Los Angeles Mission College
Institutional Effectiveness
UNIT ASSESSMENT

ACADEMIC DISCIPLINES AND PROGRAMS

Unit: Mathematics

Name of person(s) completing this form: R. Smazenka and D. Wong

Extension: 7609 and 7887

Date submitted: 4-02-02
UNIT ASSESSMENT FOR MATHEMATICS

COLLEGE GOAL #1
Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards.

Unit Objective #1
The Mathematics discipline/program will ensure student learning by providing access to basic skills, general education and transfer, and degree applicable courses that are scheduled appropriately and in sufficient numbers to meet the needs of Mission College students.

<table>
<thead>
<tr>
<th>Success indicator #1</th>
<th>Mathematics courses are scheduled appropriately and in sufficient numbers that students will have the opportunity to earn the degree in three years.</th>
<th>Large wait lists for remedial classes, in particular Math 115 and 125, indicate additional sections Mathematics may be necessary.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator #2</td>
<td>If applicable, Mathematics basic skills courses are scheduled appropriately and in sufficient numbers that students will have the opportunity to progress through the basic skills sequence in a reasonable period of time</td>
<td>Scheduling is adequate however could be improved by the availability of the self pace computer assisted course offerings.</td>
</tr>
<tr>
<td>Success indicator #3</td>
<td>Mathematics courses are scheduled appropriately and in sufficient number that students will have the opportunity to complete the GE and transfer requirements in a reasonable period of time</td>
<td>See indicator #2</td>
</tr>
<tr>
<td>Success indicator #4</td>
<td>Students will report satisfaction with the availability of all Mathematics courses</td>
<td>The department has long been aware of the need to monitor students' satisfaction. However, lack of adequate staffing has prevented the department from addressing this need.</td>
</tr>
</tbody>
</table>
UNIT ASSESSMENT FOR MATHEMATICS

COLLEGE GOAL #1
Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards

Unit Objective #2
The Mathematics discipline will maintain academic standards in student learning outcomes

<table>
<thead>
<tr>
<th>Success indicator #1</th>
<th>The majority of students in Mathematics courses demonstrate successful accomplishment of stated learning outcomes.</th>
<th>DATA NOT AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator #2</td>
<td>The majority of Mathematics majors demonstrate successful accomplishments of stated learning outcomes for the discipline</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator #3</td>
<td>Students who complete courses in the Mathematics discipline/program as part of the GE requirement will demonstrate appropriate competencies as designated in the college GE learning outcomes policy</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator #4</td>
<td>No significant difference will be revealed between the competencies of Mathematics whether they complete courses on campus, at outreach locations or online</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success Indicator #5</td>
<td>No significant difference will be revealed in the grade distribution of all Mathematics, full-time and part-time, at all locations, using any modality of instructional delivery on grade distribution delivery</td>
<td>From the data available a difference between the full and adjunct distributions is apparent.</td>
</tr>
</tbody>
</table>
## UNIT ASSESSMENT FOR MATHEMATICS

| Success Indicator #6 | On surveys, a majority of students enrolled in **Mathematics** courses will report satisfaction with the quality of instruction | 84% of the students report on surveys report that they are pleased with the quality of teaching at Los Angeles Mission College. Note however this statistic refers to LAMC as a whole and not to the mathematics department in particular. |

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### COLLEGE GOAL #1

Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards.

### Unit Objective #2

The Mathematics discipline will maintain academic standards in student learning outcomes.

<table>
<thead>
<tr>
<th>Success indicator #7</th>
<th>All eligible <strong>Mathematics</strong> courses will be articulated with transfer institutions within an appropriate time frame</th>
<th>All articulation agreements and course outlines are current at this time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator #8</td>
<td>All <strong>Mathematics</strong> course outlines will be reviewed, updated as necessary and approved by the Senate Curriculum Committee within two years of this unit assessment</td>
<td>All articulation agreements and course outlines are current at this time.</td>
</tr>
<tr>
<td>Success indicator #9</td>
<td>90% the content of vocational courses will be certified as containing industry standard technical and professional competencies as assessed by the advisory committee</td>
<td>N/A</td>
</tr>
</tbody>
</table>
COLLEGE GOAL # 1

Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards

Unit Objective # 3

The Mathematics discipline/program will provide enough appropriately diverse full-time and part-time faculty and support staff that are qualified by appropriate education, training, and experience along with adequate physical facilities and equipment to support its course offerings

<table>
<thead>
<tr>
<th>Success indicator # 1</th>
<th>Trained college affirmative action representatives will report minimal errors in the selection process for Mathematics instructors.</th>
<th>DATA NOT AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator # 2</td>
<td>Mathematics faculty will engage in a minimum of one discipline-related professional development activity as reported on staff development activity forms</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator # 3</td>
<td>Full-time faculty will account for 75% of the faculty contact hours in the Mathematics discipline/program</td>
<td>It is clear from the data that the ratio has only slightly improved. For Fall 2000, the last semester for which the data is available, only 28% of classes are taught by full time instructors.</td>
</tr>
</tbody>
</table>
### UNIT ASSESSMENT FOR MATHEMATICS

<table>
<thead>
<tr>
<th>Success indicator #4</th>
<th>Sufficient support staff are provided to ensure the effective functioning of the <strong>Mathematics</strong> discipline/program.</th>
<th>DATA NOT AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator #5</td>
<td>Faculty and students will report satisfaction with the number and quality of support staff provided for the <strong>Mathematics</strong> discipline/program</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator #6</td>
<td>The majority of students enrolled in <strong>Mathematics</strong> classes indicate satisfaction with the physical facilities and available technology</td>
<td>39% report that they feel safe and secure on campus. 32% report that the classrooms, lecture halls, and labs are clean and well-maintained. 24% report that food service on this campus is sufficient. 26% report that the restrooms are clean and well maintained. 35% report that the grounds and public areas are cleaned and well maintained. 26% report that the campus has adequate outside lighting after dark. 16% report that sufficient parking is available on campus. 22% report that the parking lots are safe, well-lighted, and well-maintained. However, it should be noted no data was made available gauging students’ satisfaction with the college’s current technology.</td>
</tr>
</tbody>
</table>

### COLLEGE GOAL #1

Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards

**Unit Objective #4**

The **Mathematics** discipline/program will validate student success by demonstrating that students progress through basic skills sequences into college degree programs, degree and course completion, transfers and transfer readiness

| Success indicator #1 | If applicable, there will be a 3.9% increase in the number of students whose assessment scores indicate they lack basic skills that will progress to college-level **Mathematics** courses upon completion of prerequisite courses. (PFE) | DATA NOT AVAILABLE |

5
<table>
<thead>
<tr>
<th>Success indicator #2</th>
<th>71.9% of students who enroll in Mathematics courses will attain a grade of C or above (PFE)</th>
<th>With the dismal ratio of full to part time faculty, the need for a coordinated tutoring center, and the lack of professional managed and reliable technology currently available, this goal is unattainable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator #3</td>
<td>There will be a 8.5% increase in the number of students who complete college-level Mathematics courses that transfer to four-year institutions. (PFE)</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator #4</td>
<td>There will be a 3.4% increase in the number of students who enroll in Mathematics courses that will prepare to transfer to four-year institutions</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator #5</td>
<td>There will be a 4.7% increase in the number of degrees and/or certificates awarded to students in the Mathematics discipline/program</td>
<td>The data supports the fact that the department primarily prepares for transfer and AA/AS graduation requirement in all disciplines.</td>
</tr>
</tbody>
</table>

**COLLEGE GOAL #1**

Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards

**Unit Objective #5**

The Mathematics faculty will comply with the Faculty Ethics Statements (WASC)
<table>
<thead>
<tr>
<th>Success indicator #1</th>
<th>A majority of students will affirm on surveys that <strong>Mathematics</strong> faculty distinguish between personal conviction and proven conclusions and present relevant data fairly and objectively</th>
<th>85% of the students affirm on surveys that their instructors distinguish between personal opinion and fact in teaching their classes. Note however this statistic refers to LAMC as a whole and not to the mathematics department in particular.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator #2</td>
<td>A majority of students will affirm on surveys that <strong>Mathematics</strong> faculty provide students with clear expectations concerning the principles of academic honesty and sanctions for violation</td>
<td>81% of the students affirm on surveys that they have a good understanding of current college policies on cheating. 76% of students affirm on surveys that they have a good understanding of the student code of conduct. Note however this statistic refers to LAMC as a whole and not to the mathematics department in particular.</td>
</tr>
<tr>
<td>Success indicator #3</td>
<td>A majority of <strong>Mathematics</strong> faculty will affirm on surveys that academic freedom is protected at the college</td>
<td>65% of faculty affirm on surveys that they have a good understanding of current college policies on academic freedom. 53% of faculty affirm on surveys that college administrators protect and support faculty in their exercises of academic freedom. Note however this statistic refers to LAMC as a whole and not to the mathematics department in particular.</td>
</tr>
</tbody>
</table>
UNIT ASSESSMENT FOR MATHEMATICS
COLLEGE GOAL # 2

Human, physical, technological and financial resources will be managed effectively to enrich and expand educational programs and maintain fiscal stability

Unit Objective # 1
Human, physical, technological and financial resources will be managed effectively to enrich and expand educational programs and maintain fiscal stability

<table>
<thead>
<tr>
<th>Success indicator #1</th>
<th>Mathematics courses will maintain an average of 34 students per section</th>
<th>Current average enrollment is 32 students per section.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator #2</td>
<td>Support staff for the Mathematics discipline/program are provided at or near the ratio of community colleges statewide</td>
<td>While no data has been provided, it is apparent to even to the casual observer that the support staff is woefully inadequately.</td>
</tr>
<tr>
<td>Success indicator #3</td>
<td>Space for the Mathematics discipline/program is utilized effectively according to college developed or other developed standards</td>
<td>While no data has been provided, the lack of formal office facility for the department chair severely impact his effectiveness.</td>
</tr>
</tbody>
</table>
Mathematics

UNIT ASSESSMENT SUMMARY

Instructions: Summarize and analyze the data provided for the success indicators in this assessment. If the data indicate a need for improvement, write a plan as described below.

Assessment: The following assessment is keyed to objectives and success indicators as indicated. Plan for improvement:

COLLEGE GOAL # 1
Unit Objective # 1

Success Indicator 1:
It is critical to maintain the flexibility to add classes once the need arises. While the actions required to add sections to the schedule are in place, and most often the administration has been supportive, the problem is getting this information to affected students. A procedure must be developed to immediately notify counseling, registration, and faculty of additions. We propose that a bulletin board, ideally an electronic one, be placed in the registration area and counseling, viewable by both staff and students, and updated with added classes. We further propose that a lead person from both counseling and administration be identified as the focal point for notification. Their responsibility would be to update the class offerings. The department will put in place a formal method to update all instructors of additions.

Success Indicator 2 and 3:
Several other campuses within the district offer computer based self-paced courses. It is our strong belief that this option should be made available to our students for at least Math 105 and Math 112. The obvious need here is for a computer lab dedicated to Mathematics. We are currently exploring the possibility of entering into a grant proposal with LACC to acquire the funding for this purpose. At such time that the grant is funded, the administration will be required to provide the physical space to house the lab. In addition, the department will need to hire two full time assistants to staff the lab.

Success Indicator 4:
We propose to rewrite the student satisfaction survey to be more encompassing, reflecting not only the assessment of the instructor but broader issues concerning the department and the curriculum. For this and additional tasks indicated below, we require that an instructional assistant be hired and assigned to the department.

Unit Objective # 2

Success Indicators 1 through 4:
See College Goal 2, unit objective 5.

Success Indicator 5:
Our primary problem in this regard is insuring that our adjunct pool is staffed with well-qualified instructors with high academic standards. The department has made several made several policy changes to insure that all instructors are covering the same material at an appropriate pace in each course, viz. the common Math 115 final. In addition we plan to require that midterm exams in Math 115 be standardized
Mathematics

as to content and timing, thus insuring that all sections are in synch mid way through the semester. These exams would resemble the common final and be of a multiple choice format to facilitate analysis. Results from all exams would be analyzed to insure that all topics are being covered in a timely way. This will require a programmable scanning device as mentioned, see unit objective 5 below.

While the department requires that all faculty hold office hours in the tutoring lab, this effort has met with mixed success. We propose that a room, equipped with at least three desktop computers and a printer, be identified and dedicated to our adjunct faculty. We also require that all adjunct faculty have access to ccmail. Not only will this allow for better monitoring to insure that faculty are available during posted office hours but will provide a work place, software and hardware required to maximize their performance and make teaching at LAMC a more attractive and rewarding experience.

In order to better coordinate the efforts of all faculty and insure that all are aware of department policy, facilities and objectives we propose a required three hour meeting at the beginning of each semester. To insure the attendance of all concerned, all adjunct faculty must be paid at their regular rate for these meetings. The meetings will then be made a requirement for all faculty.

Unit Objective # 3

Success Indicator 3:
Clearly the department has little to no control over this embarrassing discrepancy. Until the administration makes a commitment in the strongest possible terms will this issue be addressed. However, it is the department’s goal to increase the full time staff to at least seven over the next three years.

Success Indicator 6:
The success of technology specifically related to the Mathematics curriculum and is dependent on the department having direct control. The necessity of a Mathematics computer lab is clear and a proposal for acquiring one is outlined above.

Unit Objective # 4

Success Indicator 2:
See above referencing Mathematics computing lab.

Unit Objective # 5

All Success indicators:
To address the lack of data particular to the department we propose an ongoing series of surveys to better understand these issues. These will be done in conjunction with the office of research and scheduled, administered and analyzed by the department. Additional staff in the form of an instructional assistant as mentioned above will be required. For this purpose and to expedite the reporting of Math 115 common final grades, we require a programmable scanning device such as the ScanMark ES 2260.

COLLEGE GOAL # 2
Success Indicator 2:
With the dearth of full-time faculty and the overwhelming number of adjunct instructors it is critical that the department hire an instructional assistant, see above. Beginning in the fall the department will also identify a vice chair in support of its efforts.

Success Indicator 2:
The department must be allocated adequate office space and additional secretarial assistance. We have acquired several large locking cabinets and additional room must be made available with staff support to allow access to our adjunct faculty. See office space for adjunct faculty above.

State specifically what action will be taken to make any needed improvements indicated in your analysis.

State specifically how improvement will be shown. Describe the measurement(s) you will use.
BASE ALLOCATION

Instructions: Use the attached baseline operational budget to analyze the current allocation of resources for your discipline/program. If either a temporary or permanent augmentation is needed, complete a Request for Resources Over Base Allocation and submit it to the Assessment and Planning Committee.

See attached form: REQUEST FOR RESOURCES OVER BASE ALLOCATION

Instructions: To complete the attached form, Request for Resources Over Base Allocation, follow the directions in each section. Use the improvement plan in your assessment above to help complete the section in the form entitled Unit Plan.

THREE YEAR STRATEGIC PLAN

Instructions: Based on the summary analysis, provide a three year projection for the baseline budget allocation in your unit. Indicate major projected increases in objects and include new objects if you predict a need.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>4521</td>
<td>400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td>4531</td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>6401</td>
<td>6000</td>
<td>5000</td>
<td>-40000</td>
<td></td>
</tr>
<tr>
<td>Instructional Assistant</td>
<td>2211</td>
<td></td>
<td>30000</td>
<td>30000</td>
<td></td>
</tr>
<tr>
<td>Regular Instructor</td>
<td>1111</td>
<td>50000</td>
<td>50000</td>
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</tr>
<tr>
<td>Softwares</td>
<td>5621</td>
<td></td>
<td></td>
<td></td>
<td>2000</td>
</tr>
</tbody>
</table>

Provide assessment data and an analysis of trends that support the above indicated increases in baseline funding.

LOS ANGELES MISSION COLLEGE

Request for Resources Over Base Allocation

UNIT INFORMATION
Name of person completing this form: R. Smazenka and D. Wong
Extension: 7609 and 7887
Office/Department: Mathematics
Unit that will use the resource: Mathematics
Date: 04/02/02

REQUEST FOR RESOURCES

1. In the chart below state your request for funds needed for personnel, equipment, supplies, etc. for 2002-03 that is not in this year's budget allocation.

(Refer to Chart of Accounts)

<table>
<thead>
<tr>
<th>object code</th>
<th>activity</th>
<th>object title</th>
<th>class code</th>
<th>position title</th>
<th>Basis</th>
<th>FTE/ hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4521</td>
<td>1700 Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>400</td>
</tr>
<tr>
<td>B</td>
<td>4531</td>
<td>1700 Printing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1000</td>
</tr>
<tr>
<td>C</td>
<td>6401</td>
<td>1700 Equipment</td>
<td></td>
<td></td>
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<td>6000</td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>7400</td>
</tr>
</tbody>
</table>

2. From the chart above, briefly put into words what you are requesting:

Supplies: markers and erasers, paper, printer cartridge
Printing: common final exam and in class handouts; tests and handouts for additional math. sections
Equipment: a programmable scanning device
UNIT PLAN

1. State the college goal that will be supported by your request:

**GOAL:** Human, physical, and financial resources will manage effectively to enrich and expand educational programs and maintain fiscal stability.

2. Provide any data, trends analysis, evidence or other information that supports this request. Is this request a permanent increase in your budget or a one time request?

**Supplies and printing:**
The supply and printing base allocation budgets were inadequate for the year of 2000-2001. An increase in this allocation was approved last year (2001-2002) on a one time basis. The department needs $1300 (supplies $300 & printing $1000), a permanent increase, to ensure that the quality of instructional service is not interrupted.

**Equipment: (a programmable scanner)**
There are approximately 7000 students taking math classes per semester. The job of tabulating student evaluations and surveys is time consuming and inefficient. In order to expedite the evaluation of Math 115 and turn in the grades on time, an immediate report is crucial to all Math 115 instructors and students. This request is a one time request.

3. Describe the purpose of your request. Be specific: How will the requested personnel/equipment/supplies/printing, etc. be used?

**Supplies and printing:**
Print Math 115 midterm and common final exams.
Print in class handouts, tests, and quizzes.

**Equipment: (a programmable scanner)**
The math department plans to use a multiple-choice format for all student surveys and student evaluations. In addition to the required common final exam, the math department plans to implement common midterm exam to insure that all sections of the same course are in synch mid way through the semester. Results from all exams, surveys, and evaluations would be analyzed by a programmable scanning device.
4. What improvement will occur as a result of this request being funded?

**Supplies and printing:**
Provide more space in quiz or test paper for students to show their work in a logical and precise manner, which is easier for grading.

**Equipment:** (a programmable scanner)
Results from Math 115 common midterm and final exams would be analyzed to insure that all topics are being covered in a timely way.
Results from surveys and student evaluations can be summarized in a professional manner.

5. How will you show that there has been improvement? What measurement(s) will you use?

**Supplies and printing:**
The reprographic service budget amount will be within the budget.

**Equipment:** (a programmable scanner)
A survey will be conducted to measure the satisfaction rate among the faculty members in the mathematics department.
RESOURCE MANAGEMENT

1. What viable alternatives have you considered to the above request? (Is this request the most cost-effective alternative? If not, why?)

Students can take surveys, evaluations, and exams, on computers. With the appropriate software, the computer will grade and tabulate all necessary information. This is a good and efficient alternative, but the initial cost for buying computers and a site license for using the selected software is expensive.

2. For personnel requests:
   a. What additional space, if any, is needed to accommodate this new position?
      N/A
   b. If additional space and/or equipment is needed, where is the proposed location?
      N/A
   c. This position will be: permanent sub and relief
      N/A

3. For equipment requests:
   a. Will additional space be needed to accommodate requested equipment?
      No
   b. If additional space is needed, where is the proposed location?
      No
   c. Will requested equipment require maintenance agreements and/or support personnel? If so, what are the projected costs?
      No
   d. This equipment is: new replacement
REQUEST FOR RESOURCES

1. In the chart below state your request for funds needed for personnel, equipment, supplies, etc. for 2003-04 that is not in this year's budget allocation.

(Refer to Chart of Accounts)

<table>
<thead>
<tr>
<th>object code</th>
<th>activity</th>
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<th>class code</th>
<th>position title</th>
<th>Basis</th>
<th>FTE/ hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>6401</td>
<td>1700 Equipment</td>
<td></td>
<td></td>
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<td></td>
<td>5000</td>
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<tr>
<td>B</td>
<td>2211</td>
<td>1700 Instr Aides</td>
<td>4579</td>
<td>Instructional Assistant</td>
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<td></td>
<td>30000</td>
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<tr>
<td>C</td>
<td>1111</td>
<td>1700 Regular instructor</td>
<td>0741</td>
<td>Mathematics Instructor</td>
<td></td>
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<td></td>
<td></td>
<td>85000</td>
</tr>
</tbody>
</table>
2. From the chart above, briefly put into words what you are requesting:

Purchase 3 computers and 1 HP printers for adjunct faculty's office.
Hire an instructional assistant for the math department.
Hire a mathematics instructor.

UNIT PLAN

1. State the college goal that will be supported by your request:

**GOAL:** Educational programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards.

2. Provide any data, trends analysis, evidence or other information that supports this request. Is this request a permanent increase in your budget or a one time request?

**Equipment:**
LAMC depends on our adjunct faculty. By providing an office with 3 computers and 1 printer can maximize their performance and make teaching at LAMC a more attractive and rewarding experience. This is a one time request.

**Instructional Assistant:**
Due to the number of students enrolled in math classes and the number of classes being offered, it is necessary to update all surveys/evaluation forms and technology handouts periodically. It is also a must to have a designated person to monitor the tutorial service and compile semester statistics. This is a permanent position.

**Mathematics Instructor:**
Based on the data provided by the college, only 28% of classes are taught by full time instructors. This is a permanent position.

3. Describe the purpose of your request. Be specific: How will the requested personnel/equipment/supplies/printing, etc. be used?

**Equipment:**
see #2 above.
Instructional Assistant:
Hire an instructional aide to assist instructors to rewrite all surveys, student evaluation, faculty evaluation, midterm, and final exam into a multiple-choice format. The instructional aides will supervise all tutors and workshops, and design handouts for math classes. This is a permanent position.

Mathematics Instructor:
Hire a mathematics instructor to plan for and teach computer based self-pace courses.

4. What improvement will occur as a result of this request being funded?

Equipment:
see #2

Instructional Assistant:
- ensure smooth operations of the day to day tutorial service
- update technology handouts and survey forms
- compile statistics

Mathematics Instructor:
- provide alternative learning for students. (computer based self-pace courses)
- provide flexible scheduling for students to progress the basic skills sequence in a reasonable period of time.
- raise the ratio of full time verse part time.
- provide the human resource needed to ensure the quality of instruction

5. How will you show that there has been improvement? What measurement(s) will you use?

- Adjunct faculty satisfaction survey will report appreciation and satisfaction of their shared office
- Student satisfaction survey will report satisfaction in choosing to learn at their convenient time.
- 10% increase in students completing the basic skills sequence in a reasonable period of time
RESOURCES MANAGEMENT

1. What viable alternatives have you considered to the above request? (Is this request the most cost-effective alternative? If not, why?)

2. For personnel requests:
   a. What additional space, if any, is needed to accommodate this new position?
   Two cubicles are needed to accommodate the instructional assistant and the mathematics instructor.
   b. If additional space and/or equipment is needed, where is the proposed location?
   Faculty offices in the instructional building
   c. This position will be: ☒ permanent    ☐ sub and relief

1. For equipment requests:
   a. Will additional space be needed to accommodate requested equipment?
   A big office with at least three tables
   b. If additional space is needed, where is the proposed location?
   Partition a classroom in the instructional building to two big offices for adjunct faculty
   c. Will requested equipment require maintenance agreements and/or support personnel? If so, what are the projected costs?
   No
   d. This equipment is: ☒ new    ☐ replacement
LOS ANGELES MISSION COLLEGE

Request for Resources Over Base Allocation

UNIT INFORMATION
Name of person completing this form: R. Smazenka and D. Wong
Extension: 7609 and 7887
Office/Department: Mathematics
Unit that will use the resource: Mathematics
Date: 04/02/02

REQUEST FOR RESOURCES

1. In the chart below state your request for funds needed for personnel, equipment, supplies, etc. for 2004-05 that is not in this year's budget allocation.

(Refer to Chart of Accounts)

<table>
<thead>
<tr>
<th></th>
<th>object code</th>
<th>activity</th>
<th>object title</th>
<th>class code</th>
<th>position title</th>
<th>Basis</th>
<th>FTE/ hours</th>
<th>Amount</th>
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<tr>
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<td>1700</td>
<td>Equipment</td>
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<tr>
<td>B</td>
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<td>1700</td>
<td>Softwares</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2000</td>
</tr>
<tr>
<td>C</td>
<td>2211</td>
<td>1700</td>
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<td>4579</td>
<td>Instructional Assistant</td>
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<tr>
<td>D</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>122000</td>
</tr>
</tbody>
</table>

2. From the chart above, briefly put into words what you are requesting:

- Purchase 30 computers and 5 printers to setup a lab for computer based self-pace courses
- Hire an instructional assistant to staff the lab
- Hire an mathematics instructor to teach the self-pace courses
2. From the chart above, briefly put into words what you are requesting:

- Purchase 30 computers and 5 printers to setup a lab for computer based self-pace courses
- Hire an instructional assistant to staff the lab
- Hire an mathematics instructor to teach the self-pace courses

UNIT PLAN

1. State the college goal that will be supported by your request:

GOAL: Educational programs and services will be developed, and improved to ensure student access, learning and success while maintaining appropriate academic standards

2. Provide any data, trends analysis, evidence or other information that supports this request. Is this request a permanent increase in your budget or a one time request?

Many colleges such as Rio Hondo and Chaffey have been offering self pace courses for many years. Many colleges such as Santa Ana, PCC, LAVC and LAWC offer computer based self pace courses. The trend for teaching Math 105 and Math 112 is computer based learning, where students learn at their own pace. The equipment is a one-time request, but the staff and instructor are permanent increase in our budget.

3. Describe the purpose of your request. Be specific: How will the requested personnel/equipment/supplies/printing, etc. be used?

Computer based self pace courses allow students to have a flexible schedule. Students will learn from the built in tutorial with explanations and graphs. Instructors will monitor students learning in the lab. Instructors will work with a student individually if necessary or assign a tutor to a student who has difficulties in understanding a concept. Computers will check students' homework, create many versions of the same test, grade test, calculate overall percentage, and analyze results immediately. The instructional assistant will ensure the smooth operation of the lab, responsible for hiring and supervising tutors, preparing the necessary worksheets, paper work, and any related duties in the lab.
4. What improvement will occur as a result of this request being funded?

The college will provide alternative learning with flexible class schedule. Students will be able to pass a class unit by unit, and learn at their own pace.

5. How will you show that there has been improvement? What measurement(s) will you use?

- Student satisfaction survey will report satisfaction in choosing to learn at their convenient time.
- 10% increase in students completing the basic skills sequence in a reasonable period of time

**RESOURCE MANAGEMENT**

1. What viable alternatives have you considered to the above request? (Is this request the most cost-effective alternative? If not, why?)

2. For personnel requests:

   a. What additional space, if any, is needed to accommodate this new position?
      
      A two-classrooms size lab

   b. If additional space and/or equipment is needed, where is the proposed location?
      
      A lab located in a new science building funded by Proposition A

   c. This position will be: ⊗ permanent ⊗ sub and relief
1. For equipment requests:
   
a. Will additional space be needed to accommodate requested equipment?
      All computers and printers will be placed in the same lab.

b. If additional space is needed, where is the proposed location?

c. Will requested equipment require maintenance agreements and/or support personnel? If so, what are the projected costs?

d. This equipment is: ☒ new ☐ replacement
Los Angeles Mission College
Institutional Effectiveness
UNIT ASSESSMENT

ACADEMIC DISCIPLINES AND PROGRAMS

Unit: Mathematics

Name of person(s) completing this form: R. Smazenka and D. Wong

Extension: 7609 and 7887

Date submitted: 4-02-02
**COLLEGE GOAL # 1**

Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards.

**Unit Objective # 1**

The Mathematics discipline/program will ensure student learning by providing access to basic skills, general education and transfer, and degree applicable courses that are scheduled appropriately and in sufficient numbers to meet the needs of Mission College students.

<table>
<thead>
<tr>
<th>Success indicator # 1</th>
<th>Mathematics courses are scheduled appropriately and in sufficient numbers that students will have the opportunity to earn the degree in three years.</th>
<th>Large wait lists for remedial classes, in particular Math 115 and 125, indicate additional sections Mathematics may be necessary.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator # 2</td>
<td>If applicable, Mathematics basic skills courses are scheduled appropriately and in sufficient numbers that students will have the opportunity to progress through the basic skills sequence in a reasonable period of time</td>
<td>Scheduling is adequate however could be improved by the availability of the self pace computer assisted course offerings.</td>
</tr>
<tr>
<td>Success indicator # 3</td>
<td>Mathematics courses are scheduled appropriately and in sufficient number that students will have the opportunity to complete the GE and transfer requirements in a reasonable period of time</td>
<td>See indicator #2</td>
</tr>
<tr>
<td>Success indicator # 4</td>
<td>Students will report satisfaction with the availability of all Mathematics courses</td>
<td>The department has long been aware of the need to monitor students' satisfaction. However, lack of adequate staffing has prevented the department from addressing this need.</td>
</tr>
</tbody>
</table>
COLLEGE GOAL #1
Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards.

Unit Objective #2
The Mathematics discipline will maintain academic standards in student learning outcomes.

<table>
<thead>
<tr>
<th>Success indicator #1</th>
<th>The majority of students in Mathematics courses demonstrate successful accomplishment of stated learning outcomes.</th>
<th>DATA NOT AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator #2</td>
<td>The majority of Mathematics majors demonstrate successful accomplishments of stated learning outcomes for the discipline</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator #3</td>
<td>Students who complete courses in the Mathematics discipline/program as part of the GE requirement will demonstrate appropriate competencies as designated in the college GE learning outcomes policy</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator #4</td>
<td>No significant difference will be revealed between the competencies of Mathematics whether they complete courses on campus, at outreach locations or online</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success Indicator #5</td>
<td>No significant difference will be revealed in the grade distribution of all Mathematics, full-time and part-time, at all locations, using any modality of instructional delivery on grade distribution delivery</td>
<td>From the data available a difference between the full and adjunct distributions is apparent.</td>
</tr>
</tbody>
</table>
## UNIT ASSESSMENT FOR MATHEMATICS

| Success Indicator # 6 | On surveys, a majority of students enrolled in Mathematics courses will report satisfaction with the quality of instruction | 84% of the students report on surveys report that they are pleased with the quality of teaching at Los Angeles Mission College. Note however this statistic refers to LAMC as a whole and not to the mathematics department in particular. |

## COLLEGE GOAL # 1

Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards

### Unit Objective # 2

The Mathematics discipline will maintain academic standards in student learning outcomes

<table>
<thead>
<tr>
<th>Success indicator # 7</th>
<th>All eligible Mathematics courses will be articulated with transfer institutions within an appropriate time frame</th>
<th>All articulation agreements and course outlines are current at this time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator # 8</td>
<td>All Mathematics course outlines will be reviewed, updated as necessary and approved by the Senate Curriculum Committee within two years of this unit assessment</td>
<td>All articulation agreements and course outlines are current at this time.</td>
</tr>
<tr>
<td>Success indicator # 9</td>
<td>90% the content of vocational courses will be certified as containing industry standard technical and professional competencies as assessed by the advisory committee</td>
<td>N/A</td>
</tr>
</tbody>
</table>
COLLEGE GOAL #1

Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards

Unit Objective #3

The Mathematics discipline/program will provide enough appropriately diverse full-time and part-time faculty and support staff that are qualified by appropriate education, training, and experience along with adequate physical facilities and equipment to support its course offerings

<table>
<thead>
<tr>
<th>Success indicator #1</th>
<th>Trained college affirmative action representatives will report minimal errors in the selection process for Mathematics instructors.</th>
<th>DATA NOT AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator #2</td>
<td>Mathematics faculty will engage in a minimum of one discipline-related professional development activity as reported on staff development activity forms</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator #3</td>
<td>Full-time faculty will account for 75% of the faculty contact hours in the Mathematics discipline/program</td>
<td>It is clear from the data that the ratio has only slightly improved. For Fall 2000, the last semester for which the data is available, only 28% of classes are taught by full time instructors.</td>
</tr>
<tr>
<td>Success indicator #4</td>
<td>Sufficient support staff are provided to ensure the effective functioning of the Mathematics discipline/program.</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Success indicator #5</td>
<td>Faculty and students will report satisfaction with the number and quality of support staff provided for the Mathematics discipline/program</td>
<td>DATA NOT AVAILABLE</td>
</tr>
<tr>
<td>Success indicator #6</td>
<td>The majority of students enrolled in Mathematics classes indicate satisfaction with the physical facilities and available technology</td>
<td>39% report that they feel safe and secure on campus. 32% report that the classrooms, lecture halls, and labs are clean and well-maintained. 24% report that food service on this campus is sufficient. 26% report that the restrooms are clean and well maintained. 35% report that the grounds and public areas are cleaned and well maintained. 26% report that the campus has adequate outside lighting after dark. 16% report that sufficient parking is available on campus. 22% report that the parking lots are safe, well-lighted, and well-maintained. However, it should be noted no data was made available gauging students' satisfaction with the college's current technology.</td>
</tr>
</tbody>
</table>

**COLLEGE GOAL #1**

Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards

**Unit Objective #4**

The Mathematics discipline/program will validate student success by demonstrating that students progress through basic skills sequences into college degree programs, degree and course completion, transfers and transfer readiness

| Success indicator #1 | If applicable, there will be a 3.9% increase in the number of students whose assessment scores indicate they lack basic skills that will progress to college-level Mathematics courses upon completion of prerequisite courses. (PFE) | DATA NOT AVAILABLE |
### UNIT ASSESSMENT FOR MATHEMATICS

<table>
<thead>
<tr>
<th>Success indicator # 2</th>
<th>71.9% of students who enroll in Mathematics courses will attain a grade of C or above (PFE)</th>
<th>With the dismal ratio of full to part time faculty, the need for a coordinated tutoring center, and the lack of professional managed and reliable technology currently available, this goal is unattainable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator # 3</td>
<td>There will be a 8.5% increase in the number of students who complete college-level Mathematics courses that transfer to four-year institutions. (PFE)</td>
<td><strong>DATA NOT AVAILABLE</strong></td>
</tr>
<tr>
<td>Success indicator # 4</td>
<td>There will be a 3.4% increase in the number of students who enroll in Mathematics courses that will prepare to transfer to four-year institutions</td>
<td><strong>DATA NOT AVAILABLE</strong></td>
</tr>
<tr>
<td>Success indicator # 5</td>
<td>There will be a 4.7% increase in the number of degrees and/or certificates awarded to students in the Mathematics discipline/program</td>
<td>The data supports the fact that the department primarily prepares for transfer and AA/AS graduation requirement in all disciplines.</td>
</tr>
</tbody>
</table>

### COLLEGE GOAL # 1

Educational Programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards

**Unit Objective # 5**

The Mathematics faculty will comply with the Faculty Ethics Statements (WASC)
| Success indicator #1 | A majority of students will affirm on surveys that Mathematics faculty distinguish between personal conviction and proven conclusions and present relevant data fairly and objectively | 85% of the students affirm on surveys that their instructors distinguish between personal opinion and fact in teaching their classes. Note however this statistic refers to LAMC as a whole and not to the mathematics department in particular. |
| Success indicator #2 | A majority of students will affirm on surveys that Mathematics faculty provide students with clear expectations concerning the principles of academic honesty and sanctions for violation | 81% of the students affirm on surveys that they have a good understanding of current college policies on cheating. 76% of students affirm on surveys that they have a good understanding of the student code of conduct. Note however this statistic refers to LAMC as a whole and not to the mathematics department in particular. |
| Success indicator #3 | A majority of Mathematics faculty will affirm on surveys that academic freedom is protected at the college | 65% of faculty affirm on surveys that they have a good understanding of current college policies on academic freedom. 53% of faculty affirm on surveys that College administrators protect and support faculty in their exercises of academic freedom. Note however this statistic refers to LAMC as a whole and not to the mathematics department in particular. |
UNIT ASSESSMENT: GT FOR MATHEMATICS

COLLEGE GOAL #2

Human, physical, technological and financial resources will be managed effectively to enrich and expand educational programs and maintain fiscal stability

Unit Objective #1

Human, physical, technological and financial resources will be managed effectively to enrich and expand educational programs and maintain fiscal stability

<table>
<thead>
<tr>
<th>Success indicator #1</th>
<th>Mathematics courses will maintain an average of 34 students per section</th>
<th>Current average enrollment is 32 students per section.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success indicator #2</td>
<td>Support staff for the Mathematics discipline/program are provided at or near the ratio of community colleges statewide</td>
<td>While no data has been provided, it is apparent to even to the casual observer that the support staff is woefully inadequately.</td>
</tr>
<tr>
<td>Success indicator #3</td>
<td>Space for the Mathematics discipline/program is utilized effectively according to college developed or other developed standards</td>
<td>While no data has been provided, the lack of formal office facility for the department chair severely impact his effectiveness.</td>
</tr>
</tbody>
</table>
Mathematics

UNIT ASSESSMENT SUMMARY

Instructions: Summarize and analyze the data provided for the success indicators in this assessment. If the data indicate a need for improvement, write a plan as described below.

Assessment: The following assessment is keyed to objectives and success indicators as indicated.
Plan for improvement:

COLLEGE GOAL # 1
Unit Objective # 1

Success Indicator 1:
It is critical to maintain the flexibility to add classes once the need arises. While the actions required to add sections to the schedule are in place, and most often the administration has been supportive, the problem is getting this information to affected students. A procedure must be developed to immediately notify counseling, registration, and faculty of additions. We propose that a bulletin board, ideally an electronic one, be placed in the registration area and counseling, viewable by both staff and students, and updated with added classes. We further propose that a lead person from both counseling and administration be identified as the focal point for notification. Their responsibility would be to update the class offerings. The department will put in place a formal method to update all instructors of additions.

Success Indicator 2 and 3:
Several other campuses within the district offer computer based self-paced courses. It is our strong belief that this option should be made available to our students for at least Math 105 and Math 112. The obvious need here is for a computer lab dedicated to Mathematics. We are currently exploring the possibility of entering into a grant proposal with LACC to acquire the funding for this purpose. At such time that the grant is funded, the administration will be required to provide the physical space to house the lab. In addition, the department will need to hire two full time assistants to staff the lab.

Success Indicator 4:
We propose to rewrite the student satisfaction survey to be more encompassing, reflecting not only the assessment of the instructor but broader issues concerning the department and the curriculum. For this and additional tasks indicated below, we require that an instructional assistant be hired and assigned to the department.

Unit Objective # 2

Success Indicators 1 through 4:
See College Goal 2, unit objective 5.

Success Indicator 5:
Our primary problem in this regard is insuring that our adjunct pool is staffed with well-qualified instructors with high academic standards. The department has made several policy changes to insure that all instructors are covering the same material at an appropriate pace in each course, viz. the common Math 115 final. In addition we plan to require that midterm exams in Math 115 be standardized.
as to content and timing, thus insuring that all sections are in synch mid way through the semester. These exams would resemble the common final and be of a multiple choice format to facilitate analysis. Results from all exams would be analyzed to insure that all topics are being covered in a timely way. This will require a programmable scanning device as mentioned, see unit objective 5 below.
While the department requires that all faculty hold office hours in the tutoring lab, this effort has met with mixed success. We propose that a room, equipped with at least three desktop computers and a printer, be identified and dedicated to our adjunct faculty. We also require that all adjunct faculty have access to email. Not only will this allow for better monitoring to insure that faculty are available during posted office hours but will provide a work place, software and hardware required to maximize their performance and make teaching at LAMC a more attractive and rewarding experience.
In order to better coordinate the efforts of all faculty and insure that all are aware of department policy, facilities and objectives we propose a required three hour meeting at the beginning of each semester. To insure the attendance of all concerned, all adjunct faculty must be paid at their regular rate for these meeting. The meetings will then be made a requirement for all faculty.

Unit Objective # 3

Success Indicator 3:
Clearly the department has little to no control over this embarrassing discrepancy. Until the administration makes a commitment in the strongest possible terms will this issue be addressed. However, it is the department’s goal to increase the full time staff to at least seven over the next three years.

Success Indicator 6:
The success of technology specifically related to the Mathematics curriculum and is dependent on the department having direct control. The necessity of a Mathematics computer lab is clear and a proposal for acquiring one is outlined above.

Unit Objective # 4

Success Indicator 2:
See above referencing Mathematics computing lab.

Unit Objective # 5

All Success indicators:
To address the lack of data particular to the department we propose an ongoing series of surveys to better understand these issues. These will be done in conjunction with the office of research and scheduled, administered and analyzed by the department. Additional staff in the form of an instructional assistant as mentioned above will be required. For this purpose and to expedite the reporting of Math 115 common final grades, we require a programmable scanning device such as the ScanMark ES 2260.

COLLEGE GOAL # 2
Mathematics

Unit Objective # 5

Success Indicator 2:
With the dearth of full-time faculty and the overwhelming number of adjunct instructors it is critical that the department hire an instructional assistant, see above. Beginning in the fall the department will also identify a vice chair in support of its efforts.

Success Indicator 2:
The department must be allocated adequate office space and additional secretarial assistance. We have acquired several large locking cabinets and additional room must be made available with staff support to allow access to our adjunct faculty. See office space for adjunct faculty above.

State specifically what action will be taken to make any needed improvements indicated in your analysis.

State specifically how improvement will be shown. Describe the measurement(s) you will use.
**BASE ALLOCATION**

Instructions: Use the attached baseline operational budget to analyze the current allocation of resources for your discipline/program. If either a temporary or permanent augmentation is needed, complete a Request for Resources Over Base Allocation and submit it to the Assessment and Planning Committee.

See attached form: **REQUEST FOR RESOURCES OVER BASE ALLOCATION**

**THREE YEAR STRATEGIC PLAN**

Instructions: Based on the summary analysis, provide a three year projection for the baseline budget allocation in your unit. Indicate major projected increases in objects and include new objects if you predict a need.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
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<td>Supplies</td>
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<tr>
<td>Printing</td>
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<td></td>
</tr>
<tr>
<td>Equipment</td>
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<td>6000</td>
<td>5000</td>
<td>4000</td>
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<tr>
<td>Instructional Assistant</td>
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<td>30000</td>
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<td>1111</td>
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<td>50000</td>
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<tr>
<td>Softwares</td>
<td>5621</td>
<td></td>
<td></td>
<td></td>
<td>2000</td>
</tr>
</tbody>
</table>

Provide assessment data and an analysis of trends that support the above indicated increases in baseline funding.

Los Angeles Mission College

Request for Resources Over Base Allocation

Unit Information
Name of person completing this form: R. Smazenka and D. Wong

Extension: 7609 and 7887
Office/Department: Mathematics
Unit that will use the resource: Mathematics
Date: 04/02/02

Request for Resources

1. In the chart below state your request for funds needed for personnel, equipment, supplies, etc. for 2002-03 that is not in this year's budget allocation.

(Refer to Chart of Accounts)

<table>
<thead>
<tr>
<th></th>
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<th>object title</th>
<th>class code</th>
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<th>Basis</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4521</td>
<td>1700</td>
<td>Supplies</td>
<td></td>
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<td></td>
<td>1000</td>
</tr>
<tr>
<td>C</td>
<td>6401</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7400</td>
</tr>
</tbody>
</table>

2. From the chart above, briefly put into words what you are requesting:

Supplies: markers and erasers, paper, printer cartridge
Printing: common final exam and in class handouts; tests and handouts for additional math. sections
Equipment: a programmable scanning device
UNIT PLAN

1. State the college goal that will be supported by your request:

**GOAL:** Human, physical, and financial resources will manage effectively to enrich and expand educational programs and maintain fiscal stability.

2. Provide any data, trends analysis, evidence or other information that supports this request. Is this request a permanent increase in your budget or a one time request?

**Supplies and printing:**
The supply and printing base allocation budgets were inadequate for the year of 2000-2001. An increase in this allocation was approved last year (2001-2002) on a one time basis. The department needs $1300 (supplies $300 & printing $1000), a permanent increase, to ensure that the quality of instructional service is not interrupted.

**Equipment:** (a programmable scanner)
There are approximately 7000 students taking math classes per semester. The job of tabulating student evaluations and surveys is time consuming and inefficient. In order to expedite the evaluation of Math 115 and turn in the grades on time, an immediate report is crucial to all Math 115 instructors and students. This request is a one time request.

3. Describe the purpose of your request. Be specific: How will the requested personnel/equipment-supplies/printing, etc. be used?

**Supplies and printing:**
Print Math 115 midterm and common final exams.
Print in class handouts, tests, and quizzes.

**Equipment:** (a programmable scanner)
The math department plans to use a multiple-choice format for all student surveys and student evaluations. In addition to the required common final exam, the math department plans to implement common midterm exam to insure that all sections of the same course are in synch mid way through the semester. Results from all exams, surveys, and evaluations would be analyzed by a programmable scanning device.
4. What improvement will occur as a result of this request being funded?

**Supplies and printing:**
Provide more space in quiz or test paper for students to show their work in a logical and precise manner, which is easier for grading.

**Equipment: (a programmable scanner)**
Results from Math 115 common midterm and final exams would be analyzed to insure that all topics are being covered in a timely way.
Results from surveys and student evaluations can be summarized in a professional manner.

5. How will you show that there has been improvement? What measurement(s) will you use?

**Supplies and printing:**
The reprographic service budget amount will be within the budget.

**Equipment: (a programmable scanner)**
A survey will be conducted to measure the satisfaction rate among the faculty members in the mathematics department.
RESOURCE MANAGEMENT

1. What viable alternatives have you considered to the above request? (Is this request the most cost-effective alternative? If not, why?)

   Students can take surveys, evaluations, and exams, on computers. With the appropriate software, the computer will grade and tabulate all necessary information. This is a good and efficient alternative, but the initial cost for buying computers and a site license for using the selected software is expensive.

2. For personnel requests:
   a. What additional space, if any, is needed to accommodate this new position?
      N/A
   b. If additional space and/or equipment is needed, where is the proposed location?
      N/A
   c. This position will be: permanent sub and relief
      N/A

3. For equipment requests:
   a. Will additional space be needed to accommodate requested equipment?
      No
   b. If additional space is needed, where is the proposed location?
      No
   c. Will requested equipment require maintenance agreements and/or support personnel? If so, what are the projected costs?
      No
   d. This equipment is: ☐ new replacement
 LOS ANGELES MISSION COLLEGE

Request for Resources Over Base Allocation

UNIT INFORMATION
Name of person completing this form:  R. Smazenka and D. Wong

Extension:  7609 and 7887

Office/Department:  Mathematics

Unit that will use the resource:  Mathematics

Date:  04-02-02

REQUEST FOR RESOURCES

1. In the chart below state your request for funds needed for personnel, equipment, supplies, etc. for 2003-04 that is not in this year's budget allocation.

(Refer to Chart of Accounts)

<table>
<thead>
<tr>
<th></th>
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<th>class code</th>
<th>position title</th>
<th>Basis</th>
<th>FTE/ hours</th>
<th>Amount</th>
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<td>Instructional Assistant</td>
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FOR AP USE ONLY:
DATE RECEIVED:_______
PROPOSAL #:_________
2. From the chart above, briefly put into words what you are requesting:

Purchase 3 computers and 1 HP printers for adjunct faculty’s office.
Hire an instructional assistant for the math department.
Hire a mathematics instructor.

UNIT PLAN

1. State the college goal that will be supported by your request:

GOAL: Educational programs and services will be developed, evaluated, and improved to ensure student access, learning and success while maintaining appropriate academic standards.

2. Provide any data, trends analysis, evidence or other information that supports this request. Is this request a permanent increase in your budget or a one time request?

Equipment:
LAMC depends on our adjunct faculty. By providing an office with 3 computers and 1 printer can maximize their performance and make teaching at LAMC a more attractive and rewarding experience. This is a one time request.

Instructional Assistant:
Due to the number of students enrolled in math classes and the number of classes being offered, it is necessary to update all surveys/evaluation forms and technology handouts periodically. It is also a must to have a designated person to monitor the tutorial service and compile semester statistics. This is a permanent position.

Mathematics Instructor:
Based on the data provided by the college, only 28% of classes are taught by full time instructors. This is a permanent position.

3. Describe the purpose of your request. Be specific: How will the requested personnel/equipment/supplies/printing, etc. be used?

Equipment:
see #2 above.
Instructional Assistant:
Hire an instructional aide to assist instructors to rewrite all surveys, student evaluation, faculty evaluation, midterm, and final exam into a multiple-choice format.
The instructional aides will supervise all tutors and workshops, and design handouts for math classes. This is a permanent position.

Mathematics Instructor:
Hire a mathematics instructor to plan for and teach computer based self-pace courses.

4. What improvement will occur as a result of this request being funded?

Equipment:
see #2

Instructional Assistant:
- ensure smooth operations of the day to day tutorial service
- update technology handouts and survey forms
- compile statistics

Mathematics Instructor:
- provide alternative learning for students. (computer based self-pace courses)
- provide flexible scheduling for students to progress the basic skills sequence in a reasonable period of time.
- raise the ratio of full time verse part time.
- provide the human resource needed to ensure the quality of instruction

5. How will you show that there has been improvement? What measurement(s) will you use?

- Adjunct faculty satisfaction survey will report appreciation and satisfaction of their shared office
- Student satisfaction survey will report satisfaction in choosing to learn at their convenient time.
- 10% increase in students completing the basic skills sequence in a reasonable period of time
RESOURCES MANAGEMENT

1. What viable alternatives have you considered to the above request? (Is this request the most cost-effective alternative? If not, why?)

2. For personnel requests:
   a. What additional space, if any, is needed to accommodate this new position?
      Two cubicles are needed to accommodate the instructional assistant and the mathematics instructor.
   b. If additional space and/or equipment is needed, where is the proposed location?
      Faculty offices in the instructional building
   c. This position will be:  ☑ permanent    ☐ sub and relief

1. For equipment requests:
   a. Will additional space be needed to accommodate requested equipment?
      A big office with at least three tables
   b. If additional space is needed, where is the proposed location?
      Partition a classroom in the instructional building to two big offices for adjunct faculty
   c. Will requested equipment require maintenance agreements and/or support personnel? If so, what are the projected costs?
      No
   d. This equipment is:  ☑ new    ☐ replacement
LOS ANGELES MISSION COLLEGE

Request for Resources Over Base Allocation

UNIT INFORMATION

Name of person completing this form: R. Smazenka and D. Wong

Extension: 7609 and 7887

Office/Department: Mathematics

Unit that will use the resource: Mathematics

Date: 04/02/02

REQUEST FOR RESOURCES

1. In the chart below state your request for funds needed for personnel, equipment, supplies, etc. for 2004-05 that is not in this year's budget allocation.

   (Refer to Chart of Accounts)

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<th>class code</th>
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</thead>
<tbody>
<tr>
<td>A</td>
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<td>Mathematics Instructor</td>
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</table>

Total: 122000

2. From the chart above, briefly put into words what you are requesting:

   - Purchase 30 computers and 5 printers to setup a lab for computer based self-pace courses
   - Hire an instructional assistant to staff the lab
   - Hire an mathematics instructor to teach the self-pace courses
2. From the chart above, briefly put into words what you are requesting:

- Purchase 30 computers and 5 printers to setup a lab for computer based self-pace courses
- Hire an instructional assistant to staff the lab
- Hire an mathematics instructor to teach the self-pace courses

UNIT PLAN

1. State the college goal that will be supported by your request:

GOAL: Educational programs and services will be developed, and improved to ensure student access, learning and success while maintaining appropriate academic standards

2. Provide any data, trends analysis, evidence or other information that supports this request. Is this request a permanent increase in your budget or a one time request?

Many colleges such as Rio Hondo and Chaffey have been offering self pace courses for many years. Many colleges such as Santa Ana, PCC, LAVC and LAWC offer computer based self pace courses. The trend for teaching Math 105 and Math 112 is computer based learning, where students learn at their own pace. The equipment is a one-time request, but the staff and instructor are permanent increase in our budget.

3. Describe the purpose of your request. Be specific: How will the requested personnel/equipment/supplies/printing, etc. be used?

Computer based self pace courses allow students to have a flexible schedule. Students will learn from the built in tutorial with explanations and graphs. Instructors will monitor students learning in the lab. Instructors will work with a student individually if necessary or assign a tutor to a student who has difficulties in understanding a concept. Computers will check students' homework, create many versions of the same test, grade test, calculate overall percentage, and analyze results immediately. The instructional assistant will ensure the smooth operation of the lab, responsible for hiring and supervising tutors, preparing the necessary worksheets, paper work, and any related duties in the lab.
4. What improvement will occur as a result of this request being funded?

The college will provide alternative learning with flexible class schedule. Students will be able to pass a class unit by unit, and learn at their own pace.

5. How will you show that there has been improvement? What measurement(s) will you use?

- Student satisfaction survey will report satisfaction in choosing to learn at their convenient time.
- 10% increase in students completing the basic skills sequence in a reasonable period of time

RESOURCE MANAGEMENT

1. What viable alternatives have you considered to the above request? (Is this request the most cost-effective alternative? If not, why?)

2. For personnel requests:
   a. What additional space, if any, is needed to accommodate this new position?
      A two-classrooms size lab
   b. If additional space and/or equipment is needed, where is the proposed location?
      A lab located in a new science building funded by Proposition A
   c. This position will be: ☐ permanent ☐ sub and relief
1. For equipment requests:
   a. Will additional space be needed to accommodate requested equipment?
      All computers and printers will be placed in the same lab.
   b. If additional space is needed, where is the proposed location?
   c. Will requested equipment require maintenance agreements and/or support personnel? If so, what are the projected costs?
   d. This equipment is: ☒ new ☐ replacement