split Monies Between Behavioral & Social Science Media Materials Accts. | 0         | Routine Operational Cost |
| 4401 Other Supplies                                                                | \$24.36         | \$3,464.00        | \$0.00        | Monies moved to 6190 Program                                            | 0         | Routine Operational Cost |
| <b>Totals:</b>                                                                     | <b>\$396.76</b> | <b>\$5,314.00</b> | <b>\$0.00</b> |                                                                         |           |                          |

| 221-11501-6190 Behavioral/Social Sci Division/Lottery Unrestricted/Other Instructional Support |                |                  |                   |                                         |           |                          |
|------------------------------------------------------------------------------------------------|----------------|------------------|-------------------|-----------------------------------------|-----------|--------------------------|
| Acct Description                                                                               | Actual (11-12) | Budgeted (11-12) | Requesting        | Justification                           | Prio Plan |                          |
| 4401 Other Supplies                                                                            | \$0.00         | \$0.00           | \$1,000.00        | Monies transferred from 6190 Copy/Print | 10        | Routine Operational Cost |
| <b>Totals:</b>                                                                                 | <b>\$0.00</b>  | <b>\$0.00</b>    | <b>\$1,000.00</b> |                                         |           |                          |

| 221-11502-2200 Behavioral/Social Sci Division/Lottery Instructional Materials/Social Sciences |                 |                   |               |                       |           |                          |
|-----------------------------------------------------------------------------------------------|-----------------|-------------------|---------------|-----------------------|-----------|--------------------------|
| Acct Description                                                                              | Actual (11-12)  | Budgeted (11-12)  | Requesting    | Justification         | Prio Plan |                          |
| 4320 Instructional Supplies and Material                                                      | \$460.61        | \$1,500.00        | \$0.00        | Move to ORG 227 & 228 | 0         | Routine Operational Cost |
| <b>Totals:</b>                                                                                | <b>\$460.61</b> | <b>\$1,500.00</b> | <b>\$0.00</b> |                       |           |                          |

| 227-11001-2200 Social Science/Unrestricted - General/Social Sciences |                   |                   |                   |                                |           |                          |
|----------------------------------------------------------------------|-------------------|-------------------|-------------------|--------------------------------|-----------|--------------------------|
| Acct Description                                                     | Actual (11-12)    | Budgeted (11-12)  | Requesting        | Justification                  | Prio Plan |                          |
| 4455 Copying/Printing                                                | \$3,361.15        | \$2,609.00        | \$8,000.00        | Needed for Student Instruction | 10        | Routine Operational Cost |
| 4460 Office Supplies                                                 | \$61.50           | \$300.00          | \$300.00          | Needed for Department Supplies | 10        | Routine Operational Cost |
| <b>Totals:</b>                                                       | <b>\$3,422.65</b> | <b>\$2,909.00</b> | <b>\$8,300.00</b> |                                |           |                          |

| 227-11002-2200 Social Science/Summer School/Social Sciences |                 |                  |                 |                                |           |                          |
|-------------------------------------------------------------|-----------------|------------------|-----------------|--------------------------------|-----------|--------------------------|
| Acct Description                                            | Actual (11-12)  | Budgeted (11-12) | Requesting      | Justification                  | Prio Plan |                          |
| 4455 Copying/Printing                                       | \$263.03        | \$475.00         | \$300.00        | Needed for Student Instruction | 10        | Routine Operational Cost |
| <b>Totals:</b>                                              | <b>\$263.03</b> | <b>\$475.00</b>  | <b>\$300.00</b> |                                |           |                          |

| 227-11501-2200 Social Science/Lottery Unrestricted/Social Sciences |                |                  |                 |                                       |           |                          |
|--------------------------------------------------------------------|----------------|------------------|-----------------|---------------------------------------|-----------|--------------------------|
| Acct Description                                                   | Actual (11-12) | Budgeted (11-12) | Requesting      | Justification                         | Prio Plan |                          |
| 4340 Media Materials                                               | \$0.00         | \$0.00           | \$900.00        | Needed for Department Media Materials | 10        | Routine Operational Cost |
| <b>Totals:</b>                                                     | <b>\$0.00</b>  | <b>\$0.00</b>    | <b>\$900.00</b> |                                       |           |                          |

| 228-11001-2201 Behavioral Science/Unrestricted - General/Behavioral Sciences |                   |                   |                   |                                |                             |
|------------------------------------------------------------------------------|-------------------|-------------------|-------------------|--------------------------------|-----------------------------|
| Acct Description                                                             | Actual (11-12)    | Budgeted (11-12)  | Requesting        | Justification                  | Prio Plan                   |
| 4455 Copying/Printing                                                        | \$5,252.77        | \$2,609.00        | \$8,000.00        | Needed for Student Instruction | 10 Routine Operational Cost |
| 4460 Office Supplies                                                         | \$51.30           | \$300.00          | \$300.00          | Needed for Department Supplies | 10 Routine Operational Cost |
| <b>Totals:</b>                                                               | <b>\$5,304.07</b> | <b>\$2,909.00</b> | <b>\$8,300.00</b> |                                |                             |

| 228-11002-2201 Behavioral Science/Summer School/Behavioral Sciences |                 |                  |                 |                                |                             |
|---------------------------------------------------------------------|-----------------|------------------|-----------------|--------------------------------|-----------------------------|
| Acct Description                                                    | Actual (11-12)  | Budgeted (11-12) | Requesting      | Justification                  | Prio Plan                   |
| 4455 Copying/Printing                                               | \$457.57        | \$400.00         | \$500.00        | Needed for Student Instruction | 10 Routine Operational Cost |
| <b>Totals:</b>                                                      | <b>\$457.57</b> | <b>\$400.00</b>  | <b>\$500.00</b> |                                |                             |

| 228-11501-2201 Behavioral Science/Lottery Unrestricted/Behavioral Sciences |                |                  |                 |                                       |                             |
|----------------------------------------------------------------------------|----------------|------------------|-----------------|---------------------------------------|-----------------------------|
| Acct Description                                                           | Actual (11-12) | Budgeted (11-12) | Requesting      | Justification                         | Prio Plan                   |
| 4340 Media Materials                                                       | \$0.00         | \$0.00           | \$900.00        | Needed for Department Media Materials | 10 Routine Operational Cost |
| <b>Totals:</b>                                                             | <b>\$0.00</b>  | <b>\$0.00</b>    | <b>\$900.00</b> |                                       |                             |

**Actual Grand Total:** \$20,224.17  
**Budgeted Grand Total:** \$25,162.00  
**Requesting Grand Total:** \$26,767.00



# Imperial Valley College

## Program Review

### Routine Operational Cost Resource Requests

| ROUTINE OPERATIONAL COST NEEDS for ORG 227 - Social Science AND PROGRAM 2200 - Social Sciences: |      |                                             |            |         |      |       |     |      |          |                |
|-------------------------------------------------------------------------------------------------|------|---------------------------------------------|------------|---------|------|-------|-----|------|----------|----------------|
| #                                                                                               | Goal | Goal Description                            | Item Name  | Cost    | Qty. | Prio. | New | Rev. | Grouping | Total          |
| 1                                                                                               | 3    | Goal Three (Resources): The College will de | copy/print | \$5,000 | 1    | 2     | Yes | No   |          | \$5,000        |
| <b>Totals:</b>                                                                                  |      |                                             |            |         |      |       |     |      |          | <b>\$5,000</b> |

**Long Justifications:**

1 To cover the entire academic year for copy/print cost. Due to dramatic increase in cost with Papercut and new system.

| STAFFING NEEDS for ORG 227 - Social Science AND PROGRAM 2200 - Social Sciences: |      |                                             |                         |          |      |       |     |      |          |                 |
|---------------------------------------------------------------------------------|------|---------------------------------------------|-------------------------|----------|------|-------|-----|------|----------|-----------------|
| #                                                                               | Goal | Goal Description                            | Item Name               | Cost     | Qty. | Prio. | New | Rev. | Grouping | Total           |
| 1                                                                               | 3    | Goal Three (Resources): The College will de | New/replacement Faculty | \$80,000 | 1    | 2     | Yes | No   |          | \$80,000        |
| <b>Totals:</b>                                                                  |      |                                             |                         |          |      |       |     |      |          | <b>\$80,000</b> |

**Long Justifications:**

1 Political Science Instructor:  
New/replacement  
High volume, high demand courses that needs another full-time instructor, Haven't replaced instructor due to financial concerns over the last 5 years.

**Grand Total:            \$85,000**



# Imperial Valley College

## Program Review

### Routine Operational Cost Resource Requests

| ROUTINE OPERATIONAL COST NEEDS for <b>ORG 228 - Behavioral Science AND PROGRAM 2201 - Behavioral Sciences:</b> |                  |                                             |                  |         |       |          |          |                |
|----------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------|------------------|---------|-------|----------|----------|----------------|
| # Goal                                                                                                         | Goal Description | Item Name                                   | Cost             | Qty.    | Prio. | New Rev. | Grouping | Total          |
| 1                                                                                                              | 3                | Goal Three (Resources): The College will de | copying/printing | \$3,000 | 1     | 1        | Yes No   | \$3,000        |
| <b>Totals:</b>                                                                                                 |                  |                                             |                  |         |       |          |          | <b>\$3,000</b> |

**Long Justifications:**

1 Budgeted amount is not sufficient for the whole year. Due to changes in the system cost has increased dramatically

| STAFFING NEEDS for <b>ORG 228 - Behavioral Science AND PROGRAM 2201 - Behavioral Sciences:</b> |                  |                                         |                         |          |       |          |          |                 |
|------------------------------------------------------------------------------------------------|------------------|-----------------------------------------|-------------------------|----------|-------|----------|----------|-----------------|
| # Goal                                                                                         | Goal Description | Item Name                               | Cost                    | Qty.     | Prio. | New Rev. | Grouping | Total           |
| 1                                                                                              | 2                | Goal Two (Student Learning Programs and | New/replacement Faculty | \$80,000 | 1     | 2        | Yes No   | \$80,000        |
| <b>Totals:</b>                                                                                 |                  |                                         |                         |          |       |          |          | <b>\$80,000</b> |

**Long Justifications:**

1 Psychology instructor:

Instructor needed to meet highly impacted and high demand courses. Two faculty member haven't been replaced in 9 years. Faculty has compensated by teaching significant overloads, maxing out per session faculty, and requiring faculty assistance across disciplines (Psyc & Soc).

**Grand Total:           \$83,000**



# Imperial Valley College

## *Program Review* Staffing Resource Requests

| STAFFING NEEDS for ORG 227 - Social Science AND PROGRAM 2200 - Social Sciences:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |                                             |                         |          |       |     |      |          |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------|-------------------------|----------|-------|-----|------|----------|-----------------|
| # Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Goal Description | Item Name                                   | Cost                    | Qty.     | Prio. | New | Rev. | Grouping | Total           |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3                | Goal Three (Resources): The College will de | New/replacement Faculty | \$80,000 | 1     | 2   | Yes  | No       | \$80,000        |
| <b>Totals:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                                             |                         |          |       |     |      |          | <b>\$80,000</b> |
| <p><b>Long Justifications:</b></p> <p>1 Political Science Instructor:<br/>                     New/replacement<br/>                     (2) Needed for Program Stability<br/>                     (3) Will need within next 3 years.</p> <p>High volume, high demand courses that needs another full-time instructor,<br/>                     Haven't replaced instructor due to financial concerns over the last 5 years.<br/>                     Change in state minimum qualifications - severely limits part-time pool.<br/>                     Can no longer use Public Admin. mas.<br/>                     Must have Political Science and SDSU-IVC doesn't offer it.</p> |                  |                                             |                         |          |       |     |      |          |                 |

| STAFFING NEEDS for ORG 228 - Behavioral Science AND PROGRAM 2201 - Behavioral Sciences:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |                                         |                         |          |       |     |      |          |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------|-------------------------|----------|-------|-----|------|----------|------------------|
| # Goal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Goal Description | Item Name                               | Cost                    | Qty.     | Prio. | New | Rev. | Grouping | Total            |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2                | Goal Two (Student Learning Programs and | New/replacement Faculty | \$80,000 | 2     | 2   | Yes  | No       | \$160,000        |
| <b>Totals:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                  |                                         |                         |          |       |     |      |          | <b>\$160,000</b> |
| <p><b>Long Justifications:</b></p> <p>1 Psychology instructor:<br/>                     (1) Critical for Program Continuance<br/>                     (2) Needed for Program Stability</p> <p>Two faculty member haven't been replaced in 9 years<br/>                     This is the #3 major on campus<br/>                     Needed to relieve fulltime overload pressure<br/>                     Needed to service IVC-SDSU Partnership Program<br/>                     Needed to address addition of stats course for the new Transfer Model Curricula (TMC)</p> |                  |                                         |                         |          |       |     |      |          |                  |

Instructor needed to meet highly impacted and high demand courses. Faculty has compensated by teaching significant overloads, maxing out per session faculty, and requiring faculty assistance across disciplines (Psyc & Soc).

Sociology Instructor:

(2) Needed for Program Stability

(3) Will need within next 3 years

Relieve overload pressure on fulltime

Needed to service IVC-SDSU Partnership Program

Needed to meet high demand courses with high fill rates

**Grand Total: \$240,000**