

Division of Math, Science and Engineering

Administrative Unit Review

December 2012



Table of Contents

Team Members and Approval Page	2
Administrative Unit Review Checklist	3
Unit Overview	4
Review Report	8
Needs Assessment	13
Appendices	15

Administrative Unit Review Team Members

Unit Review Team Chair:

Dr. Christopher McDonald

Unit Review Team Members:

Suzanne Anderson

Dona Kirsten

Sue Cook

Administrative Unit Review Checklist

Date Completed	Action
08/30/2012	Contact Administrative Unit Review Chair for Orientation
09/03/2012	Form Administrative Unit Review Team (AURT)
09/24/2012	Gather Documents (Organizational Charts/Staffing Profiles/AUO Assessments Forms)
10/05/2012	Solicit Input from Faculty and Staff
10/15/2012	Determine if Additional Research is Needed
10/29/2012	Contact EPA Research Specialist, if necessary
12/11/2012	Write Administrative Unit Review Report
	Submit Report to PR Coordinator and Vice President for Review and Feedback
	Submit Report to VPI
	Submit Finalized Report to PR Coordinator
	<i>BELOW FOR EPA USE ONLY:</i>
	Report Submitted to the College President and Vice President
	Report Posted to the EPA Website
	Presentation to the Consultation Counsel

Section 1: Unit Overview

A. The Mission of the Unit and its Link to the College's Mission and Goals

College Mission: To provide access to learning opportunities that promote student success; to foster intellectual growth, individual expression, and character development; and to support a dynamic and diverse environment of innovation and collegiality.

MSE Division Mission: To develop, instruct, and inspire all students in rigorous, high quality post-secondary education in lower division courses in mathematics, science, and engineering with a vision for tomorrow.

MSE Division Goals:

1. The MSE Division will secure funding to address building maintenance issues and safety concerns.
2. The MSE Division will prepare students for success through the development and support of exemplary programs and services.
3. The MSE Division will promote curricular and articulation efforts that provide opportunities for students to transfer to baccalaureate-granting institutions.
4. The MSE Division will support opportunities for academic enrichment including provisions for guest lecturers, academic competitions, and student participation in research projects.
5. The MSE Division will support programs that are designed to recruit and support students in STEM fields.
6. The MSE Division will address staffing needs to maintain and enhance the delivery of instruction and instructional services.
7. The MSE Division will encourage and support ongoing personal and professional development for the Division's faculty and staff.
8. The MSE Division will expand opportunities for external funding and other supporting resources through pursuits of grants and partnerships.
9. The MSE Division will support basic skills research projects and activities.
10. The MSE Division will strive to enhance communication among and between internal and external stakeholders.
11. The MSE Division will utilize data to guide planning, course offerings, and enrollment management decisions.
12. The MSE Division will acquire and maintain state-of-the-art instructional technology, equipment, and facilities.

MSE Administrative Unit Mission: To provide administrative support for the faculty and staff in the Division of Mathematics, Science and Engineering.

B. Historical Background and Unique Characteristics of the Unit

The Division of Mathematics, Science and Engineering oversees nine instructional areas including Astronomy, Biological Sciences, Chemistry, Computer Science, Engineering, Geology, Marine Science (Oceanography), Mathematics, and Physics. The Division currently offers Associate in Arts or Associate of Science Degrees in these disciplines. There are 38 full-time faculty, 12 classified staff, 84 associate faculty (depending on the semester), and a Dean in the MSE Division.

This review will briefly address facilities; staffing issues; curriculum offerings; and the service provided by the two Division Senior Administrative Assistants, a part-time Administrative Assistant, and the Dean. The faculty and other classified staff members have been included in their respective departments and/or discipline Program Reviews.

C. Progress

This is the second Administrative Unit Review for the Division of Mathematics, Science and Engineering. The Division has made significant progress on several items that were identified in the first Administrative Unit Review. First, the Division is in the process of replacing or has successfully replaced all faculty and staff who have retired or separated from the College. Second, the architectural plans for the new science building have been submitted to the State Department of Architects (DSA). Third, the Division and individual departments have successfully taken all courses, requiring updates, through Tech Review. Finally, the Division has been successful in securing funds through grant awards, namely, "Bridge to Engineering" and "NSF S-STEM Scholarship Program."

D. How the AUR has been utilized since last review

The first Administrative Unit Review (AUR) has been utilized in several ways. First, the analysis from the "faculty satisfaction survey" was used to develop the survey instrument used in this AUR. Second, the data obtained from the "faculty satisfaction survey" has been used for baseline comparisons with the new survey instrument. Lastly, legacy data and processes identified in the first AUR are used in current enrollment management decisions.

E. Current Opportunities, Challenges, and Strengths

Opportunities

The MSE Division has experienced growth in enrollments, full-time equivalent students (FTES), weekly student contact hours (WSCH), and productivity (WSCH/FSEF) in the past four years. There has been a 34.8% increase in student enrollment and a 14.1% increase in WSCH. Data for FTES, enrollment, WSCH, as well as the WSCH/FTEF (productivity) are available in the Appendices.

Distance Education (DE) offerings in the past four years have increased by 69% (from sixteen distance education courses to twenty-seven distance education courses).

In the Fall 2012 semester, the MSE Division formed a Research/Grants committee that is actively pursuing resources that will benefit students and the programs in the Division.

Challenges

The MSE Division is the second largest division on campus, personnel-wise, with 38 full-time faculty, 12 classified staff, and approximately 84 associate faculty members. The MSE Division is the largest generator of WSCH on campus with approximately 48,600 WSCH for the Fall 2012 semester. The Division includes six departments with eight Department Chairs/Co-Chairs.

Staffing in the Division office is minimal considering the number of section offerings and students served. The Division and departments find themselves understaffed for reasons including:

1. Cutbacks and fiscal uncertainties at other community colleges resulting in an increase in student demand for our math and science courses.
2. Increase in the growth rate for the MSE Division's courses and services.
3. AUO and transparency requirements that involve many hours of data entry using TracDat.
4. The Basic Skills Initiative and associated tutoring programs; and data tracking and analysis.
5. Increased efforts for curriculum review, student petitions, and matriculation issues.
6. Current technological trends dictating software needs with related licensing requirements, reimaging machines, and limited IT support.
7. Budget restrictions that may prevent hiring new faculty and staff (growth positions).
8. The college expectation that data analysis is included in the decision-making process.
9. Senate Bill 1440 Compliance: Development of AA-Transfer degrees.
10. Budget restrictions that may limit new/replacement equipment purchase which leads to increased issues and service calls.
11. Increased challenges with scheduling – insufficient classrooms for desired course offerings.
12. Dated facilities and associated maintenance issues and service calls.

Strengths

The Division of Mathematics, Science and Engineering takes great pride in the way it quickly responds to questions and provides answers and solutions to problems. The telephone is always answered when staff is in the office and very seldom goes to voicemail. The Division continually accommodates faculty, staff, and students at the last minute with regards to classes, course offerings, curriculum, and other changes. The Senior Administrative Assistants, Administrative Assistant, and Dean have years of successful experience in dealing with the operations of the programs and administrative processes in the Division.

F. Objectives and Action steps for the Upcoming Two-Year Period

Objective	Action Steps
1. Staffing	<ol style="list-style-type: none">1. Submit request and justification to increase the 29-hour administrative assistant position to a full-time position2. Submit requests with supporting documents to hire three growth positions:<ol style="list-style-type: none">a. 20-hr chemistry laboratory technicianb. Full-time mathematics professorc. Full-time biology professor3. Submit requests with supporting documents to hire replacements due to faculty and staff retirements, transfers, and resignations
2. Facilities	<ol style="list-style-type: none">1. New Science Building: serve as an intermediary between the District, architects, and construction representatives; and the faculty and staff user groups2. SM Building: document, report, and secure funding to address building maintenance issues and safety concerns3. Begin the campaign to secure funding to renovate the SM building or secure new facilities for the mathematics and computer science departments
3. Student Service(s)	<ol style="list-style-type: none">1. Assist faculty in pursuits related to funding opportunities for student scholarships, research opportunities, and internships2. Support programs designed to recruit and assist students in STEM fields

Section II: Review Report

- A. Staffing and Organizational Structure**
- B. Programs and Services**
- C. Student/Constituency Satisfaction**
- D. Facilities, Technical Infrastructure, and Resources**
- E. Outreach and Collection**

A. Staffing and Organization

The division office is located on the third floor of the SM Building. It is open Monday through Thursday from 7:30 a.m. to 5:30 p.m. and Friday from 7:30 a.m. to 4:30 p.m.

Division Management

The Division has one Dean and eight Department Chairs/Co-Chairs.

Full-Time and Part-Time Faculty

The number of full- and part-time faculty members teaching in the Division varies each semester based on the courses and number of sections offered. There are approximately 38 full-time instructors and 84 part-time associate faculty in the Division of Math, Science and Engineering.

Division Support Staff

The Math, Science and Engineering Division has a total of twelve permanent classified employees that include: two Sr. Administrative Assistants, one part-time Administrative Assistant, eight Sr. Lab Technicians, and one Lab Technician. Two of our Sr. Laboratory Technician positions were upgraded from part-time to full-time (40 hours/week) to help support the increase in enrollments in the science disciplines.

Division Leadership and Organization Review

Department Chairs are responsible for recruiting new associate faculty. The Dean, Department Chair, and faculty members interview and then make recommendations for new full-time faculty hires. New full-time faculty members are encouraged to find a mentor in the Division to help them with their new assignments. Department Chairs recommend scheduling, loading, and assignment. The Dean then considers the recommendations for final approval.

Program Review efforts are led by the Department Chairs and are performed by each department. The Program Review documents are then reviewed by the Dean and then presented for acceptance to the Planning and Budget Council and the Academic Senate. The five column model has been used for the Student Learning Outcomes (SLOs) component of the Program Review process. In addition, SLO assessment is ongoing at the department level.

Identification of Division Needs

As indicated in TracDat, the Division's most pressing needs are:

1. Update the 29-hour per week administrative assistant position to a full-time position
2. Regularly updated architectural drawings during the development and construction phases of the new science building
3. Refurbish the SM building or secure alternative facilities for the mathematics and computer science departments by Fall 2016.

B. Programs and Services

These are the current listings of the Associate of Arts and Associate of Science Degrees offered in the MSE Division:

Astronomy / Physics	Engineering
Biological Sciences (Biology)	Geology
Chemistry	Mathematics
Computer Science	Oceanography (Marine Science)

In addition to these areas of offerings, the MSE Division has promoted the addition of selected course offerings in Distance Education (DE), which resulted in an increase of 69% since the Fall 2008 semester. Also, several departments are involved in basic skills tutoring, supplemental instruction, grants, and student organizations and clubs. Lastly, an AS-T transfer degree in mathematics has recently been approved.

C. Consistent Satisfaction

A survey of the MSE faculty (full-time and associate) and students was completed. Detailed survey result may be found in the appendices.

Student Survey Report

While most of the respondents were students in Mathematics (57.3%) and Biology (38.4%), we had a fair percentage in our other disciplines: Chemistry (32.5%); Physics (19.3%); Computer Science (6.9%); Geology (6.6%); Oceanography/Marine Science (4.4%); Astronomy (2.2%); and Engineering (2.2%).

Overall, the students in the Mathematics, Science and Engineering Division know what is expected of them. They have the materials and equipment they need to do their work and usually spend six hours or more per week studying and doing homework. The majority of the students believe that math and science are important, and that they will use that knowledge in their future careers and throughout their lives. The students often attend their professor's office hours and feel confident when working on their own. Most have not had tutors and do not utilize the LRC.

The concerns from students are widely varied. Some of the minor concerns are not having a snack bar or vending machine closer to the MSE area; and getting rid of chalkboards in favor of whiteboards. Students are notably frustrated with the parking situation around the campus.

A large percentage of the students are concerned about the environment around them as they try to learn. Some of these concerns are: students smoking too close to the building/classrooms; the lack of proper landscaping around the MSE building, namely, dying vegetation and trash; "the SM building is rundown, and labs and equipment are out-of-date"; "the building needs modernization"; "the classrooms and restrooms are not clean"; "desks and chairs are broken or damaged"; "air vents not clean"; and "rooms cannot maintain a median temperature – they are either very hot, or very cold."

Academically, students had a lot to say about their instructors and classes. There were many comments pertaining to the length of the lectures; many students want to have longer class time, as they feel that sometimes instructors seem rushed and that students would be able to better absorb important information with more time. Lastly, the students would like to see more notes and homework help online.

The Math Tutoring Center, which is held in the MSE Student Lounge, was praised by many of the survey respondents. In general, the students in the Mathematics, Science and Engineering Division are happy with their instructors and classes. Many of our instructors are inspirations to their students and have helped guide them to bright futures.

Faculty Survey Report

The Division had a 92% response rate from the full-time faculty and a 55% response rate from associate faculty.

The vast majority of the faculty in the Mathematics, Science and Engineering Division are very satisfied with the Division's office staff. The office staff received many positive comments for being friendly and courteous, and for their ability to help and answer questions when necessary.

The majority of the faculty believes that the Division's office and classroom support staff are not sufficient for the needs of the Division. They feel that the labs are sorely understaffed and that the Division's part-time administrative assistant position needs to be upgraded to a full-time position.

Many of the instructors think the Division's website and handbook are useful, and that the technology and equipment are fairly sufficient in their classrooms and offices. Most agree that the lighting in and around the building is poor, and at night, a few instructors are leery of walking to the parking lots after hours.

The overwhelming consensus about the MSE building is that the temperature is either too hot or too cold, and the level of cleanliness in the classrooms, restrooms, and the building as a whole could be improved. Compared to the rest of the campus, the landscaping maintenance around the MSE building is very poor/non-existent. Many instructors cite old, broken desks and chairs and the outdated lab environment as major concerns for them and their students.

D. Facilities, Technical Infrastructure and Resources

The current Science/Mathematics (SM) building was designed and built in 1973. The SM building (65,000 sq. ft.) was finally dedicated in November 1974 at an original cost of \$4.1 million. A number of problems and needs have occurred over the years.

It was decided six years ago that a new Sciences Building should be built. A Final Project Proposal (FPP) was submitted to the State Chancellor's Office on or before June 30, 2007 requesting approval and funding of the new sciences building.

The FPP was re-submitted to the State Chancellor's Office on September 30, 2008. Though final budget numbers will not be resolved until the State Chancellor's Office has completed the funding process, the overall project budget is anticipated to be \$48,279,000, with \$27,693,000 anticipated from the state and \$20,586,000 proposed as being funded through basic aid. With the current financial problems of the state, we do not know if or when the State will reimburse the District for the cost of the project.

A Final Project Proposal for the renovation of the SM Building to house Mathematics, Computer Science, and other general classrooms was submitted to the State Chancellor's Office on or before June 30, 2008. Because of current State financial problems, the District re-submitted the initial project to the State Chancellor's Office on September 30, 2008. Though final budget numbers will not be resolved until the State Chancellor's office has completed the funding process, the overall project budget is anticipated at \$28,716,000, with \$18,000,000 anticipated from the state and \$10,716,000 proposed as funded through basic aid. The progress on the renovation plans for the SM building is currently unknown.

Another problem near the SM Building is the renovation of the plaza area. Uneven settlement of the plaza area between the Library and the Science/Mathematics building has resulted in slab heaving, cracking, and water penetration at the SM building. R2A Architects have been enlisted to provide three options toward the design solution. Design is underway.

Classes are being taught Monday through Saturday from 7:30 a.m. to 10:00 p.m. in the SM Building. Room utilization is a major issue for the scheduling of lecture and laboratory classes. Room assignment and responsibility is done through the MSE Division office and the Office of Instruction. Growth cannot occur if there are no additional classrooms or laboratories.

Resource prioritization is done as follows. First, the Division Dean solicits a prioritized list from each department for personnel, equipment, technology, and budget requests. Next, the department chairs or representatives from each department meet to develop a prioritized list for the Dean's consideration.

E. Outreach and Collaboration

The MSE Division has a website that is maintained by one of the Division Senior Administrative Assistants. Division and some Department brochures are created and maintained by the Division and Departments. The Division takes an active role and is involved in various college outreach programs such as Parent's Night, High School Counselors' Day, and Senior Day. At times, the Division provides guest speakers to various community organizations such as the Rotary Club and clubs in the senior community of Laguna Woods.

Section III: Needs Assessment

A. Human Resources Needs

Upgrading the 29-hour Administrative Assistant position to a full-time position is vital if the Division is to maintain the level of service being afforded student, faculty, and classified staff. The MSE Division had a full-time Administrative Assistant prior to 2004 when the person in the position retired after twenty-five years of service. Additional classified needs for each department have been identified in their respective Program Reviews. The Division is at a point where we cannot grow because of insufficient administrative support.

B. Instructional/Service Needs

If additional course offerings are to occur in the Chemistry and Biology departments, more classified help will be necessary. The Computer Science department has developed the need for a laboratory technician as a result of curriculum changes.

A training program should be enacted for new and current department chairs to provide insights that can improve efficiencies with respect to the chairs' administrative responsibilities. New associate faculty would also benefit from a targeted training program. Also, the associate faculty in the MSE Division has one small office area and workspace across from the Division office. Additional space needs to be made available for these instructors.

C. Research Needs

Should the MSE Division require assistance with research, the Division would submit a formal request and work with the Research Department's personnel in the Office of Instruction. Currently, the MSE Dean has access to Inform Reports and the SOCCCD's Student Enrollment Data Cube, so most basic research needs are handled at the Division level.

D. Technical, Equipment, and Other Resource Needs

Replacing the refrigerator and microwave in the MSE Division staff lounge with energy efficient appliances would help to reduce energy consumption. In the associate faculty office, a computer work center with scanner and printer is needed. Additional technology requests may be found in the department's Program Review documents.

E. Facilities Needs

The SM building needs to be renovated or demolished. The new science building will house the science departments. The Mathematics and Computer Science departments are currently scheduled to remain in the SM building after the science departments relocate to the new building. It is therefore imperative that plans be made to remodel the SM building or provide alternate facilities to house the Mathematics and Computer Science departments.

F. Marketing and Outreach Needs

Upon upgrading the 29-hour Administrative Assistant position to a full-time position, marketing and outreach activities will be increased. Other activities such as a monthly newsletter and a classroom utilization study will also be assigned.

Section IV: Appendices

A. Unit Organizational Chart

B. Five-Year Program Staffing Profile

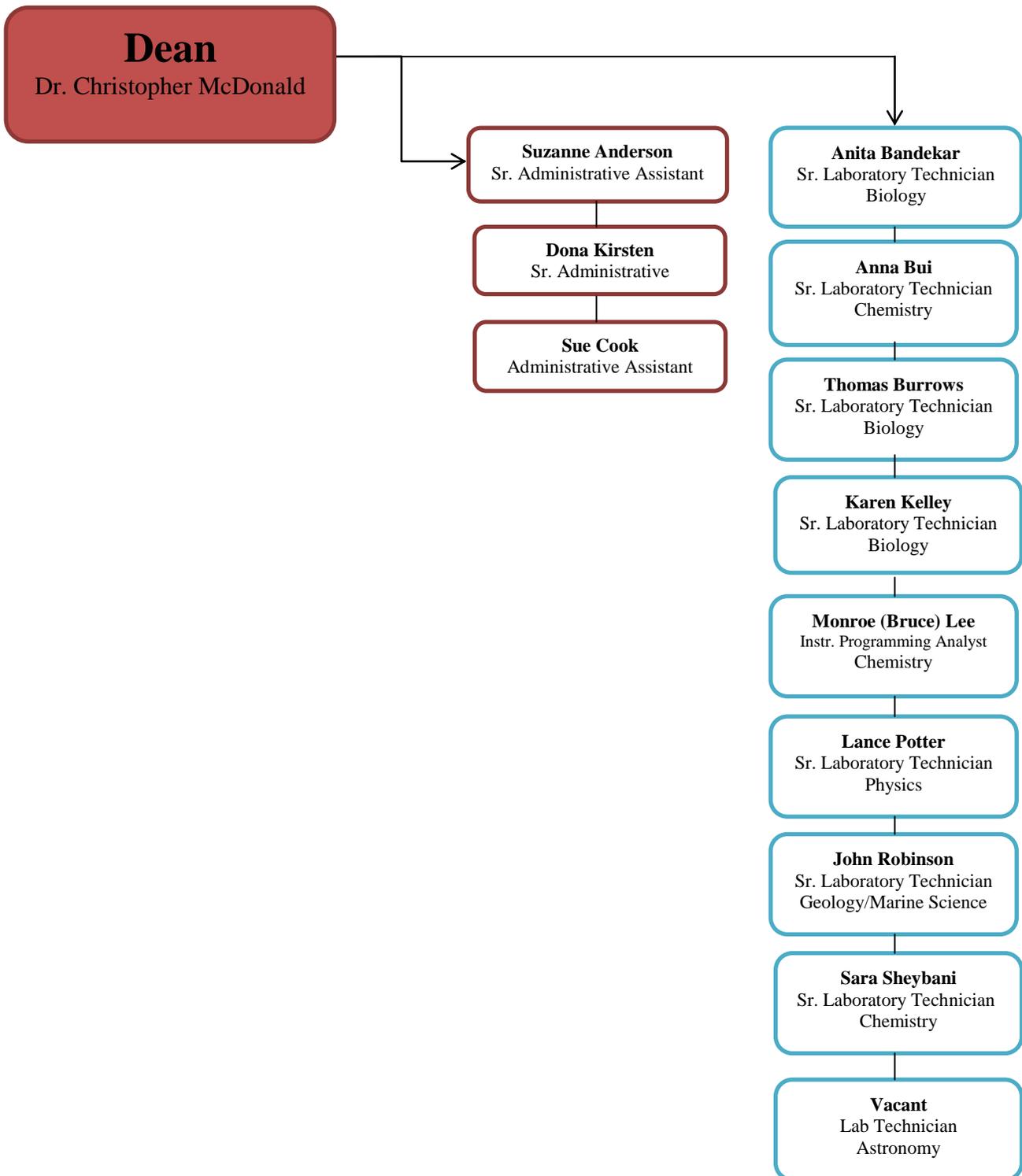
C. MSE Division Course Changes Brought to Curriculum

D. Other Supporting Data

1. Four-Year Comparison Report (FTES, WSCH, and Productivity)
2. Student and Faculty Survey Results (Summary)
3. TracDat Reports

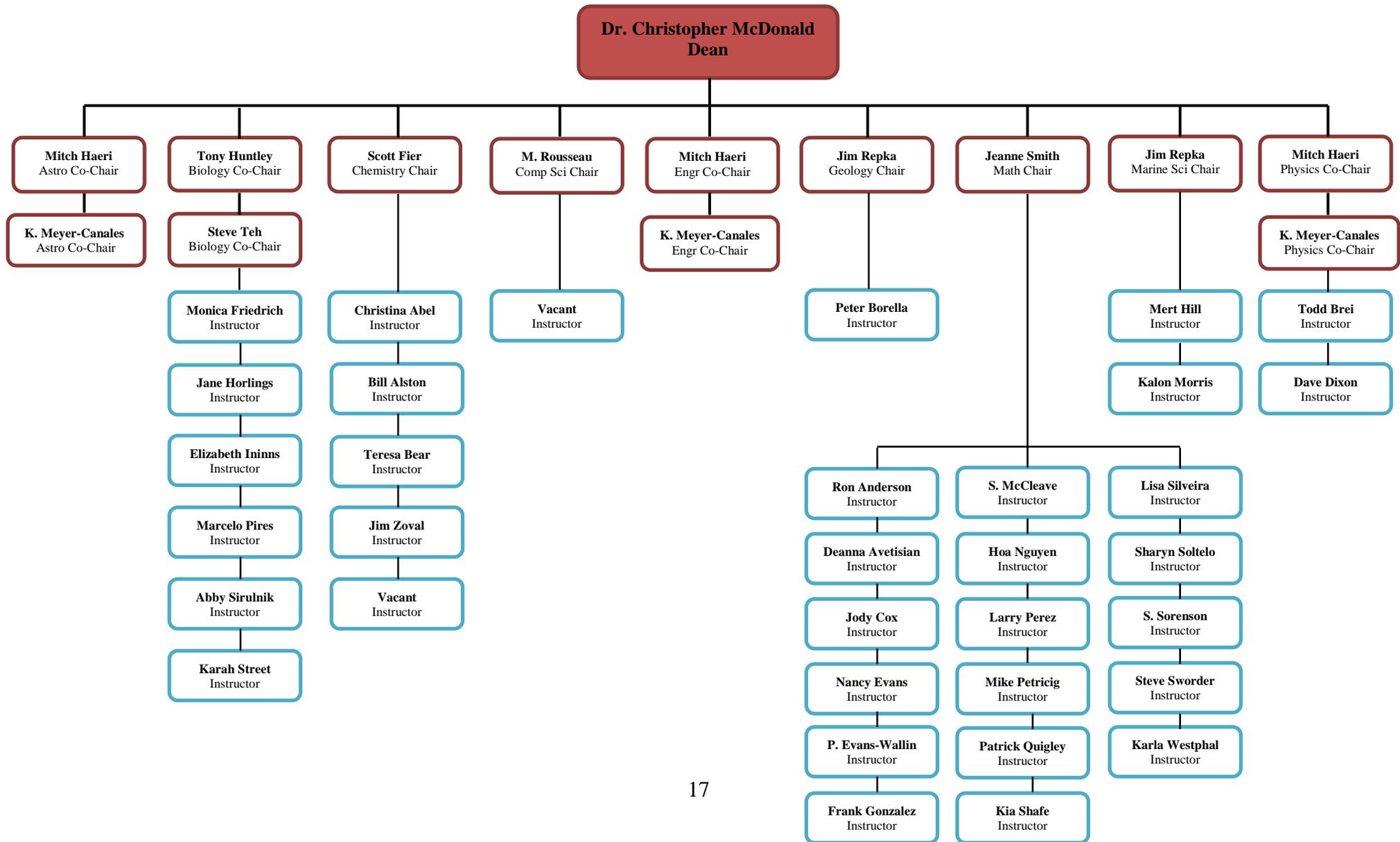
Section IV – Appendix A

Math, Science & Engineering
Organizational Chart
Administrative Unit Review
2012-2013



Section IV – Appendix A

Math, Science & Engineering Organizational Chart Instructional Unit Review 2012-2013



Section IV – Appendix B

Staffing Levels

Position	Staffing Levels for Each of the Previous Five Years					% Change from Year 1 to Year 5
	2007-08	2008-09	2009-10	2010-11	2011-12	
Managers/Dept. Chairs	8	8	8	9	9	+ 12.5%
Bargaining Classified Staff FT	12	10	12	11	11	- 8.3%
Bargaining Classified Staff PT	3	2	1	1	1	-66.7%
Non-bargaining Classified Staff FT	0	0	0	0	0	
Non-bargaining Classified Staff PT	0	0	0	0	0	
Student Workers						
Volunteers/Interns						
Faculty FT	38 (fall) 37 (spr)	40 (fall) 39 (spr)	42 (fall) 41 (spr)	40 (fall) 40 (spr)	37 (fall) 37 (spr)	
Faculty PT	58 (fall) 64 (spr)	70 (fall) 67 (spr)	70 (fall) 64 (spr)	72 (fall) 72 (spr)	79 (fall) 78 (spr)	

Section IV – Appendix C

MSE Division Course Changes Brought to Curriculum

Year	Number of Courses
Fall 2012	33
Fall 2011	48
Fall 2010	31
Fall 2009	33
Fall 2008	19

Section IV – Appendix D Other Supporting Data

1. Four-Year Comparison Report (FTES, WSCH, and Productivity)

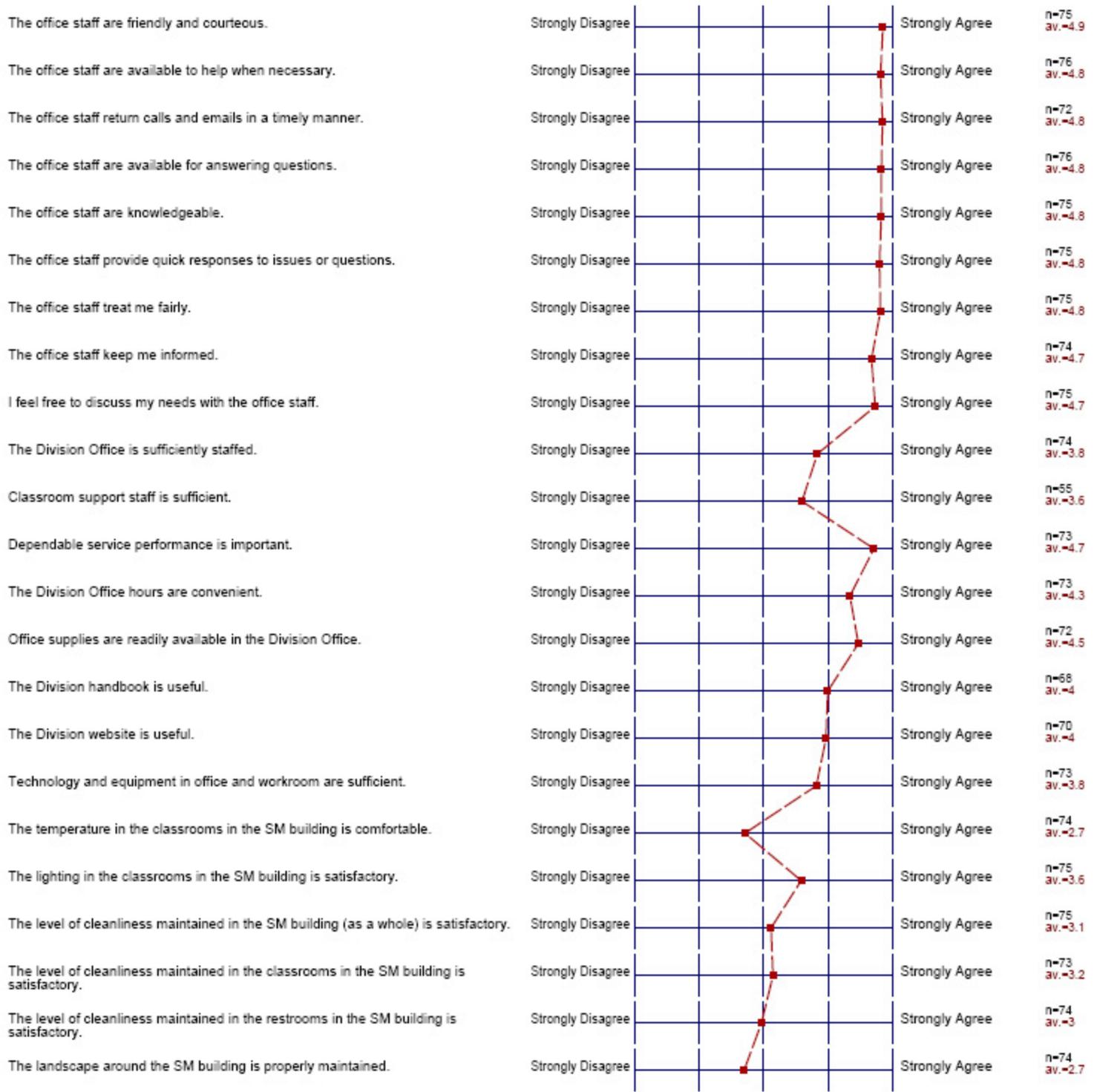
<u>TERM</u>	<u>TOT SEC</u>	<u>CTR WFCH</u>	<u>TOT OSH</u>	<u>TOT WFCH</u>	<u>TOT FTEF</u>	<u>CRS CAP</u>	<u>RM CAP</u>	<u>MAX ENR</u>	<u>C1 ENR</u>	<u>CUR ENR</u>	<u>CUR WSCH</u>	<u>CEN WSCH</u>	<u>CEN FTES</u>	<u>WSCH FTEF</u>	<u>ENRL SEC</u>	<u>CRS FILL RATE</u>	<u>RM FILL RATE</u>	<u>MAX FILL RATE</u>
Fa 12	261	586	693	1279	80.50	11063	10737	9785	9813	9059	44906	48604	1529	604	38	88.7	91.4	100.3
Sp 12	244	565	674	1239	76.37	10339	9915	9367	9100	7255	38193	47700	1613	625	37	88.0	91.8	97.1
Fa 08	224	581	530	1111	71.87	9440	8557	8429	8343	6466	34611	44889	1517	625	37	88.4	97.5	99.0
Sp 08	221	534	551	1085	70.02	9366	8725	8439	7363	5637	30113	39519	1338	564	33	78.6	84.4	87.2

There has been a 34.8% increase in census student enrollment from calendar year 2008 to calendar year 2012

There has been a 14.1% increase in WSCH from calendar year 2008 to calendar year 2012

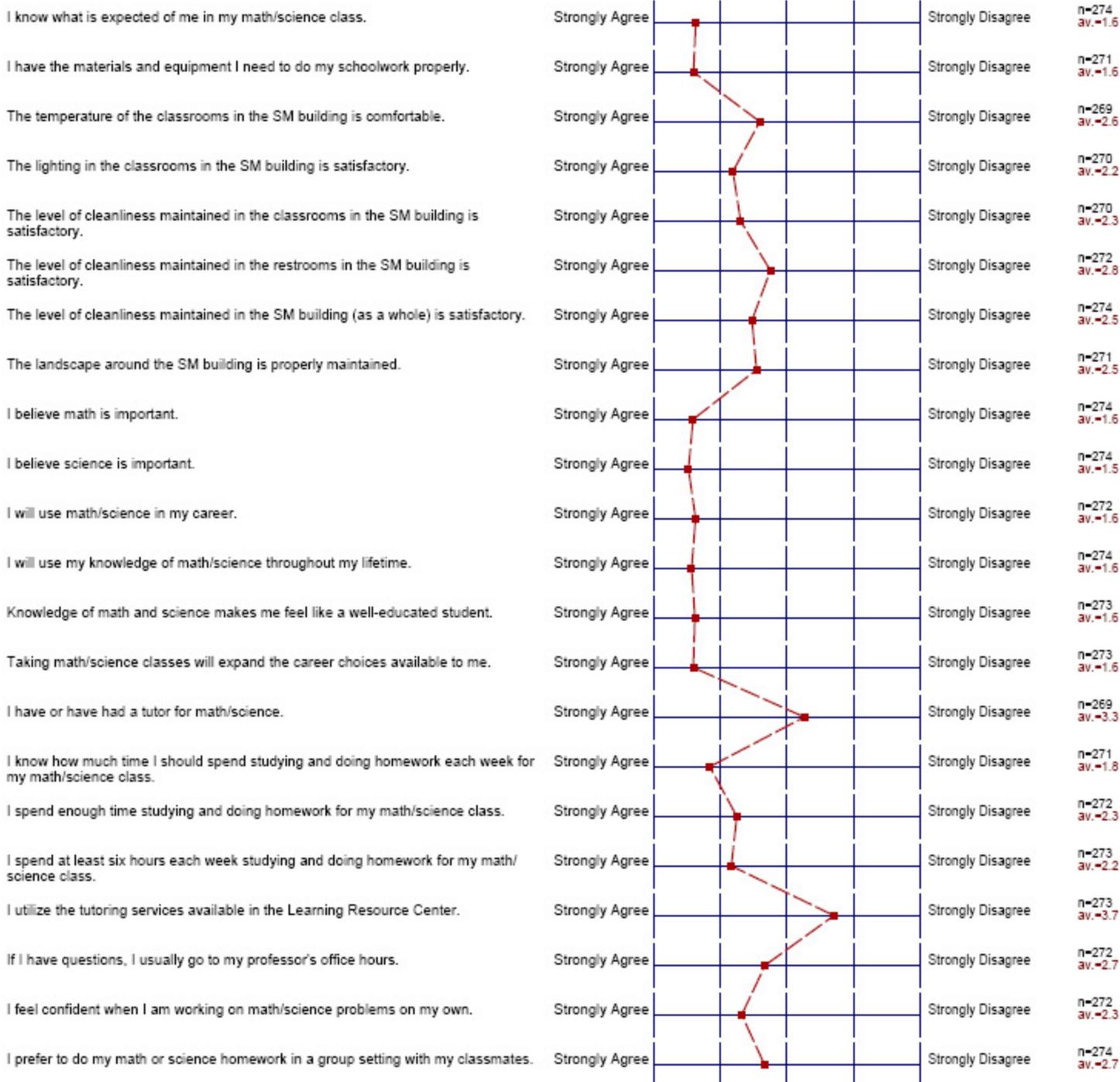
Profile

Subunit: Mathematics, Science and Engineering
 Name of the instructor: MSE Division Office
 Name of the course: Office Administrative Unit Survey - 2012
 (Name of the survey)



Profile

Compilation: Student Survey - 2012 (Hard Copy and Online)



AUO Comprehensive Report with Results

Saddleback College

Admin AUOs - Mathematics, Science & Engineering Division

Admin AUOs - Mathematics, Science & Engineering Division

Mission Statement: The mission of the MSE Division is to develop, instruct, and inspire all students in rigorous, high quality post secondary education in lower division courses in mathematics, science, and engineering with a vision for tomorrow.

AUO: Faculty Satisfaction Survey

To determine satisfaction levels for service provided to faculty and staff in the MSE Division by the division office staff and dean

Year(s) to be Assessed: 2009-2010

Outcome Creation Date: 08/20/2012

Outcome Status: Active

Methods of Assessment			
Assessment Method	Criterion	Notes	Active
An assessment instrument (survey) will be developed and distributed by the MSE Division staff. Assessment Method Type: Survey	90% of survey respondents will have a favorable view of the level of service provided by the MSE Division staff		Yes

Results			
Result	Use of Results	Follow-Up	Reporting Year
Survey - 12/20/2012 - For the 2012 faculty survey, all questions related to the faculty impression of the office staff had favorability ratings above 90%. The overall sentiment is that the office staff members are friendly, courteous, available, accessible, knowledgeable, and prompt with emails (see attached survey results document). The usefulness of the division handbook and division website had 72.1% and 70.0% respective favorability ratings. Also, the technology and equipment in the workroom received a 69.8% favorability rating. Status: Criterion Not Met Related Documents: 2012 Faculty Survey	12/20/2012 - The results are similar to the results from the 2009 survey. The division staff have solicited faculty input regarding the division's website and handbook.	12/20/2012 - Based on faculty and staff input, updates have been made to the division's handbook and website.	2012-2103
Survey - 08/23/2012 - All survey items for the 2009 faculty survey had a favorability rating above 90% with the exception of the usefulness of the Division's website and faculty handbook - on both the associate and full-time faculty surveys (see attached file for more details). Status: Criterion Not Met Related Documents: 2009 Faculty Survey Data.xlsx	08/23/2012 - The results from the 2009 survey has been used as a baseline for the 2012 faculty survey	08/23/2012 - The 2012 surveys have been developed based on the results of the 2009 survey. The MSE Division's faculty handbook and website have been updated and the usefulness of the website and handbook will be re-assessed on the 2012 surveys.	2009-2010

AUO: Enrollment Management

To monitor and help prepare the schedule in an efficient and effective manner

Year(s) to be Assessed: 2009-2010
Outcome Creation Date: 08/20/2012
Outcome Status: Active

Methods of Assessment			
Assessment Method	Criterion	Notes	Active
Use Inform Reports to analyze enrollment trends and fill-rates to assist with enrollment management decisions. Review of semester schedules for each department for errors, corrections, and additions. Assessment Method Type: Frequency/Count	Weekly review of Inform Reports and regular enrollment management discussions with faculty and staff		Yes

Results			
Result	Use of Results	Follow-Up	Reporting Year
Frequency/Count - 08/23/2012 - Inform reports have been used to make enrollment management decisions. The MSE Division has the highest productivity rating for all divisions in the college. Status: Criterion Met Related Documents: Enrollment_Comparison_By_Division_School.pdf	08/23/2012 - The MSE Division will continue using Inform Reports in the decision making process for enrollment management	08/23/2012 - New productivity targets will be defined and measured in the 2012 administrative unit review	2012-2103

AUO: Faculty Facilities Survey

To identify and address faculty and staff concerns about the SM Building

Year(s) to be Assessed: 2012-2013
Outcome Creation Date: 08/20/2012
Outcome Status: Active

Methods of Assessment			
Assessment Method	Criterion	Notes	Active
An assessment instrument (survey) will be developed and distributed by the MSE Division staff. Assessment Method Type: Survey	Survey respondents will report concerns about program facilities - SM Building maintenance issues		Yes

Results			
Result	Use of Results	Follow-Up	Reporting Year
Survey - 12/06/2012 - The faculty and staff have several concerns specific to the SM Building, namely: ventilation; lighting; temperature control; cleanliness of restrooms and classrooms; landscaping around the building; chalkboards; structural damage; mold and mildew; water damage; façade damage; plumbing issues; and excessive leaks and stagnant water on rainy days. Status: Criterion Met	12/06/2012 - Many of the individual items are being addressed. The fume hood exhaust system has been cleaned by on outside vendor as a first step in addressing the ventilation concerns (Oct 2012). The elevators are currently being repaired (Nov to Dec 2012). Facilities has been contacted and is in the process of dealing with issues related to temperature control, plumbing, and		2012-2103

Results			
Result	Use of Results	Follow-Up	Reporting Year
	lighting.		

AUO: Student Facilities Survey

To identify and address student concerns about the SM Building

Year(s) to be Assessed: 2012-2013

Outcome Creation Date: 08/20/2012

Outcome Status: Active

Methods of Assessment			
Assessment Method	Criterion	Notes	Active
An assessment instrument (survey) will be developed and distributed by the MSE Division staff. Assessment Method Type: Survey	Survey respondents will report concerns about program facilities - SM Building maintenance issues.		Yes

Results			
Result	Use of Results	Follow-Up	Reporting Year
Survey - 12/06/2012 - The students were concerned about the following items: lighting; classroom temperature; cleanliness of classrooms, labs, and restrooms; and landscaping. Status: Criterion Met Related Documents: Student Survey.pdf	12/06/2012 - Facilities has been contacted and is in the process of dealing with issues related to temperature control, general cleanliness, plumbing, and lighting.		2012-2103

AUO: Productivity Assessment

To determine the level of productivity associated with course offerings and use this information to enhance enrollment management decisions

Year(s) to be Assessed: 2012-2013

Outcome Creation Date: 08/23/2012

Outcome Status: Active

Methods of Assessment			
Assessment Method	Criterion	Notes	Active
Use Inform Reports to determine the level of productivity for the MSE Division. Use data in conjunction with discussions with the faculty and staff to inform enrollment management decisions. Assessment Method Type: Frequency/Count	Annual MSE Division course fill rate of 98.5% or higher		Yes

Results			
Result	Use of Results	Follow-Up	Reporting Year
Frequency/Count - 12/06/2012 - The max fill rate for the 2012 calendar year for the spring and fall semesters average is 98.65%. Inform Reports and the SOCCCD's Student	12/06/2012 - The faculty and staff have continued the process of monitoring enrollment counts on a daily basis during the registration		2012-2103

Results			
Result	Use of Results	Follow-Up	Reporting Year
Enrollment Data Cube have been used to obtain productivity, success, and retention information. The faculty and division staff have integrated the use of data in enrollment management decisions. Status: Criterion Met	period. In addition, regular conversations have been initiated with regards to long-term enrollment patterns.		

AUO: Staffing Assessment

To assess the staffing needs for the MSE Division and determine if the faculty and student's needs are being met

Year(s) to be Assessed: 2012-2013
Outcome Creation Date: 08/23/2012
Outcome Status: Active

Methods of Assessment			
Assessment Method	Criterion	Notes	Active
Conduct a survey and initiate discussions with faculty and staff in the Division to determine if the division office and lab courses have adequate support staff. Assessment Method Type: Focus Group	Staffing levels will be deemed adequate, otherwise the MSE Division will submit formal requests for additional positions or upgrade current positions.		Yes

Results			
Result	Use of Results	Follow-Up	Reporting Year
Focus Group - 12/06/2012 - The faculty and staff survey concluded that the division office is understaffed given the growing needs of the faculty, staff, and students. Status: Criterion Not Met	12/06/2012 - The data has been used to update the AUR. In addition, formal requests will be made to upgrade the 29-hour administrative assistant position to a full-time position.		2012-2103

AUO: Communication Assessment

To evaluate and make recommendations for improving communication between the Division and its Departments

Year(s) to be Assessed: 2012-2013
Outcome Creation Date: 08/23/2012
Outcome Status: Active

Methods of Assessment			
Assessment Method	Criterion	Notes	Active
Survey the faculty and staff to gage the level of satisfaction with current communication processes; and review records for division and department meeting attendance. Assessment Method Type: Focus Group	75% of the faculty will attend department and division meetings Departments will meet monthly and submit minutes to the Division Office		Yes

Results			
Result	Use of Results	Follow-Up	Reporting Year

Results

Result	Use of Results	Follow-Up	Reporting Year
Focus Group - 12/06/2012 - Faculty attendance at Fall 2012 division meetings are as follows: 92% for August; 82% for September; 71% for October; and 84% for November. Department chairs have submitted minutes for most of the department meetings. Status: Criterion Not Met	12/06/2012 - The Dean had continued to encourage faculty attendance at department and division meetings.		2012-2103

AUO Comprehensive Report with Results

Saddleback College

Admin AUR - Mathematics, Science & Engineering Division

Admin AUR - Mathematics, Science & Engineering Division

Mission Statement: MISSION

The mission of the MSE Division is to develop, instruct, and inspire all students in rigorous, high quality post secondary education in lower division courses in mathematics, science, and engineering with a vision for tomorrow.

Objective: 2012 - 2013 Administrative Assistant Position Upgrade

Upgrade the 29-hour administrative assistant position to a 40-hour (full-time) position

Reporting Year: 2012-2013

Outcome Creation Date: 11/19/2012

Objective Status: Active

Action Step			
Action Step	Target Completion Date	Person Responsible	Active
Complete the requisite paperwork and supply extensive documentation to justify the need to upgrade the 29-hour administrative assistant position to a full-time position	Fall 2013	Dean	Yes

Related Resource Requests

* Resource Request Type: Staffing

Resource Description: Upgrade the 29-hour administrative assistant position to a 40-hour (full-time) position

Justification: The MSE Division is the largest division on campus, personnel-wise, with 37 full-time faculty, 12 classified staff, and approximately 84 associate faculty members.

The Division generates approximately 48,600 weekly student contact hours.

Staffing in the Division office is minimal considering the number of section offerings and students served. The Division office is understaffed for reasons including:

1. Cutbacks and fiscal uncertainties at other community colleges resulting in an increase in student demand for our math and science courses.
2. Increase in the growth rate for the MSE Division's courses and services.
3. AUO and transparency requirements that involve many hours of data entry using TracDat.
4. The Basic Skills Initiative - associated tutoring programs; and data tracking and analysis.
5. Increased efforts for curriculum review, student petitions, and matriculation issues.
6. Increased demand for proctoring services, such as, the chemistry challenge exam.
7. Budget restrictions that may limit new/replacement equipment purchase including increased issues and service calls.
8. Increased challenges with scheduling, namely, insufficient rooms for course offerings.
9. Dated facilities and associated maintenance issues and service calls.

Allocation Request Year: 2013-2014

Cost: \$28,000

One-time or Ongoing: Ongoing

Requestor Rank: 1

Requested By: Dr. Christopher McDonald

Request Date: 12/14/2012

Objective Progress

Objective Progress			
Objective Progress	Evaluation	Follow-Up	Reporting Year
No Objective Progress reported.			

Objective: 2012 – 2015 New Science Building

Coordinate user group efforts in the development and construction phases of the new science building

Reporting Year: 2012-2013

Objective Status: Active

Action Step			
Action Step	Target Completion Date	Person Responsible	Active
1. Integrate faculty and staff input in the design/re-design phases of the project.		MSE Dean	Yes
2. Facilitate regular meetings with District personnel, the architect, C.W.Driver (construction company), and the faculty and staff user group.			
3. Integrate faculty and staff input in the value engineering process.			
4. Integrate faculty and staff input in in the construction phase of the project.			

Related Resource Requests

* Resource Request Type: Copies of updated architectural drawings at each major project iteration

Resource Description: Copies of updated architectural drawings at each major project iteration

Justification: The faculty and staff need regularly updated architectural drawings to provide constructive feedback

Allocation Request Year: 2012-2013

Cost: Unknown

One-time or Ongoing: Ongoing

Requestor Rank: 2

Requested By: MSE, User Group

Request Date: 12/10/2012

Objective Progress			
Objective Progress	Evaluation	Follow-Up	Reporting Year
No Objective Progress reported.			

Objective: 2012 – 2016 Math and CS Facilities

Refurbish the SM building or secure new facilities for the mathematics and computer science departments

Reporting Year: 2012-2013

Outcome Creation Date: 12/09/2012

Objective Status: Active

Action Step			
Action Step	Target Completion Date	Person Responsible	Active
Submit formal requests to expedite the plans to remodel the SM building or relocate the mathematics and computer science departments.	Fall 2016	MSE Dean	Yes

Related Resource Requests

* Resource Request Type: Funding / Facilities

Resource Description: New or updated facilities for the mathematics and computer science departments

Justification: The SM building is in a serious state of disrepair with numerous safety concerns including structural, electrical,

plumbing, and ventilation problems; and leaks, mold, and temperature control problems. The new science building was not designed to house the mathematics and computer science departments, so additional plans need to be made to assure the safety of the students, faculty, and staff in these departments.

Allocation Request Year: 2015-2016

Cost: \$8,000,000 - \$30,000,000

One-time or Ongoing: One-time

Requestor Rank: 3

Requested By: MSE Dean

Request Date: 12/09/2012

Objective Progress			
Objective Progress	Evaluation	Follow-Up	Reporting Year
No Objective Progress reported.			