

IMPERIAL VALLEY COLLEGE  
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES



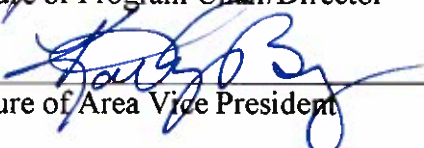
PROGRAM/DEPARTMENT ESL

ACADEMIC YR. 2012-2013

- 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	<u>02/21/2012</u> Date	 Signature of Area Dean	<u>2/26/2012</u> Date
 Signature of Area Vice President	<u>3-7-2012</u> 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: 211, Description: Arts and Letters						
Acct Description	Fund Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4340 Media Materials	11001 Unrestricted - General	\$0.00	\$0.00	\$250.00	Acquisition of DVDs, Software, etc	7
4401 Non-Instructional Supply / Ma	11001 Unrestricted - General	\$0.00	\$50.00	\$0.00	Cancelled - Account	0
4455 Copying/Printing	11001 Unrestricted - General	\$1,592.71	\$5,125.00	\$5,500.00	Each department was allocated printing funds	8
5110 Consulting Services	11001 Unrestricted - General	\$0.00	\$0.00	\$400.00	Workshops, Trainings, Presentations, Professio	8
5310 Memberships and Dues	11001 Unrestricted - General	\$0.00	\$0.00	\$150.00	Membership Dues to Professional Organizator	5
5621 Copier Maintenance Agreeemer	11001 Unrestricted - General	\$0.00	\$3,000.00	\$0.00	Cancelled - Account	0
5640 Equipment Repairs	11001 Unrestricted - General	\$0.00	\$0.00	\$0.00	Cancelled - Account	0
5860 Postage	11001 Unrestricted - General	\$0.00	\$0.00	\$50.00	Routine Operational Cost	8
5890 Other Expense	11001 Unrestricted - General	\$0.00	\$50.00	\$0.00	Cancelled - Account	0
<b>Totals:</b>		<b>\$1,592.71</b>	<b>\$8,225.00</b>	<b>\$6,350.00</b>		

**Actual Grand Total:** \$1,592.71  
**Budgeted Grand Total:** \$8,225.00  
**Requesting Grand Total:** \$6,350.00



# Imperial Valley College

## Program Review

Org: 211, Description: Arts and Letters						
Acct Description	Fund Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4455 Copying/Printing	11002 Summer School	\$0.00	\$0.00	\$600.00	Summer 2013 - Printing funds for ESL faculty	8
4460 Office Supplies	11002 Summer School	\$0.00	\$0.00	\$100.00	Office Supplies/Materials	0
5860 Postage	11002 Summer School	\$0.00	\$0.00	\$50.00	Summer 2013 - Routine Operational Cost	0
<b>Totals:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750.00</b>		

**Actual Grand Total:** \$0.00  
**Budgeted Grand Total:** \$0.00  
**Requesting Grand Total:** \$750.00



# Imperial Valley College

## Program Review

Org: 211, Description: Arts and Letters								
Acct	Description	Fund	Description	Actual (11-12)	Budgeted (11-12)	Requesting	Justification	Prio
4320	Instructional Supplies and Mat	11007	ESL Festival	\$0.00	\$821.00	\$778.00	ESL Festival - Yearly Festival (ILO1 - Communica	5
<b>Totals:</b>				<b>\$0.00</b>	<b>\$821.00</b>	<b>\$778.00</b>		

<b>Actual Grand Total:</b>	<b>\$0.00</b>
<b>Budgeted Grand Total:</b>	<b>\$821.00</b>
<b>Requesting Grand Total:</b>	<b>\$778.00</b>



# Imperial Valley College

## Program Review

### Staffing Resource Requests

STAFFING NEEDS for ORG 211 - Arts and Letters AND PROGRAM 1501 - ESL:									
#	Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New Rev.	Grouping	Total
1	3	Develop Resources and Increase College Ef	New/replacement Faculty	\$80,000	1	5	Yes No		\$80,000
<b>Totals:</b>									<b>\$80,000</b>
<b>Long Justifications:</b> 1 The ESL program needs a full-time instructor to staff classes and provide quality instruction. The program has cancelled a number of classes due to staffing issues: two full-time positions have not been replaced since 2009. Some adjunct instructors are not beeing re-hired based on negative evaluation reports, and the program has had difficulty with hiring qualified part-time instructors.									

**Grand Total:            \$80,000**



# Imperial Valley College

## *Program Review*

### Technology Resource Requests

TECHNOLOGY NEEDS for ORG 211 - Arts and Letters AND PROGRAM 1501 - ESL:										
#	Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	3	Develop Resources and Increase College Ef	Desktop	\$1,200	1	8	Yes	No	Computers	\$1,200
<b>Totals:</b>										<b>\$1,200</b>
<b>Long Justifications:</b>										
1 Some instructors have complained about low speed of their office PCs, this will assist in purchasing minimum of one replacement computer.										

**Grand Total:**                    **\$1,200**