



Welcome to Program Review

Berkeley City College - 2019

CHEM - Instruction

Annual Program Update

Program Overview

Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.

Program Total Faculty and/or Staff

Full Time

Sam Gillette (faculty)
Siraj Omar (faculty & Department Co-Chair)
Natalia Fedorova (Lab Manager)
Azul Lewis (Lab Technician)

Part Time

Dalileh Alei
Ali Dehghani
Anu Sharma
Neeta Sharma
Daniel Phillips
Gurnam Singh

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

<p>Status</p> <p>In-Progress</p> <p>College Goal</p> <p>Increase Transfer and Transfer Degrees: Ensure that all of BCC's programs of study and transfer pathways for degrees prepare students, in a timely manner, for multiple transfer options.</p> <p>District Goal</p> <p>Advance Student Access, Equity, and Success</p>	<p>If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?</p>
---	--

<p>Status</p> <p>In-Progress</p> <p>College Goal</p> <p>Enhance Career-Technical Education Certificates and Degrees: Enhance BCC's 1- and 2-year career and technical education programs so that they provide current and transferable skills and competencies to Build Programs of Distinction.</p> <p>District Goal</p> <p>Earn a living wage in our area, and to maintain competency for advancement in one's career.</p>	<p>If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?</p>
--	--

<p>Status</p> <p>In-Progress</p> <p>College Goal</p> <p>Ensure Institutional Sustainability: Increase BCC's impact in education through innovation, internal and</p>	<p>If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?</p>
--	--

District Goal
external collaboration and partnerships, and sufficient resources, both short-term and long-term.
Strengthen Accountability, Innovation and Collaboration

Describe your current utilization of facilities, including labs and other space

Program Update

Semester End Enrollment/Usage Pattern

Review your Semester End Enrollment by setting the filter to your college and subject





Using the dashboard, review and reflect upon the data for your program. Describe any significant changes and discuss what the changes mean to your program. Consider whether performance gaps exist for disproportionality impacted students. Focus upon the most recent year and/or the years since your last comprehensive program review. Cite data points from the dashboard to support your answer.

Describe the department's progress on Student Learning Outcomes (SLOs) and/or Administrative Unit Outcomes (AUOs) since the last Program Review/APU. If your discipline offers a degree or certificate, please describe the department progress on Program Learning Outcomes (PLOs).

Describe the outcomes and accomplishments from previous year's funded resource allocation request.

Brief description of funded request	Source (any additional award outside your base allocation)	Total Award Amount	Outcome/Accomplishment
-------------------------------------	--	--------------------	------------------------

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement
Actions

Improvement Action

Improvement Action

Action Item	Description	To be completed By	Responsible Person
-------------	-------------	--------------------	--------------------

Resource Request

Choose an Option

Improvement Action

Action Item	Description	To be completed By	Responsible Person
-------------	-------------	--------------------	--------------------

Resource Request

Choose an Option

Improvement Action

Action Item	Description	To be completed By	Responsible Person
-------------	-------------	--------------------	--------------------

Resource Request

Personnel	Full-time Faculty		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs

Total Costs

Resource Request

Supplies

Instructional
Supplies and
Materials

Description/Justification

Estimated Cost

Resource Request

Other

Other

Description/Justification

Estimated Cost

Resource Request

Other

Other

Description/Justification

Estimated Cost

Resource Request

Technology and Equipment	New		
Description/Justification		Estimated Cost	

Resource Request

Personnel	Classified Staff		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs

Total Costs

Resource Request

Personnel	Student Worker		
% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs

Total Costs

Resource Request

Choose an Option

Resource Request Summary

Total Cost: \$223952

Total Resource Request: 10

Program Update

Personnel

Personnel Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total Costs
Full-time Faculty	100	<p>Priority-#1: Justification for request: The chemistry program at BCC offers the equivalent of 5.88 FTEF courses in chemistry, but has only 2 full-time faculty. About 63.3% of the courses offered are currently taught by adjunct faculty. Another full-time faculty would reduce the department's dependence on adjunct faculty. In addition, an additional full-time faculty will enable the department to develop more CE programs in analytical chemistry and makes our chemistry graduates more marketable in the job market.</p>	75000	35000	110000
Classified Staff	100	Priority-#3	48000	24000	72000

Chemistry Lab Technician
 Responsibility:
 To manage the chemistry laboratory and assist instructors to prepare laboratory classes. (This position is currently funded by the Strong Work Force Fund, which has enabled the department to hire a full-time laboratory technician for chemistry. The department is requesting the college to be funded this position through the college general fund, so that the SWF fund that is allocated for this position could be used to support the CE program that provides internship and job training to our students.)

Student Worker 15

Priority-#1:
 Student Workers/Tutors are needed to provide tutorial

21452

services and assist instructors during laboratory classes. They serve as embedded tutors to help students who came under-prepared, especially those from underrepresented groups. Tutors help them with their academic success and to narrow the achievement gap. Student workers are also needed with chemical preparation and lab clean-up. Break down of lab-hours where student workers are needed are as follows: 1) Lab TA's for spring and fall semester: 33 lab-hrs/wk x 32 wks = 1056 hrs 2) Summer Lab TA's: 24 lab-hrs/wk x 6 wks = 144 hrs 3) Tutors (Fall and Spring): 5 hrs/wk x 32 = 160 hrs 4) Tutors

(Summer): 4
 hrs/wk x 6 wks =
 24 hrs Total # of
 student worker
 hrs = 1384 hrs
 Estimated cost:
 1384 hrs x 15.50
 = \$21,452
 Sub-Total: \$203452

Professional Development
 No Resources found for this
 category

Technology and Equipment

Type	Description/Justification	Estimated Cost
New	Priority-#2: A new printer for GC-MS spectrometer.	500

Sub-Total: \$500

Supplies

Type	Description/Justification	Estimated Cost
Instructional Supplies and Materials	Priority-#1: Purpose: for purchase of chemicals, replacement glassware, and other office supplies (e.g. whiteboard markers, whiteboard erasers, pen, pencils, etc.) The Science Department is allocated \$7.5K (for chemistry) from Lottery Fund for the 2019/20 academic year. Most of this allocation will be used to purchase chemicals to ensure that we have enough chemicals to run all laboratory classes. An additional \$1.5K is needed to replace glassware due to accidental breakage and other consumable items, such as filter papers, labeling tapes, gloves, and stationeries.	9000

Sub-Total: \$9000

Facilities

No Resources found for this
 category

Library

No Resources found for this category

Other

Type	Description/Justification	Estimated Cost
	<p>Priority-#2: Equipment Repair and Maintenance Justification: Purpose: 1. The chemistry department has an analytical instrument called GC-MS that needs to be moved from room 515 to 514. The reason for the move is because this instrument uses helium gas and room 515 is not sufficiently ventilated to handle any mishap that could be caused by any gas tank leakage. This instrument when operated also generated a lot of heat, and in a small room with insufficient ventilation, it causes other instruments in the room to malfunction and will cost the college more to pay for the repair. Moving the GC-MS to room 514 will solve this problem. However, this instrument must be moved by professional because it involved disconnecting and reconnecting different parts of the instrument, as well as disconnecting and reconnecting the gas line. The entire cost for the move (including fine-tuning the instrument is estimated to be about \$5K. An additional \$3K is also needed to service the rest of the analytical instruments, namely, GC, HPLC, IR, and UV-spectrometers as well as the analytical balances.</p>	8000
	<p>Priority-#2: Chemistry Boot Camp: Since the last 4 years ago, the science department has been offering the chemistry boot camps, which is an 8-hour workshop (done over 4 days). The boot camp was</p>	3000

conducted during the week before the regular semester began. The objective of the boot camp is to improve students' readiness when they attend the regular Chem 1A classes during the semester. The boot camp targetted students who are under-prepared for the regular class so that they have a better chance of passing the class. From previous years of experience, the department found that students attending the boot camp had a higher rate of success in Chem 1A. The previous chemistry boot camps were funded by SWF, but this grant funding is not available for future boot camps. Therefore the department is requesting funding from the college general fund.

Sub-Total: \$11000

Sign and Submit

Please provide the list of members who participated in completing this program review.

Pieter de Haan
Siraj Omar

Please enter the name of the person submitting this program review.