COLLEGE of SAN MATEO

Annual Update

Approved 9/2/08 Governing Council

This Annual update is due on March 25th of each year that your three year Program review and planning document is not due. Please email a copy of this to you Division dean, the VP of Instruction and the Academic Senate President.

1. What is the name of your Department and/or Division?

Chemistry Department Math/Science Division

2. List the names of everyone who participated in developing this annual update.

Michael Clay (writer), Kate Deline, Jeff Flowers and Yin Mei Lawrence (review)

3. Based on the elements in your Annual Update Data Sheet (Provided by IRP to your dean) and goals stated in your most recent Program Review, please identify any key successes and challenges.

With slight variations from Fall to Spring the enrollments in Chemistry have been steadily increasing during the years 2005 – 2008. WSCH from 7129 – 7667 (+ 8%) FTES 238 – 256 (+ 8%) and Enroll. HeadCt. 823 – 864 (+5%) No major changes are planned for the chemistry offerings but some lab sections may be adjusted to accommodate this upward trend. In particular Organic Lab sections may increase from 16 to 18 students MAX. and a general chemistry lab section that is underperforming may be eliminated.

4. Are you on track for meeting the goals/targets that your program identified in its most recent Program Review? If not, please explain possible reasons why. If needed, update your goal/targets based on these reason.

The Chemistry Department is currently integrating our new hire position (Jeff Flowers) into our program. As addressed in the last program review we were in desperate need of another full time position and the addition of Jeff in Jan 2009 has already alleviated some of the pressure on the department and Jeff is already contributing to several of the needs of the department such as course updates and development for CHEM 420.

5. Have you identified any new goals or projects for the program to focus on during this next year? Please explain (grants, stipends, initiatives, etc.)

As mentioned in item #4 with the addition of Jeff to the team we now have a lead faculty member to help update our CHEM 410 and 420 sequence. This is especially important since these courses support the nursing students and there has been major growth demand in this major. Work is currently underway to update these courses and finish some loose ends on texts used, laboratory experiments and paperwork associated with these courses.

6. Are there any critical issues you expect to face in the coming year? How will you address those challenges?

In most regards the chemistry program is currently running well. During a routine document update it was discovered that Skyline and Canada Colleges have made major incompatible course modifications to the CHEM 410 course without developing a new course number. We are working to figure out how to resolve this conflict. Additionally, it has been noted that random scheduling of flex days in the middle of weeks are creating severe scheduling difficulties for a number of lab sections. It has been noted that when one section of a lab is canceled it affects the other section also and simply adding more minutes to lab sections does absolutely nothing to resolve the conflict.

7. Student Learning Outcome and Assessment focus for this year:

   a. Academic areas: Identify at least one course SLO in on which to focus. Describe the assessment strategies you will use and your method of reflection and documentation for this cycle.

At a flex meeting during the Fall of 2008. Kate Deline and Yin Mei Lawrence developed a calendar schedule for the development of SLO evaluations for the majority of the chemistry courses. During the Fall Mike Clay developed an initial 40 question exam to evaluate 3 of the SLO statements in CHEM 192. This exam was administered to two sections of CHEM 192 in the Fall and will be used again in the Spring. Currently the exam is in its first cycle and needs to be evaluated for its correlation to grades earned. This will be accomplished after the Spring 2009 data is collected. Eventually the exam which can be administered late in the semester will be used to assess student progress in most of the SLO areas for this course.

   b. Student services areas: TBD

No input at this time.

8. **SUMMARY OF RESOURCES NEEDED TO REACH PROGRAM ACTION STEPS** *(Data resources: Educational Master Plan, GE-SLOs, SLOs; department records; Core Program and Student Success Indicators; previous Program Review and Planning reports)*

   a. In the matrices below, itemize the resources needed to reach program action steps and describe the expected outcomes for program improvement.* Specifically, describe the potential outcomes of receiving these resources and the programmatic impact if the requested resources cannot be granted.

   **Note:* Whenever possible, requests should stem from assessment of SLOs and the resulting program changes or plans. Ideally, SLOs are assessed, the assessments lead to planning, and the resources requested link directly to those plans.

Full-Time Faculty Positions Requested	**Expected Outcomes if Granted and Expected Impact if Not Granted**	**If applicable, <u>briefly</u> indicate how the requested resources will link to achieving department action steps based on SLO assessment.**
No requests at this time		

Classified Positions Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, briefly indicate how the requested resources will link to achieving department action steps based on SLO assessment.
No requests at this time		.

b. For instructional resources including equipment and materials, please list the exact items you want to acquire and the total costs, including tax, shipping, and handling. Include items used for instruction (such as computers, furniture for labs and centers) and all materials designed for use by students and instructors as a learning resource (such as lab equipment, books, CDs, technology-based materials, educational software, tests, non-printed materials). Add rows to the tables as necessary. If you have questions as to the specificity required, please consult with your division dean. Please list by priority.

Resources Requested	Expected Outcomes if Granted and Expected Impact if Not Granted	If applicable, briefly indicate how the requested resources will link to achieving department action steps based on SLO assessment.
Item: MeasureNet Data Station **Number:** 3 **Vendor:** MeasureNet Tech. **Unit price:** **$**1575 **Total Cost:** $5150 (with Tax) **Status*:** New **Item:** Colorimeter Probes **Number:** 10 **Vendor:** MeasureNet Tech **Unit price:** $450 **Total Cost:** $4900 (with Tax) **Status*:** New **Item:** Mel Temp 3.0 Digital **Number:** 2 **Vendor:** Fisher Scientific **Unit price:** $4000 (note) **Total Cost:** $8000 (with Tax) **Status*:** New **Item:** **Number:** **Vendor:** **Unit price:** **Total Cost:** **Status*:**	These are to complete the Stations in our 3rd lab room. These allow students in all general chemistry labs to take automated chemistry data during lab procedures. This completes a second set of probes for the MeasureNet stations so two simultaneous labs can be equipped. These additional units are to help cover the Organic Labs as they add additional students. There will be a savings of almost $1000 if purchased by the end of 2008 in which case only $7000 will be needed.	These allow students to record and analyze data by modern methods.

** Status = New, Upgrade, Replacement, Maintenance or Repair.*

Michael Clay Bldg 36 305E 574-6604 March 20, 2009

Primary faculty contact *Date*

Kate Deline, Yin Mei Lawrence, Jeff Flowers

Additional faculty *Date*

Additional faculty *Date*