

IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES

PROGRAM/DEPARTMENT Business

ACADEMIC YR. 2013-2014

Comprehensive Program Review

Annual Assessment


Request for Resources (check all that apply)

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

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


Signature of Program Chair/Director

3/13/13
Date


Signature of Area Dean

03/15/2013
Date


Signature of Area Vice President

3/13/13
Date

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

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



Imperial Valley College

Program Review

Org: 352, Description: Business						
Acct Description	Fund Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4320 Instructional Supplies and Mat	11502 Lottery Instructional Mater	\$6,881.49	\$8,910.00	\$6,881.00	Instructional supply expense	10
4401 Other Supplies	11501 Lottery Unrestricted	\$775.13	\$853.21	\$775.00	Expense for items not covered by instructional supplies	10
4455 Copying/Printing	11001 Unrestricted - General	\$744.34	\$5,100.00	\$3,044.00	Copy expense for reprographics and copier	10
4460 Office Supplies	11001 Unrestricted - General	\$0.00	\$0.00	\$800.00	Office supply expense for full-time faculty. During 11-12 office supplies were purchased with a lottery funds.	10
5860 Postage	11001 Unrestricted - General	\$291.81	\$50.00	\$292.00	Postage expense for student letters and advisory committee letters	10
Totals:		\$8,692.77	\$14,913.21	\$11,792.00		

Actual Grand Total:	\$8,692.77
Budgeted Grand Total:	\$14,913.21
Requesting Grand Total:	\$11,792.00



Imperial Valley College

Program Review

Routine Operational Cost Resource Requests

ROUTINE OPERATIONAL COST NEEDS for ORG 352 - Business AND PROGRAM 500 - :										
#	Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	3	Goal Three (Resources): The College will de	copying/printing	\$3,000	1	1	No	Yes		\$3,000
2	3	Goal Three (Resources): The College will de	Office Supplies	\$1,000	1	1	Yes	No		\$1,000
									Totals:	\$4,000
Long Justifications:										
1 The printing cost is now higher than the 11-12 fiscal year. The amount that was spent in 11-12 is not sufficient enough to cover the copy expense for 13-14. Therefore, we need an additional 2300 to cover our copy expense. 2 During 11-12 office supplies were purchased with lottery funds.										

Grand Total: \$4,000



Imperial Valley College

Program Review

Marketing Resource Requests

MARKETING NEEDS for ORG 352 - Business AND PROGRAM 500 - :										
#	Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	3	Goal Three (Resources): The College will de	Marketing Cost \$1000.00	\$1,000	1	4	Yes	No		\$1,000
Totals:										\$1,000
Long Justifications:										
1 The Business Department offers several smaller programs that benefit the community, but may be flying under the radar so to speak and more marketing could help these programs (CISCO, Legal Assistant, Business Marketing/Management) grow and flourish.										

Grand Total: \$1,000



Imperial Valley College

Program Review

Routine Operational Cost Resource Requests

ROUTINE OPERATIONAL COST NEEDS for ORG 352 - Business AND PROGRAM 500 - :									
# Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	3	Goal Three (Resources): The College will de	copying/printing	\$3,000	1	1	No	Yes	
Totals:									\$3,000
Long Justifications:									
1 The printing cost is now higher than the 11-12 fiscal year. The amount that was spent in 11-12 is not sufficient enough to cover the copy expense for 13-14. Therefore, we need an additional 2300 to cover our copy expense.									

Grand Total: \$3,000



Imperial Valley College

Program Review Staffing Resource Requests

STAFFING NEEDS for ORG 352 - Business AND PROGRAM 500 - :									
# Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	2	Goal Two (Student Learning Programs and	New/replacement Faculty	\$80,000	1	1	Yes	No	\$80,000
2	3	Goal Three (Resources): The College will de	1/2 time classified staff	\$22,500	1	2	Yes	No	\$22,500
Totals:									\$102,500

Long Justifications:

- 1 Two full-time Business Office Technology instructors retired in the 2012-2013 school year. Even with a full-time temp and full overload, some courses have not been able to be taught. For the ongoing health of the program a replacement full-time instructor needs be hired.
- 2 The loss of full-time secretarial services is preventing programs from running efficiently. No programs were reduced/eliminated but staffing to help run these programs was cut in half.

Grand Total: \$102,500



Imperial Valley College

Program Review

Technology Resource Requests

TECHNOLOGY NEEDS for ORG 352 - Business AND PROGRAM 500 - :										
#	Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	2	Goal Two (Student Learning Programs and	Software (Actual cost plus annual maintenanc	\$8,500	1	3	Yes	No		\$8,500
Totals:										\$8,500

Long Justifications:

1 We are using an older version of Adobe Photoshop in the 2724 lab. The Art/graphic design courses that are a part of the Multimedia and Web Development major are taught in that lab. Using two different versions of the same software is not advantageous for students or staff.

Grand Total: \$8,500