

# Letters and Science Department

## ASP for Academic Year 2025-2026

November 2024

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## Description Of Section

### Connection to College Mission

The Letters and Sciences section is the primary instructional body providing transfer education, basic skills, and honors instruction. It also supports career technical education programs that require general education proficiencies and delivers learning support services through the library and learning assistance centers. The Letters and Sciences section is committed to traditional, distance, incarcerated, and dual enrollment delivery in service of the college mission.

#### Instructional departments:

- English and Foreign Languages
- Kinesiology and Health Science
- Learning Resource Center
- Mathematics
- Science and Engineering
- Social Sciences
- Visual and Performing Arts

#### Learning Support units:

- Basic Skills
- Honors

#### Programs, primary responsibility:

- Anthropology for Transfer
- Art History for Transfer
- English for Transfer
- General Education Pattern: Local Cerro Coso
- General Education Pattern: CSU-Cert
- General Education Pattern: IGETC
- General Sciences
- History for Transfer
- Kinesiology for Transfer
- Liberal Arts: Arts & Humanities
- Liberal Arts: Mathematics & Sciences
- Liberal Arts: Social & Behavioral Sciences
- Mathematics for Transfer
- Political Science for Transfer
- Psychology for Transfer
- Sociology for Transfer
- Spanish for Transfer
- Studio Arts for Transfer

#### Programs, secondary or supplemental responsibility:

- Administration of Justice for Transfer (math, psych and soc)
- Business Administration for Transfer (econ and math)
- Cyber Security (math)
- Human Services (English, psychology, speech)

- Information Technology (math)
- Industrial Technology (English)
- Vocational Nursing (biology, information competency, psychology)

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## Review And Planning

### Performance and Equity Gaps Still to be Addressed

#### Access

Department chairs, faculty, and administration have reviewed data provided by Institutional Research on gaps by age, gender, ethnicity, socioeconomic status, delivery methods, prison instruction, and dual enrollment and have found that economically disadvantaged and African American students generally experienced lower success rates than students from other demographics. L&S departments are developing strategies to increase student success in their courses, centered on lowering or eliminating materials and textbook costs. One department is developing a Zero Textbook Cost (ZTC) pathway while others are promoting Open Educational Resources (OER).

The gender distribution of enrollments in Letters and Sciences is consistent with the college as a whole, where there are more female than male students. Enrollment by gender is roughly equal in English and Foreign Languages, Library, and Mathematics. Male students outnumber female students in Social Science and Kinesiology, while female students comprise the majority of students in Visual & Performing Arts.

Letters and Sciences reflects the ethnic composition of the college, with African American and Hispanic/Latino students being generally underrepresented in some, but not all, disciplines. Sciences courses tend to see fewer African American and Hispanic/Latino students, while those two populations were represented or overrepresented in fields like Social Science, Kinesiology, and English and Foreign Languages.

#### Success

The disaggregated course completion data for Letters and Sciences shows that African American and American Indian students did not perform as well as other ethnic groups when prison education was excluded. Success rates for American Indian students are 8 points lower, and African American students 13 points lower when compared to the overall Letters and Sciences population. The success rate for African American students are 8 points lower than the previous year.

Disaggregated data for economically disadvantaged students indicates that their success rate was 9 points lower than those of not economically disadvantaged students.

Notably, three subgroups that struggled with success rates much lower than the L&S-wide 79% were the age groups of 20-24, 25-29, 30-34-year-old students, whose success rates in English classes were 10-12 points lower than the 18-19 and 35-39 groups they were sandwiched between. This is an interesting data point, since it may reflect the possibility that students in the 20-24 age group in particular might have encountered COVID-related difficulties in learning that continues to persist. This is worthy of further investigation and inquiry.

### Last Year's Initiatives

No prior year initiatives to report on.

### Initiatives for Next Academic Year

#### Hosting Cultural and Educational Events at the IWV Campus

**Is this part of a multiyear initiative?**

Yes

#### Specific Action Steps to be Taken:

Identify, with input from students, college employees, and the public, topics and events that would serve a significant cultural or educational need.

Identify the scope and needs for the event(s) as well as the resources necessary to implement it.

Orchestrate time and venue and organize the event itself.

**Early Observational Data, or "Lead" Measure(s):**

People identified to champion and support events.

Advisory meetings held to develop ideas and seek input on logistics and other associated matters.

Explore appropriate timing and venue for events.

**Does the department request help developing these instruments?**

Yes

**Institutional Performance Data, or "Lag" Measure(s):**

Regularly scheduled events that bring in students, the public, and college employees to the IWV campus.

**Person Responsible:**

Dean, Faculty

**Unit gap or institutional goals addressed:**

It addresses a Strategic Plan goal or objective (reminder to the right)

**Provide Additional Professional Development Opportunities for Faculty**

**Is this part of a multiyear initiative?**

Yes

**Specific Action Steps to be Taken:**

Holding workshops, short-term academies, or other educational opportunities to support faculty learning and development in teaching and cultivating a better understanding of our students' challenges.

**Early Observational Data, or "Lead" Measure(s):**

Workshops, trainings, and academies held each semester.

**Does the department request help developing these instruments?**

No

**Institutional Performance Data, or "Lag" Measure(s):**

Number of faculty who participate in the professional development opportunities.

Participation of faculty in organizing, running, and deciding on the topics covered in the trainings.

**Person Responsible:**

Dean

**Unit gap or institutional goals addressed:**

It addresses a Strategic Plan goal or objective (reminder to the right), It addresses a gap in student equity, It addresses an Educational Master Plan direction, It addresses an accreditation Quality Focus action item , It addresses a Student Equity and Achievement Plan goal

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## Resource Needs

### Facilities

#### *Visual and Performing Arts*

Retractable curtains or shades in all IWV lab spaces, but particularly within the 2D lab. If curtains are not an option having a media cart in the 2D and Ceramics lab would alleviate the light pollution issues of using a projector.

Continued improvements (tools, materials, equipment) to the Tehachapi lab environments, in particular, establishing a ceramics lab that includes an exterior kiln cover, electrical for existing equipment, and a designated damp room upon relocation of the campus. Also, supporting the other course offerings through dedicated lab space for other face-to-face studio classes in Tehachapi and access to designated storage space for course materials/supplies.

Continued updates and improvements to ageing infrastructure (tools, materials, and equipment) in all campus (IWV, Bishop and Mammoth) art lab environments, in particular, the purchase of more throwing wheels to increase the equitable access to equipment available to students.

Replacement and acquisition of new equipment to replace broken equipment, such as the CNC plasma table, which aids in the efficient production of metal art at the IWV campus; which includes the completion of larger scale projects like the fence panel project.

#### *Library*

New water fountain with bottle filling option (cost not provided)

#### *Learning Assistance Center*

##### Ridgecrest Campus

Construction of Cable Wall/whiteboard wall in LAC

- o Support the IT program by providing a physical wall where students can practice various skills necessary for IT professionals
- o Supports the LAC by providing more whiteboard space when the cable wall is not in use by the IT program.

Rolling Whiteboards - [<https://a.co/d/cZRWKxj>] x 2 ~\$600

##### Tehachapi Campus

Rolling Whiteboards - [<https://a.co/d/cZRWKxj>] x 2 ~\$600

Learning Assistance Center/Learning Resource Center/Computer Lab at Tehachapi.

Octagon Furniture Request

Learning Assistance Center/Learning Resource Center/Computer Lab at Tehachapi

Request: Octagon-shaped computer workstations (each station to house four computers)

Number of Requested: Purchase (2) Workstations that support four computers

Amount: \$15,000.00

Justification:

- o Space Efficiency: The octagon design will allow for the placement of two computer stations in a compact area located in the portable, maximizing the available floor space in our student LAC/LRC/Computer lab and/or study areas.
- o Health and Safety Compliance (Cal/OSHA Standards): The octagonal furniture design meets Cal/OSHA's ergonomic guidelines for desk height, legroom, and posture support, reducing the risk of musculoskeletal issues. It also ensures proper spacing between stations to prevent overcrowding and adheres to health and safety standards for workstation setups.
- o Accessibility Standards (ADA Compliance): By providing four accessible stations, we are also aligning with the Americans with Disabilities Act (ADA), which requires public institutions like ours to ensure that facilities are accessible to all students. The shape of the furniture would allow for at least one ADA-compliant station with adequate space for a wheelchair, ensuring inclusivity and meeting legal requirements.

### *Science and Engineering*

Lab chairs. Our current lab chairs are falling apart after decades of use at the IWW campus. These funds would provide physical seats for students to use while in the laboratory. These chairs are resistant to corrosion, fire, and other laboratory hazards. The chairs would be utilized for chemistry, physics, and biology laboratory rooms. Without replacing our defunct chairs, we will not be able to fill our classrooms to capacity and would need to reduce class sizes to compensate. These funds include 90 standard laboratory chairs and 6 ADA-compliant chairs. We currently have 0 ADA-compliant chairs, making these a legal necessity.

Light switch for MB 330. There is currently only one light switch in this room, located on the northwest side of the room. The lights are not connected to motion sensors. So anyone entering this room from the main hallway (i.e., the south entrance) must walk through complete darkness to reach the light switches on the far side of the room. They will encounter chairs, tables, a pillar, and a safety shower along the shortest path to the lights. This is a clear safety hazard and a potential liability for the college.

Accessories for dishwasher. We have a lab glassware dishwasher, but it can't currently wash small pieces of glass, like test tubes. These funds would be used to purchase accessories to allow the dishwasher to clean a greater variety of glassware. This is necessary because brushes, soap, and cleaning solutions sometimes are insufficient for cleaning lab glass; only a machine is powerful enough and can use hot enough water to effectively clean everything. Chemistry demands impeccably clean glassware, and proper cleaning is necessary for maintaining our glassware in working order.

Ice machine. We currently do not have any ice supply within the main building, aside from the Coyote kitchen. Per food safety regulations, our lab tech cannot enter the kitchen to procure ice. Many chemistry experiments and a few biology experiments require ice, and thus a consistent and constant supply is required. Additionally, the ice used in experiments should be crushed or in as small pieces as possible. We used to have access to the ice machine next to the community room, but that machine is no longer in commission.

Chemical and biological waste disposal. With courses increasing in enrollment and offerings being expanded, there is a need to have our hazardous waste removed twice a year instead of annually. These funds would be used to remove hazardous waste from all sites before it is allowed to pile up in freezers or waste containers.

Shed for garden. Both the garden club and biology courses make use of our garden to learn about plant biology. However, we have no current storage for protecting tools against weather and corrosion. These funds would be used to purchase a sturdy yet inexpensive shed to house tools from intense wind, sun, and rain, and thereby extend their lifespan. Additionally, the shed shall be locked to provide a measure of security against theft of college property.

## **Information Technology**

### *Library*

Equipping one student meeting room with presentation technology: Epson short-throw projector with smart pen technology: \$1500

### *Learning Assistance Center*

## Ridgecrest Campus

Requesting the mounting of display screens for LAC services and campus activities. The LAC would like a way to advertise services that are time sensitive, such as active embedded tutoring workshops, Math and Writing Lab sessions, student club meetings, campus activities, and important reminders for students.

## (New) Tehachapi Campus

Installation of a wall mounted kiosk computer/iPad to be used with Navigate. This kiosk would be used to check students in to tutoring sessions, Math and Writing Lab, embedded tutoring sessions, and Library workshops/librarian visits. Requesting a wall mounted setup to preserve desktop and table space in the Learning Center.

## *Visual and Performing Arts*

Media carts for the 2D and ceramics labs (cost not provided)

## Marketing

Letters and Sciences seeks enhanced visibility and exposure for its programs, courses, and events at all college locations. All seven departments request \$1000 each to fund the production of promotional materials and tools, social media campaigns, and for the marketing and outreach efforts necessary to publicize departmental events, exhibitions, and programming.

## Professional Development

Letters and Sciences needs professional development in all teaching and learning initiatives being undertaken by the college, such as basic skills, student equity, student success, emergency preparedness, and Title IX compliance.

### *English and Foreign Languages*

Need 1: Biennial Cerro Coso English Department Convening

#### **Request**

Support for paid biennial (or annual if need arises) department training sessions.

Estimated Cost: \$4,827.67 for 4-hour SCA's, travel, and lunch for twenty-one faculty members.

Funding Requested: \$5200 (more than the estimate to account for potential number fluctuations and materials needs).

Need 2: Annual Building Bridges Conference

#### **Request**

Each participating college supports Building Bridges with a \$2000 institutional contribution. Estimated Cost: \$2000 institutional contribution; \$1000 travel (appr. 10 faculty). Funding Requested: \$3000

Need 3: Dual Enrollment Onboarding

#### **Request**

SCA for responsible faculty: \$30 per hour not to exceed 20 hours.

Funding Requested = \$600

### *Mathematics*

The department requests funding for travel expenses and lodging for two full-time faculty to attend a conference related to teaching math online.

### *Science*

The department requests ongoing funding for conference attendance. Science conferences are particularly useful for professional development, as our fields are constantly expanding. To fully understand the directions jobs are heading, faculty must be aware of current developments in the field. By providing avenues for faculty to learn and network, our students can be better prepared for future careers in academia or industry.

### *Library*

With travel restrictions lifted post-COVID, and with categorical funding a potential option, we'd like to send one librarian to a conference to maintain professional currency.

Librarian conference travel to either ACRL, ALA, CLA, or equivalent: **\$3500**

### *Honors*

Conference attendance for Honors Program Coordinator and Counselor, and/or Phi Theta Kappa Faculty Advisors. May include the following:

- Honors Transfer Council of California (HTCC) meetings (in-state travel)
- Honors Transfer Council of California (HTCC)
- Undergraduate Research Conference (in-state travel)
- National Collegiate Honors Council (NCHC) Conference (out-of-state travel)
- Leadership conference/training (in- or out-of-state travel)
- Phi Theta Kappa Travel Nevada/California
- Regional Conference (in- or out-of-state travel)
- Phi Theta Kappa National Convention (out-of-state travel)

### *Kinesiology*

A budget request has been submitted to cover the cost of 3 conferences- each with a different area of focus. The areas of focus are parallel to the new courses offering as well as information on the newest developments in the field of KINS (Coaching, Sports Management, and Fitness and Wellness).

## **Other Needs**

### *Learning Assistance Center*

Grab and go foods/snacks from the cart in the LAC do not get filled often. We have a flow of students coming through the LAC for study hall (hungry athletes), students taking IT or math classes, and soon to be middle-college students.

### *Library*

5300 - CCL: **\$150.**

5650 - OCLC: **\$600** (assuming a 5% increase, rounded up).

6310 - Books: **\$27,000** (\$25k for IWW/online, \$2k for ISEP). With the library now offering an online textbook reserve to support the college's ZTC and OER efforts, increased book funding is ongoing. With "core academic collections" developed at ISEP, \$2k is being requested for ongoing development and maintenance.

6311 - Databases: **\$65,850** (assuming a 5% increase and that CTE isn't paying for Statista, etc.)

6311 - Choice subscription: **\$585** (assuming a 5% increase).

Site Travel to ESCC: **\$2000** (With an ongoing gap in library coverage at ESCC, regular travel is required to participate in outreach events and inventorying efforts.

Library Banners for ESCC LRCs (with zero librarian presences at ESCC, Kim has proposed the library create prominent library banners to hang on the LRC walls promoting library services): **\$400**

Art display pedestals for permanent displays in the library (built by Tanner McGuire, VPA): **\$1,000**

### *Science and Engineering*

Geology kits - the department would like to purchase 8 hardness kits, 8 intro mineral kits, and 7 rock formation kits. These are to supplement our meager physical geology repository at IWV. In order to run a geology course effectively, mineral kits are used to explore various properties of minerals. This is a basic equipment requirement to teach the curriculum in the COR. Without these, students will not be able to effectively complete geology labs. Once purchased, they should last indefinitely with minimal routine maintenance.

Funds for a field trip and guest speaker for Honors biology students to learn from the president of the Audubon Society in a field trip to Owens Lake. The president will escort students around various birding sites and netting areas while providing information about ecology to supplement the students' understanding. This field trip will occur twice per year.

### *Social Sciences*

Examination booklets (blue books) for in-person class exam use, which will last multiple years (\$300)

### *English and Foreign Languages*

Travel Expenses for Chair or Designee

The chair or designee will likely travel on departmental business, including but not limited to evaluation or faculty, inspection of facilities, meetings, and evaluation of dual enrollment courses.

Estimated trips:

IWV 2 @ \$83.75 mileage, \$59 meals, \$200 lodging = \$685.50

Bishop/Mammoth 1 \$285 mileage, \$118 meals, \$200 lodging = \$603

KRV 1 \$83.75 mileage, \$59 meals = \$142.75

SK/Various Dual Enrollment 4 @ est. \$150 mileage, \$59 meals = \$836

Budget Request: \$2268

### *Visual and Performing Arts*

- o Purchase 15 throwing wheels to properly support instruction at TEC, Bishop, and Mammoth, as well as to replace broken wheels at IWV (\$31,500)
- o Replace broken CNC plasma table for metal art and fence panel project (\$15,000)
- o Extractor fan and air purifier at TEC for health and safety in the ceramics lab; additional storage equipment and power tools (\$6000)
- o Needs assistance in revising its teacher aide and lab tech positions to accurately reflect the duties and skills associated with each position and to make a successful hire that can support IWV operations.

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## **Staffing Requests Not Already Listed In Unit Plans**

### **1000 Category - Certificated Positions**

#### **Early College Education Faculty Lead (0.1 load)**

**Location:**

EKC Edwards/Cal City, EKC Tehachapi, ESCC Bishop, ESCC Mammoth Lakes, Kern River Valley, Ridgecrest/IWV

**Justification:**



This request is in support of the Early College director's request for reassigned time for an Early College Education faculty lead for CTE and Letters and Sciences. The full-time Letters and Sciences faculty member would dedicate, focus on and assist ALL high school dual enrollment faculty throughout all service areas each academic year. Even though there are current full-time faculty mentor stipends available to compensate faculty for mentorship, these stipends are only one-time use (limited number of hours) for new dual enrollment faculty only. This stipulation creates limited faculty assistance, limited faculty interaction abilities and the inability for continues quality improvement. Other limits identified regarding the current faculty mentor stipend include the challenge of finding faculty to volunteer/participate in all disciplines, only supports new dual enrollment high school faculty their first semester for a few hours and having no one specific faculty contact to support continues academic needs. If the college would like to see the Early College program continue to grow, remain sustainable, having ongoing faculty support and in the future potentially get accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) defined faculty presence and coordination is required.

The Early College Education Faculty Coordinator will assist with planning, analysis, identification of gaps, faculty support, and overall program review/evaluations.

The reassigned time request targets our college's commitment to ACCJC standards, targets "continuous" quality program improvement and strengthens the connection to college mission with students and dual enrollment faculty.

Below are a few identified responsibilities of the coordinator's reassigned time:

1. Establishes a connection and communicator between the Early College Program and faculty chairs and Academic Senate
2. Provide onboarding assistance
3. Engage in training and professional development
4. Dual Enrollment adjunct coordination, syllabi review, and class survey.
5. Course instructional design assistance
6. Mentorship for new adjunct or new-to-early college faculty.
7. Remain up to date and implement appropriate changes in law and policy that impact Early College Programs

## **2000 Category - Classified Staff**

## Section Plan Budget Worksheet for Letters and Sciences - FY25

Fund	Org Description	Account Description	Program Title	A		L	2024		2024	2025	2026	Notes	Increase?	If requesting increase of %5 or more			
				Activity	Location		Adopted Budget	Actual Expenses	Adopted Budget		Request			In planning document	Data?	Relevance?	Operational Efficiency?
GU001	Dean, Liberal Arts & Science	Non-Library/Magazines/Bks/Pdcls	Instnl Support/Academic Admin		CI		\$ -	\$ 433.66	\$ 1,000.00		\$ 1,000.00						
GU001	Dean, Liberal Arts & Science	Non-Inst Supplies & Materials	Instnl Support/Academic Admin		CI		\$ 400.00	\$ 137.50	\$ 400.00		\$ 400.00						
GU001	Dean, Liberal Arts & Science	Employee Travel	Instnl Support/Academic Admin		CI		\$ 4,000.00	\$ 5,495.06	\$ 5,000.00		\$ 5,500.00	Requesting increase to account for the rising cost of hotels and gasoline.	yes				
GU001	Dean, Liberal Arts & Science	Employee Travel DO	Instnl Support/Academic Admin		CM		\$ 200.00	\$ 25.59	\$ 500.00		\$ 500.00						
GU001	Dean, Liberal Arts & Science	Employee Travel DO	Instnl Support/Academic Admin		CT		\$ 200.00	\$ -	\$ 200.00		\$ 200.00						
GU001	Dean, Liberal Arts & Science	Employee Travel DO	Instnl Support/Academic Admin		CB		\$ -	\$ 25.59	\$ 500.00		\$ 500.00						
GU001	Dean, Liberal Arts & Science	Food/Meetings	Instnl Support/Academic Admin		CI		\$ 1,000.00	\$ -	\$ 1,000.00		\$ 1,000.00						
GU001	Dean, Liberal Arts & Science	Institutional Dues/Memberships	Instnl Support/Academic Admin		CI				\$ 500.00		\$ 1,200.00	This is for maintaining membership in the professional organizations in my discipline to which I belong: Association for Asian Studies, American Historical Association, Society for Qing Studies. Certain ACCCA trainings yes require additional registration fees (as was the case in Fall 2024), which accounts for this requested increase.					
GU001	Dean, Liberal Arts & Science	Postage/Express Overnight Svcs	Instnl Support/Academic Admin		CI		\$ 1,000.00	\$ -	\$ 1,000.00		\$ 1,000.00						

Resource Requests								
Type of request	Is time or ongoing?	Requested amount	description/explanation		In planning document	Data?	Relevance?	Operational Efficiency?
Other	ongoing	\$ 6,500.00	Hosting cultural and educational events at the IWW campus in order to make Cerro Coso a center for cultural activities in the area as noted by the president. The budget would be used to organize events, bring in speakers, and involve our own faculty to enhance the educational experience for students as well as the public.		Section	The college tends to have fewer events centered on the letters & sciences disciplines apart from art, and these funds would be used to complement the CTE and art events the college currently holds.	Letters and Sciences would like to increase its relevance to students and the public by hosting events related to its disciplines that achieve the goal of public education and outreach.	Greater engagement by students, the public, and our own faculty in these events will lead to greater awareness and engagement with Letters and Sciences program offerings.
Professional Development	ongoing	\$ 2,500.00	Additional professional development opportunities for faculty to supplement the conferences and other trainings they have asked for in their departmental AUPs, which does not cover all faculty.		Section	Faculty have been asking for more funding and opportunities to attend conferences and other training to stay current in their field as well as to be able to better serve evolving student needs, as well as to develop their own teaching skills.	More professional development on topics that faculty themselves identify as relevant will enable them to better understand student challenges and develop their own capacity as better teachers and mentors.	Faculty will develop greater capacity to better serve student needs in and out of the classroom as teachers and mentors.