



## Humanities Annual Unit Plan Template 2012-2013 Academic Year

### STEP I: DESCRIBE YOUR DEPARTMENT/UNIT

#### a. Mission

The mission of the Humanities department is to promote student success and critical thinking by providing quality instruction and services in Foreign Languages, including American Sign Language, as well as the disciplines of Film, Philosophy, Anthropology and Interdisciplinary Studies. The department has two primary missions in support of the programs we support (see below) as follows:

*Transfer* – The department prepares students for transfers to the above mentioned disciplines at private four year, CSU and UC institutions.

*General Education* – The department provides elective and required courses that can be used to complete degrees in various other departments and programs at Cerro Coso as well as the General Education degree and the Liberal Arts degree. Many of these courses fulfill the IGETC transfer requirements.

#### b. Program Applicability

General education and liberal arts

#### c. Partnerships

N/A

#### d. Distance Education



Many of the classes in humanities are available online. All of the classes in philosophy, film and anthropology are available online. Some Spanish and French classes are available online, but not ASL and Latin. Due to our large service area and a lack of qualified instructors at most sites, these online classes are critical.

## STEP 2: EXPLAIN YOUR PLANNING

### a. Review of Previous Goals (of last completed academic year)

- 1) Hired a full time instructor in anthropology.
- 2) Continued to work on courses in all disciplines including deletions, revisions and updates.
- 3) Continued work on SLO assessments.

### b. Review of Overall Department/Unit

There are no program reviews in our department except for participation in the Liberal Arts program which is ongoing this year. SLO assessments in several classes, especially foreign language classes, showed that we could modify, update and streamline our SLOs for more accurate assessments. This is in progress.

[What needs/opportunities did your last program review(s) reveal? Did your most recent SLO assessments demonstrate gaps to be addressed? What is

### c. Goals for Upcoming Year (next academic year). *Three goals not required. If more goals needed, copy and paste additional boxes.*

**Goal 1: Complete assessments of SLOs in all courses.**



1. *Connection to College Strategic Goals:* Instructional improvement.
2. *Specific internal\* or external\*\* condition(s) the goal is a response to:* State mandate.
3. *Action Plan:* Finish any outstanding assessments left.
4. *Measure of Success:* They get done.

**Goal 2: Create a 100-level class in film so that students have an introductory class before taking the two 200 level classes currently offered.**

1. *Connection to College Strategic Goals:* Improving student success
2. *Specific internal\* or external\*\* condition(s) the goal is a response to:* Currently there is no introductory level film class for students, just two 200 level courses. This class would focus on learning the basics and on improving writing skills before students move on to the 200 level.
3. *Action Plan:* Dr. Heaton will submit a new COR.
4. *Measure of Success:* The COR makes it through CIC, the board of trustees approval, and is sent on for articulation before being offered.

**STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)**

**a. New Classified Staffing. If more lines are needed, Tab over from the bottom-right box.**

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Funding Source: G=General Fund R=Restricted (be specific)



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**Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.***

1. Describe how the position is linked to your unit’s mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College’s strategic plan.
2. Explain why the work of this position cannot be assigned to current staff.
3. Describe the impact on the college if the position is not filled.

**b. New Full-Time Faculty Staffing**

Discipline	Affected Programs	Location	Priority	Strategic Plan goal addressed by this position	Funding Source: G=General Fund R=Restricted (be specific)

**Full-Time Faculty Staffing Justification:**

[Refer to the separate handout listing criteria for new faculty hiring.]

**c. Supplies (per unit cost less than \$1000). *Enter requests on lines below. If more rows needed, Tab over from box on bottom right.***



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Office supplies	?	1	All	We just need to be able to buy printer cartridges, pens, pencils, paper, dry erase markers, etc.	\$500	ongoing	

**d. Non-Technology Equipment (per unit cost greater than \$1000). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.**

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**e. Technology Equipment (computers, data projectors, document readers, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.**



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**f. Facilities. Enter requests on lines below. If more rows needed, Tab over from box on bottom right.**

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Continued upgrading of the EW classrooms to smart classrooms	East wing	1	All	It's getting almost impossible to teach in the rooms in the EW that only have 1970's era televisions and VHS players. The carts are broken down as often as they are usable.	No idea, and I don't know how to find out, but this is a high priority	Probably ongoing	

**g. Travel (inter-campus, intra-district, conferences, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.**



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
Travel for faculty evaluations	All sites	1	All	Every semester there is a faculty member at one or more of our sites that needs to be evaluated.	\$1000??	ongoing	

**h. Marketing (brochures, radio spots, promotional travel, etc.). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.**

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**i. Other (institutional fees, library books). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.**



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**STEP 4: ATTACH PRIOR YEAR'S SLO ASSESSMENT DATA (as applicable)**

All of the SLOs in humanities are being completed during the 2011-2012 school year

**STEP 5: ATTACH PRIOR YEAR'S STUDENT PERFORMANCE DATA (Instructional units only, as provided)**

No access to the G drive from home where I am finishing this at the last minute. I don't understand why we don't use the intranet anymore which can be accessed from home? In any case, the next time I am on campus I will download and send that data to be attached.