

**LMC EMP 2006-2016**  
**Goal 4 Fiscal well being of the college**  
**Program Review Report 2015-2016**

Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
ART	Graphics and Journalism Server maintenance	To provide quality labs and equipment to students enrolled in the graphics and journalism program. To provide a classroom environment that emulates the graphics and 3-D modeling workspaces	<p>4. Invest in technology, fortify infrastructure, and enhance fiscal resources.</p> <p>I. To meet the needs of our students and provide job skillsets for graphics and 3-D modeling. Technology demands for the job market require core knowledge of current software and equipment. In planning for the next software upgrades, Adobe Creative Suite / Autodesk Maya / OSX 10.10, our equipment needs upgrades to handle the increase in memory demand. We offer students experience in the same software that they would use in the following industries; graphic design, publication, advertising, marketing, animation, 3-D modeling, and photography.</p> <p>II. The Graphics program strives to utilize existing resources, extend their lifetime, and to be in conversation with college IT planning to provide sustainable, state of the art technology. In conversing with IT, Mike Becker, our lab is in the last phase of the computer replacement cycle. With this in mind we have initiated a maintenance plan to last through this cycle. Our sustainable solution asks that we upgrade the necessary components to keep the existing equipment in good working condition. This includes the increase in memory to accommodate the new software and operating system demands. Maintenance of aging equipment often calls for replacement of broken equipment such as hard drives, mice, and keyboards.</p>	<p>upgrade RAM – purchase and install RAM to maximize our computer capacity in the graphics classroom purchase and replace hard drives – Our computers were manufactured in 2009. Hard drives are reliable for 4-6 years under regular use. Our 3-D modeling and animation courses are heavy users of the hard drives for rendering and processing video. We plan to purchase and replace broken hard drives on computers in graphics classroom replace broken mice and keyboards – IT may have a stockpile of used mice that will be adequate. However students are often confused in the classroom when mac specific shortcuts are given on PC keyboards. We prefer to replace broken keyboards with original Apple or 3rd party apple keyboards. Wacom Tablet – we have 15 graphire drawing tablets. For our Photoshop, photography, and 3-D modeling courses we would like to pilot the new intuos pro tablet to evaluate the new hardware. Many experts are recommending the Wacom intuos pro tablets. They are becoming a viable option because of their resolution and increased pressure sensitivity. (the are more responsive and dependable than our existing tablets) NOTE- these tablets are not like an ipad, they are more like a mouse that works like a drawing pad</p>		

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ART	Graphics classroom maintenance project	to provide quality labs and equipment to students enrolled in the graphics program	<p>4. Invest in technology, fortify infrastructure, and enhance fiscal resources.</p> <p>I. To meet the needs of our students and provide job skillsets for graphics and 3-D modeling. Technology demands for the job market require core knowledge of current software and equipment. In planning for the next software upgrades, Adobe Creative Suite / Autodesk Maya / OSX 10.10, our equipment needs upgrades to handle the increase in memory demand. We offer students experience in the same software that they would use in the following industries; graphic design, publication, advertising, marketing, animation, 3-D modeling, and photography.</p> <p>II. The Graphics program strives to utilize existing resources, extend their lifetime, and to be in conversation with college IT planning to provide sustainable, state of the art technology. In conversing with IT, Mike Becker, our lab is in the last phase of the computer replacement cycle. With this in mind we have initiated a maintenance plan to last through this cycle. Our sustainable solution asks that we upgrade the necessary components to keep the existing equipment in good working condition. This includes the increase in memory to accommodate the new software and operating system demands. Maintenance of aging equipment often calls for replacement of broken equipment such as hard drives, mice, and keyboards.</p>	<p>Activities upgrade RAM – purchase and install RAM to maximize our computer capacity in the graphics classroom replace hard drives – replace broken hard drives on computers in graphics classroom mice and keyboards – IT may have a stockpile of used mice that will be adequate. However students are often confused in the classroom when mac specific shortcuts are given on PC keyboards. We prefer to replace broken keyboards with original Apple or 3rd party apple keyboards. Wacom Tablet – we have 15 graphire drawing tablets. For our Photoshop, photography, and 3-D modeling courses we would like to pilot the new intuos pro tablet to evaluate the new hardware. Many experts are recommending the Wacom intuos pro tablets. They are becoming a viable option because of their resolution and increased pressure sensitivity. (the are more responsive and dependable than our existing tablets)</p>		

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ART	Graphics and Journalism software site license for the Adobe Creative Suite	To provide quality labs and equipment to students enrolled in the graphics and journalism program. To provide a classroom environment that emulates the graphics and 3-D modeling industry workspaces and reflects the industry standards software.	4. Invest in technology, fortify infrastructure, and enhance fiscal resources. I. The Graphics program strives to utilize existing resources, extend their lifetime, and to be in conversation with college IT planning to provide sustainable, state of the art technology. In conversing with IT, Mike Becker, there are site license options that could cost the district less than the per computer license that we currently own. Adobe is offering some new licensing options that would provide 2 program needs; to offer current software to train students , faculty and staff in the graphics program with the current version of the Creative Suite The Graphics program strongly supports IT in this site license purchase. It would reduce the redundancy of software licensing across the campus. If the plan does not go forward, the graphics program will need to purchase the new licenses soon. Adobe has changed their platform for licensing we will need to upgrade.	Install and upgrade the Adobe Creative Suite in the graphics classroom, faculty, and staff computers.		

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ART	Improve and sustain quality labs for art and graphics students - Improve Graphics classroom	To provide quality labs and equipment to students enrolled in the graphics program. To collaborate with IT and ensure sustainable hardware and software solutions.	<p>4.1.B. Invest in technology, fortify infrastructure, and enhance fiscal resources. - Implement the Technology Plan to continuously update the College’s hardware, software, and network to improve the effectiveness of instruction, student services, and administrative services. C. Provide faculty and students with accessible and effective technological infrastructure and support for online instruction and student services.</p> <p>I. To meet the needs of our students and provide job skillsets for graphics and 3-D modeling. Technology demands for the job market require core knowledge of current software and equipment. In planning for the next software upgrades, Adobe Creative Suite / Autodesk Maya / OSX 10.10, our equipment needs upgrades to handle the increase in memory demand. We offer students experience in the same software that they would use in the following industries; graphic design, publication, advertising, marketing, animation, 3-D modeling, and photography.</p> <p>II. The Graphics program strives to utilize existing resources, extend their lifetime, and to be in conversation with college IT planning to provide sustainable, state of the art technology. In conversing with IT, Mike Becker, our lab is in the last phase of the computer replacement cycle. With this in mind we have initiated a maintenance plan to last through this cycle. Our sustainable solution asks that we upgrade the necessary components to keep the existing equipment in good working condition. This includes the increase in memory to accommodate the new software and operating system demands. Maintenance of aging</p>	<p>upgrade RAM – purchase and install RAM to maximize our computer capacity in the graphics classroom purchase and replace hard drives – Our computers were manufactured in 2009. Hard drives are reliable for 4-6 years under regular use. Our 3-D modeling and animation courses are heavy users of the hard drives for rendering and processing video. We plan to purchase and replace broken hard drives on computers in graphics classroom replace broken mice and keyboards – IT may have a stockpile of used mice that will be adequate. However students are often confused in the classroom when mac specific shortcuts are given on PC keyboards. We prefer to replace broken keyboards with original Apple or 3rd party apple keyboards. Wacom Tablet – we have 15 graphire drawing tablets. For our Photoshop, photography, and 3-D modeling courses we would like to pilot the new intuos pro tablet to evaluate the new hardware. Many experts are recommending the Wacom intuos pro tablets. They are becoming a viable option because of their resolution and increased pressure sensitivity. (the are more responsive and dependable than our existing tablets)</p>		

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ART	Improve and sustain quality labs for art and graphics students - Graphics and Journalism Server	To provide quality labs and equipment to students enrolled in the graphics and journalism program. To provide a classroom environment that emulates the graphics and 3-D modeling industry workspaces	<p>4.1.B. Invest in technology, fortify infrastructure, and enhance fiscal resources. - Implement the Technology Plan to continuously update the College’s hardware, software, and network to improve the effectiveness of instruction, student services, and administrative services. C. Provide faculty and students with accessible and effective technological infrastructure and support for online instruction and student services.</p> <p>I. The Graphics program strives to utilize existing resources, extend their lifetime, and to be in conversation with college IT planning to provide sustainable, state of the art technology. In conversing with IT, Mike Becker, our lab is in the last phase of the computer replacement cycle. However, IT has recommended that we upgrade the server to meet the current needs of the graphics and journalism classrooms. Our current server was built in 2009 and is in need of replacement after the last server software upgrade. The server controls the shared drives for Graphics and Journalism, which includes the storage of classroom projects (2 year cycle), instructional materials, the digital archive of all of the LMC Experience newspapers, and a backup of these drives. As camera megapixels have increased and projects have become more advanced, the current storage has become inadequate.</p>	Replace macmini – purchase and install macmini with current server software and drives. Replace and upgrade server storage drives– replace server classroom hard drives and backup Graphics - RAID 5 storage and drives Journalism – RAID 5 storage and drives Backup - RAID 0 storage and drives		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
ART	Improve and sustain quality labs for art and graphics students - Graphics and Journalism software s	To provide quality labs and equipment to students enrolled in the graphics and journalism program. To provide a classroom environment that emulates the graphics and 3-D modeling industry workspaces and reflects the industry standards software.	4.1.A. Provide college-wide technology and related services that meet the needs of students and College personnel. B. Invest in technology, fortify infrastructure, and enhance fiscal resources. - Implement the Technology Plan to continuously update the College's hardware, software, and network to improve the effectiveness of instruction, student services, and administrative services. C. Provide faculty and students with accessible and effective technological infrastructure and support for online instruction and student services.  I. The Graphics program strives to utilize existing resources, extend their lifetime, and to be in conversation with college IT planning to provide sustainable, state of the art technology. In conversing with IT, Mike Becker, there are site license options that could cost the district less than the per computer license that we currently own. Adobe is offering some new licensing options that would provide 2 program needs; to offer current software to train students , faculty and staff in the graphics program with the current version of the Creative Suite Request licensing for the Adobe Creative Suite for the department chair's station and the 2 laptops. The Graphics program strongly supports IT in this site license purchase. It would reduce the redundancy of software licensing across the campus. If the plan does not go forward, the graphics program will need to purchase the new licenses soon. Adobe has changed their platform for licensing we will need to upgrade.	Install and upgrade the Adobe Creative Suite in the graphics classroom, faculty, and staff computers.		
ART	Improve and sustain quality labs for art and graphics students - Graphics and Journalism software s	To provide quality labs and equipment to students enrolled in the graphics and journalism program. To provide a classroom environment that emulates the 3-D modeling industry workspaces and reflects the industry standards software.	4.1.A. Provide college-wide technology and related services that meet the needs of students and College personnel. B. Invest in technology, fortify infrastructure, and enhance fiscal resources. - Implement the Technology Plan to continuously update the College's hardware, software, and network to improve the effectiveness of instruction, student services, and administrative services. C. Provide faculty and students with accessible and effective technological infrastructure and support for online instruction and student services.  I. The Graphics program strives to utilize existing resources, extend their lifetime, and to be in conversation with college IT planning to provide sustainable, state of the art technology. In	Install and upgrade Autodesk Maya in the graphics classroom, faculty, and staff computers.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
ART	To provide art faculty with the equipment and tools needed to perform their job	To provide quality labs and equipment to for art department faculty. To provide the necessary equipment and tools for faculty and staff to perform their job.	<p>4.1.A. Provide college-wide technology and related services that meet the needs of students and College personnel. B. Invest in technology, fortify infrastructure, and enhance fiscal resources. - Implement the Technology Plan to continuously update the College's hardware, software, and network to improve the effectiveness of instruction, student services, and administrative services. C. Provide faculty and students with accessible and effective technological infrastructure and support for online instruction and student services.</p> <p>I. The Art program strives to utilize existing resources, extend their lifetime, and to be in conversation with college IT planning to provide sustainable, state of the art technology. In conversing with IT, Mike Becker, The computers in Lucy Snow's office and classroom are up for replacement and/or upgrades. Desktop - Lucy Snow's computer has recently been replaced with an equally old machine (circa 2005) during the second week of December 2015. Although she is on schedule to have a replacement at the end of this academic year, we are asking for an Apple station in place of the PC PC Laptop - The CC3-316 SMART station laptop is in working condition and is used daily for the SMART station in the classroom for multimedia lectures, research and supplemental demonstrations. Two Apple macbooks - Upgrade is needed for presentations to remain high quality and current. Our current laptops, which are used to archive, maintain and display images for classroom lectures are now seven years old and growing unstable due to age. We are extremely concerned that these laptops will fail suddenly and believe that obtaining funding now will prevent a crisis then. The</p>	Order and install computers. Train faculty on operating system.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
ART	Provide safe and comfortable facilities and environment for teaching, learning, and working	To provide a classroom environment that supports more comfort for active teaching and learning, rubber or other cushioning mats can be put down in areas where instructors and/or students must stand for long periods, for example near the media carts and in front of the white boards. Quality mats are worth the investment as they last for years, we have some that were new in 2010 and are wearing very well.	students and instructors in art classrooms are often standing to draw, paint, demonstrate, etc. Providing a classroom environment that supports more comfort for active teaching and learning adds to student success in general and in addition this will improve and enhance the physical plant and help make the best use of the art labs.	Order mats with help from facilities maintenance and work with janitorial to set up a system for periodic cleaning/maintenance.		
ATH	Outdated Safety Equipment	The Athletics department is currently using outdated equipment in several sports programs. If the specified equipment is not updated or replaced, we will continue to expose our students to potential safety hazards that could result in major/minor injury to LMC student athletes.	Currently, the equipment utilized by the Athletics staff and student athletes, in multiple sports, are outdated and need to be updated and/or replaced in order remain in compliance with safety standards. The need for updated equipment spans across multiple sports programs at LMC and are as followed: Football helmets: there is a ten-year regulation on helmets instituted by the NCAA that states that helmets older than ten years are unsafe and need to be replaced. Student Athlete Transportation: currently the school vans that are being utilized by the multiple sport programs to transport student athletes to and from various activities have over 100,000 miles. While the vans are serviced regularly they also need unscheduled maintenance due to their age and mileage. Concession Sales Equipment: concession sales during sporting events help raise profit for various clubs and sports program. The concession	Replace 8-10 football helmets every year to remain within the ten-year helmet regulation issued by the NCAA Purchase of two vans for transportation of student athletes and athletics faculty/staff Replacement of current concession equipment (hot dog/popcorn machine) Purchase of new softball uniforms		



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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
ATH	New Computers for Athletics Department	Replace stolen equipment from Coaching staff's office space (one computer). Also, provide the Athletic Trainer with a combination scanner/printer that is an essential to the fulfillment of his duties and responsibilities.	Recently, there was computer stolen from the PE-1005 shared office space. This computer was utilized by two LMC coaches and is an invaluable piece of equipment needed for said coaches to fulfill their academic responsibility towards their students and remain in contact with the LMC community at large. The replacement of one computer will also increase the usage of technology by faculty members and innovation for academic progress for our students. The Athletics Trainer is responsible for a number of things, one of which is the proper handling of insurance and other personal documents processed by him regarding all student athletes. The purchase of a combination scanner/printer would allow the Athletic Trainer to process these documents in a more timely fashion. It will also allow them to create a more controlled environment in which to process said documents.	Secure one replacement computer to be placed in PE 1005 office. Purchase a combination scanner/printer for the Athletic Trainer		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
AUTO	Replace failing or antiquated shop equipment	Identify equipment that no longer meets industry standards or has deteriorated resulting in a safety hazard for students withing the program	Several shop assets were purchased twelve years ago with the last major shop update. Normal wear and use and long maintenance cycles resulting from tool room staff hour reductions and furloughs have taken several key resources beyond repair or safe use. These Items include Parts washer, ozzy tank, our hydraulic press. Several critical pieces of equipment are no longer within industry standards. These include The tire machine (incapable of working with larger size tires now found on most vehicles) the tire balancer (also unable to operate with modern size wheel and tire packages and does not meet current safety satandars) and an on car brake lathe that has become the manufacture standard for all dealerships.	Find funding sources to update or replace failing equipment.		
BGCUS	New Lawn Mower	We need to find funding to purchase a new riding mower	The existing mowers in the Grounds department here at LMC are reaching their useful lifespan. A new larger mower will allow staff to spend time working at assigned tasks and less time repairing old mowers. A larger mower will also allow the staff to cover the same ground in less time allowing them time to perform other tasks. Our large riding lawn mowers are key to maintaining a quality looking campus like we have all come to take for granted here at Los Medanos College	Obtain funding to purchase the new mower		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
BIOSC	Critical Technology Needs	Restore the ability for teachers to prepare and teach effectively using computer technology in the LMC Science Building	The computers in the smart podiums on the first floor of the LMC Science Building are the original equipment from the opening of the building in 2008, and have experienced heavy daily use and abuse continuously since that time. Also, the available processor speed on these machines is inadequate to run modern operating systems. The result is that instructors and students must endure unreliable and less effective classroom presentations. Instructors are also reluctant to incorporate additional technology-assisted instruction for fear that the classroom computer will not run. In addition, the printer that is shared by all instructors, and that is heavily used to create learning materials for students, has been unreliable for several semesters, and the photocopying ability has been completely broken for a long time. These are mission-critical pieces of technology that must be replaced. This objective lines up with LMC Strategic Priority #4 - Invest in Technology. It is also lines up with District goal #1 - Enhance student learning and success, in that it is hard to promote learning and success when the basic classroom technological infrastructure doesn't work.	<ol style="list-style-type: none"> <li>1. Purchase replacement computers for all classroom smart stations on the first floor of the LMC Science Building.</li> <li>2. Purchase a printer/photocopier to replace the one currently in room SC1-122.</li> <li>3. Install all equipment and attach it to the campus network.</li> </ol>		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
BUSOF	Provide continuous and value-added Customer Service	In order to effectively support the college's Strategic Direction of enhancing fiscal resources the staffing level of the LMC Business Office should be re-evaluated. Prior evaluation of workload identified that staff sometimes spent time on clerical tasks (like filing and data entry) that could be completed by a student worker. The current clerical support of a student worker has allowed for time to provide more value-added services and is deemed necessary on an ongoing basis.	While acknowledging the efficiency and exceptional work of the current staff, the department continuously strives for timely accomplishments of tasks and services as the campus' demands for guidance and customer service continue to increase. This has sometimes led to the untimely processing, review and approval of documents; while staff incur overtime in order to complete routine accounting, payroll and campus facilities related tasks. Prior evaluation of workload identified that staff also spent time on clerical tasks – of organizing (and filing) paperwork and recording numerous information (data entry) received in the department – that could be completed by a student worker, and therefore had insufficient time to focus on reviewing/processing complex information and providing continuous value-added support to the campus community. The current clerical support of a student worker (engaged at 10-20 hours per week) has provided some flexibility to the staff and is deemed necessary on an ongoing basis.	This position would assist employees with clerical tasks such as: the sorting, filing and labeling of documents; basic word processing assignments; handing out of pay-stubs under necessary supervision; delivering, picking up and distributing information to and from central services; and providing other miscellaneous clerical support to the Business Office staff and customers.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
BWCTR	Technology Enhancements	Further improve available technology in Brentwood Center classrooms and available services for students taking classes in Brentwood.	The Brentwood Center currently has six "Smart" classrooms but only two of them have document cameras installed. Faculty are increasingly relying on document cameras to enhance instruction by magnifying and projecting the images of actual, three-dimensional objects, as well as transparencies. Given the remaining seven classrooms that do not offer "smart room" technology the use of portable smart carts helps to meet a growing demand. One extra cart was approved for purchase through last year's RAP process, however the purchase has been delayed while IT support is pending. An additional smart cart would service to provide additional smart room access and also provide a back-up, in the event that a smart classroom is not functional. This would help address faculty members' increasing reliance on smart room technology for classroom instruction using D2I, online textbooks and tests, power point presentations, etc. Use of this technology is also more appealing to students. Additional computer access in the Brentwood Center for Academic Support would better meet the needs of the faculty consultants, tutors and students. Additional computers can contribute to program growth and help to establish a more recognized presence at the Brentwood Center.	1.) Purchase four document cameras that can be installed in all smart room podiums that don't already have document cameras (two out of six smart classrooms already have). 2).Purchase additional "smart cart" to enable other Brentwood Center classrooms without smart room technology to meet growing demand among faculty. 3). Purchase two computers for use in the Brentwood Center for Academic Support. There are currently two computers in the lab but additional computers are needed to meet student and faculty needs.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
CHDEV	Complete classroom modernization	Modernize technology resources for student instruction and lab school operations to support student success, meet licensing standards, and expand capacity	Classroom chairs need modernization. They are breaking and we need to increase seating capacity. The SmartBoard installation isn't working and needs to be revised to reconfigured on a tripod. Faculty need training and software licenses to best utilize the SmartBoard technology. Washing machine, 3 dishwashers, and 1 refrigerator require upgrading to accommodate increased demands of licensing requirements for sanitation and safe food storage. We lack training equipment to stream video content from state training webinars and to view training videos in our team room, CS1-104. Professional developmet is being increasing delivered through webinars and streaming broadcasts, so preparing our staff team room with equipment to support these activities is needed.	Submit Rap proposal Feb 2015 Order chairs Order needed equipment to convert Smartboard to tripod. Arrange for purchase and installation of upgraded appliances and computers. Purchase Flatscreen SmartTV and mounting hardware with Bluray player for Rm CS1-104		

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COLADV	2. Grant Planning and Proposal Writing	Support student success through the implementation of campus-planned programs and initiatives through grant funds with pre-approved institutionalization strategies.	Many of LMC's most successful programs and initiatives began with grant funding, and were sustained as on-going institutionalized programs, funded by college funds. A sampling of such programs and initiatives include the PTEC and ETEC programs, Umoja, the Honors Program, the Transfer Academy, the Center for Academic Excellence, the enhanced Transfer Center, and the Welcome Center, to name a few. Each of these programs and initiatives were designed through LMC's planning processes, including program review and strategic planning. Strategic Direction #3 in LMC's 2014-19 Strategic Plan, "Promote innovation, expand organizational capacity, and enhance institutional effectiveness", and its related Strategy B, "Develop a mechanism for college personnel to share innovative practices and resulting successes with the campus community" and Strategic Direction #4, "Invest in technology, fortify infrastructure, and enhance fiscal resources" and its related Strategy A, "Expand fiscal resources through grants and external funding sources to achieve Strategic Directions", each point to the need for supporting campus-planned programs and initiatives through grant funds. Over the past several years, as we continue to successfully utilize grant funds to support student success, we have learned the importance, and the need for, a clear and pre-approved institutionalization process. All too often, successful programs struggle to find institutionalization dollars at the end of grant-funding. Creating a pre-approved grant-institutionalization process, which holds the programs accountable to pre-specified goals and success factors, will provide a greater continuity in providing quality services for our	<ol style="list-style-type: none"> <li>1. Work with LMC's President's Cabinet and SGC to develop a documented Grant Institutionalization Process.</li> <li>2. Identify grant opportunities and write grant proposals for LMC's STEM Programs, Veterans Services, and PTEC Programs and technology, as identified in departmental Program Reviews. Include institutionalization plans/strategies as appropriate.</li> <li>3. Meet with an Ad-Hoc Grant Committee at least once each semester to gather input regarding new program and initiatives which emerge from campus planning processes and are potential ideas for future grant-funding.</li> <li>4. Outreach to potential community grant partners, including schools, industry and local/regional public agencies, with appropriate grant opportunities.</li> <li>5. Research grant funds which could potentially fund programs and initiatives in 3 above, and write (or facilitate the writing of) these grant proposals. Include institutionalization plans/strategies as appropriate.</li> </ol>		

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COMSC	Restore Computer Lab Support	Restore Computer Lab support to the level before cuts were made in the 2012-13 academic year.	The historic staffing level for the two Computer Center Technician II positions was cut by 2-2.5 hours per week and 6 weeks per year as a part of overall college budget cuts in 2012-13. This has negatively affected not only the Drop-in Lab, but the Business and PTEC computer labs as well. Returning these positions to their historic level will restore support of students, faculty, and staff to the level present before the budget cuts.	Open the Drop-in Lab an hour earlier. Before the beginning of each semester: Work on jobs that have been placed on hold due to decreased hours. Upgrade, install, troubleshoot, and configure servers and PCs located in 4 labs.		
COMSC	Upgrade Computer Lab	Upgrade the computers in the CO-200 Computer Lab	The computers in the lab are now at the end of their useful lives.	Research and compile specifications for new computers. Purchase and install new computers.		
COUNS	Obtain distance counseling tools and software	To identify and purchase necessary tools to hold secure distance counseling opportunities for students	To provide expanded counseling services to all students, including but not limited to those enrolled at offsite locations and online courses, webcams, software and related equipment are needed to provide live video chat in a secure confidential environment. Accreditation supports equal access for students enrolled anywhere at LMC.	Identify and purchase software, webcams, other equipment such as headset needed Identify training needs and hold trainings for all department faculty Identify best practices for distance counseling and develop procedures and add to counseling manual collaborate with IT, web administrator		



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ITS	Adjust IT&S staffing to better meet college support needs.	Adjust the staffing in IT&S, both permanent and hourly to provide adequate staff to enable current and anticipated workload required by active and planned projects and campus support needs. This objective supports Strategic Direction 4.1 with the goal of creating a sustainable technology infrastructure.	In 2014/15, the process of increasing IT&S staffing levels to meet campus needs began with the hiring of a permanent 1.0 FTE Computer and Network Technician and the funding for 0.5 FTE hourly Media Services Technician I and Computer and Network Technician positions. However, staffing levels in IT&S are still below 2010 levels. In addition, during the past year, several large initiatives have started that will place continuing and increased demands on the IT&S department. These initiatives, such as the Technology Renovation Project (TRP), will require additional staffing in both the computer and media areas of the IT&S department. TRP has components that involve both computer and media staffing and will be ongoing for the foreseeable future. To support TRP and other initiatives, funding for additional permanent and hourly staffing will be requested. A continuous assessment of staffing levels and identification of the need for additional staff is necessary to create a technology infrastructure that is sustainable (LMC Strategic Priority 4.1).	Hire a permanent 1.0 FTE Computer and Network Technician – additional staffing on the computer side of the department has increased productivity, but this increase has been counterbalanced by the initiation of the Technology Renovation Project (TRP) and the continued addition of computers in both Pittsburg (50+) and Brentwood (20+). The growth in the number of devices (computers, tablets, printers, etc.) is expected to continue. TRP will be ongoing and continuous. Hire a permanent 1.0 FTE Media Services Technician I – even with 2014/15 funding for an hourly 0.5 FTE Media Services Technician I, there is still limited evening coverage and no depth in the media area to cover for vacations, illnesses or other absences of permanent staff. A full-time permanent Media Services Technician I will provide extended hours for media deliveries, more resources for important evening and weekend events, and allow the overtaxed Electronics Technician to focus on tasks and projects that require a higher level of skill such as renovating the Smart Classrooms on both campuses. Obtain additional funding for hourly substitute Media Services Technician I and develop a pool of qualified substitutes to fill on-call needs. It is estimated that funding for 4 hours per week for 36 weeks should be adequate.		

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ITS	Adjust IT&S staffing and training to better meet college support needs.	Adjust the staffing in IT&S, both permanent and hourly to provide adequate and trained staff to enable current and anticipated workload required by active and planned projects and campus support needs. Ensure that training is provided to keep staff competent in current technologies. This objective supports Strategic Direction 4.1 with the goal of creating a sustainable technology infrastructure.	The objective of LMC’s Strategic Direction 4.1 is “Provide sustainable, state-of-the-art technology.” To meet this objective, technology equipment, software, infrastructure and other related equipment must be kept current. The Technology Renovation Project (TRP) and associated Smart classroom re-design are underway to address meeting part of this objective. To completely address this objective, the technology must be planned, implemented, maintained, assessed, and refreshed. This cycle requires staffing to provide all of these services. The current classified staffing of IT&S, although supplemented in 2014/15, still remains well below levels required to meet this objective. As a result, IT&S management has had to pick up a significant part of the work load that is normally performed by classified staff and both the quality and quantity of the services provided by LMC IT&S have been insufficient to meet both current and future needs. This deficiency has been documented in a recent customer satisfaction survey. By increasing the level of IT&S staff (both in the computer and media areas), the IT&S department will be able to better meet the needs of planning, implementing, maintaining, assessing, and refreshing LMC’s technology and create a sustainable, state-of-the-art technology at LMC. Continuous assessment and adjustment of the department and staffing levels will help to ensure that the level of technology and technology support remains sufficient to meet the college’s needs. Although staffing at the correct level is important, it is equally important that the staff be trained regularly so that they can remain current with evolving and new technologies and be able to identify, implement and assess the	Hire a permanent 1.0 FTE Computer and Network Technician – Appropriate staffing in the computer side of IT&S is essential to the development and maintenance of a robust technology infrastructure that can support instruction and administration, Although additional staffing on the computer side of the department has increased productivity, this increase has been counterbalanced by the initiation of the Technology Renovation Project (TRP) and the continued addition of computers in both Pittsburg (50+) and Brentwood (20+). The growth in the number of devices (computers, tablets, printers, etc.) is expected to continue. TRP will be ongoing and continuous. Current computer staffing levels should be increased to support both short and long-term efforts. Hire a permanent 1.0 FTE Media Services Technician I – In order to have a functional media staff that can support the increasing number of Smart classrooms (5 to be added in Pittsburg in 2014/15) and the renovation of all existing in and campus events, appropriate staffing levels for the media side of IT&S must be continually examined and adjusted. Currently, there is only on full-time media member in IT&S. Even with 2014/15 funding for an hourly 0.5 FTE Media Services Technician I, there is still limited evening coverage and no depth in the media area to cover for vacations, illnesses or other absences of permanent staff. A full-time permanent Media Services Technician I will provide extended hours for media deliveries, more resources for important evening and weekend events, and allow the overtaxed Electronics Technician to focus on tasks and projects that require a higher level of skill such as renovating the Smart Classrooms on both campuses. Obtain additional funding for hourly substitute Media Services Technician I and develop a pool of qualified substitutes to fill on-call needs - Even with the addition of a Media Services Technician I,		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
ITS	Improve communication from IT&S to the campus community	Establish regular and timely communication from IT&S to relevant campus and District entities to inform and instruct constituencies about IT&S projects, procedures, and other technology-related information that affects the campus.	At any time, the IT&S Department is working on several projects that affect various departments in Pittsburg and Brentwood. Due to changing needs of the campuses, the prioritization of these projects can change frequently. Regular communication to the campuses that provides information on current and upcoming project activities and other IT&S department information will benefit the community and inform them of projects related to their area and if these projects or the associated workloads may affect response to other requests. Communications should also include information regarding changes to existing IT&S procedures and new procedures, upcoming projects such as lab software refresh projects, and scheduling for the campus technology renovation, Smart classroom refresh and other projects.	On the first week of each month, send out an all-campus e-mail with updates on campus IT&S projects. Schedule time at the Department Chair's meeting near the start of each student computer lab software update schedule to discuss the timeline, requirements and expectations. Give regular updates at the President's Council regarding upcoming IT&S activities. Give regular updates to campus and District technology-related committees (TAG, PDAC Technology sub-committee, DEC, District Tech Managers, etc.)		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
ITS	Continue technology upgrades and improvements across the Pittsburg and Brentwood campuses.	Demand for Smart technology continues to grow, but there are still numerous classrooms at both locations that require the equipment. A redesign of the technology to provide a more user-friendly and reliable Smart infrastructure needs to be investigated and implemented. Adobe products such as Acrobat Pro and Contribute are becoming more popular, as well. Campus-based licensing of these and other Adobe products has several advantages, including cost savings.	This objective's main goal is to ensure that both campuses of LMC are moving toward state-of-the-art technology as it relates to Smart equipment and software. Smart Classrooms/Carts and current software are important parts of efforts to maintain a state-of-the-art technology infrastructure. Smart Classrooms and Carts are becoming the primary modes of delivering instruction at the Pittsburg and Brentwood campuses. In keeping with LMC Strategic Objective 4.1, providing Smart technology and keeping it up-to-date and useable is a high priority for the college. However, results from the 2014 Employee Satisfaction Survey indicate that satisfaction with Smart classrooms is not favorable and the issues related to hardware need to be addressed. This indicates that there is room for improvement in our Smart Classrooms. Increasing the number Smart Classrooms and Carts is underway at both campuses. In addition, the current technology used in these areas is under review and a new, more reliable and easier to use design of for Smart equipment is in process. These efforts need to be continued and a new configuration for Smart equipment needs to be researched, tested and implemented. The adobe Creative Suite is used in several student labs in Pittsburg and Brentwood. Until 2013, Adobe licensed its Creative Suite products with an option to purchase updates for 2 year periods at a significantly reduced price. Our last 2-year period expired in November 2014. This was a cost savings to the college. There are currently two options for purchasing the Adobe Creative Suite - annual site license or purchasing upgrades as they are published. The annual site license option will improve the availability of software such as	Continue the improving the design of Smart classrooms to take advantage of newer technologies and simplify the use of the rooms. Coordinate the development and delivery of more robust training for faculty wishing to use Smart classrooms. Provide a short and comprehensive use and troubleshooting guide that will be attached to equipment in each Smart classroom or cart. Purchase an annual site license for the Adobe Creative Suite software to support both instruction and administrative computing - Until 2013, Adobe's Creative Suite software was available through FCCC with the option to obtain upgrades to the software at a significantly reduced price. This option ended and the last updates to the Creative Suite software that LMC had access to ended in November 2014. Currently, there are two options for keeping the Creative Suite software up-to-date: 1) pay for each update as it is published (approximately \$30,000 every 12-18 months for only the 3 student computer labs) or, 2) pay for an annual site license (currently \$18,535/year). The annual site license will save up to approximately \$11,000/year and has the additional benefit that products such as Acrobat Pro and Contribute can be installed on all campus-owned computers. These two software packages are used across both campuses by employees.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
ITS	Improve IT&S participation in planning and communication from IT&S to the campus community	Establish regular and timely communication from IT&S to relevant campus and District entities to inform and instruct constituencies about IT&S projects, procedures, and other technology-related information that affects the campus. Take a more active role in planning campus and District initiatives.	At any time, the IT&S Department is working on several projects that affect various departments in Pittsburg and Brentwood. Due to changing needs of the campuses, the prioritization of these projects can change frequently. Regular communication to the campuses that provides information on current and upcoming project activities and other IT&S department information will benefit the community and inform them of projects related to their area and if these projects or the associated workloads may affect response to other requests. Communications should also include information regarding changes to existing IT&S procedures and new procedures, upcoming projects such as lab software refresh projects, and scheduling for the campus technology renovation, Smart classroom refresh and other projects. Currently, planning for and implementation of technology needs is not always coordinated through the IT&S Department. As such, IT&S is often blindsided by technology projects and purchases initiated by grant, District and other campus entities. This impacts IT&S schedules and can disrupt other scheduled projects and service to the campuses. More active participation, along with increased communication, will improve all campus technology projects and the effectiveness of the IT&S Department.	On the first week of each month, send out an all-campus e-mail with updates on campus IT&S projects. Create and update a web page that lists current IT&S projects and activities. Schedule time at the Department Chair's meeting near the start of each student computer lab software update schedule to discuss the timeline, requirements and expectations. Give regular updates at the President's Council regarding upcoming IT&S activities. Give regular updates to campus and District technology-related committees (TAG, PDAC Technology sub-committee, DEC, District Tech Managers, etc.) Schedule meetings with campus grant, District, construction, and other groups to discuss upcoming technology needs at least once per semester.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
ITS	Continue to develop and implement procedures and technologies to improve departmental and campus eff	In the past few years, some improvements have been made in IT&S Department procedures. Additional improvements in existing processes related to purchasing, service, communications, and IT&S operations will enable the IT&S Department to better serve the college. In addition, technologies are available that can be implemented to realize monetary savings for the campus and simplify users experiences.	Although technology and media related purchasing has become more centralized, there are still areas that can be improved that will allow IT&S to provide better support to the campus in the long term. Some academic software and hardware is still purchased at the department level, is not coordinated with IT&S and, often, long-term support of the software is not considered at the time of the original purchase. Other processes that will make IT&S more efficient and able to provide better service to the campus need to be developed. These will include a better method of campus technology purchasing and licensing, documentation of server performance, maintenance and issues, and desktop power saving methods.	Continue to develop and implement procedures for tracking and planning of technology and media related purchases. This includes cataloging known software and hardware maintenance renewal dates, developing a campus-wide procedure for maintaining software used for academic and administrative areas beyond the original purchase. Assure that assistive software is supported for the long-term. This includes working with District to ensure continued funding to keep the software current. Continue to improve the web-based system that will provide the following: 1. Reserve media equipment (laptops, portable projectors, cameras, etc.). 2. Inventory media equipment that can be checked out. 3. Provide a single, easy to access and read calendar for scheduling reservations and delivery of media equipment. 4. Provide accountability and tracking for deliveries and pick-ups of media equipment. Implement the AC.Portal domain for sign on for: InSite/WebAdvisor, campus workstation access for staff, learning management system access, student workstation access for selected computers, and the wireless network. Continue to develop a web-based application for tracking technology purchases. This will allow the tracking of equipment, software licenses and renewals, and other pertinent technology resources. Continue to expand the use of Microsoft's Group Policy to streamline software deployment and updates for student labs and administrative computers. Using District Office IT (DOIT) procedures as a starting point, create processes and procedures to ensure continuous operation of LMC's server infrastructure. In conjunction with DOIT, refine the SysAid ticket and project tracking system.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
ITS	5) Continue to develop and implement procedures to provide continuity for IT&S & the campus.	Although an effort to improve documentation of various procedures and departmental knowledge is underway and progress has been made, the workload over the past four years has not allowed for the completion of the documentation. IT&S staff has been reduced over the last few years and, in some cases, the turnover in staff has led to the loss of knowledge in specific areas. Completing the documentation of departmental practices will allow for continuity of the department in the event of turnover.	There is much “corporate memory” in the IT&S department that has not been documented. Continuing to create and update procedures and documentation of LMC IT&S practices and knowledge is essential for the long-term continuity of the department. Business continuity for LMC can also be improved through full implementation of the existing backup system and development of an off-site backup.	Continue to develop an inventory of critical campus infrastructure resources (servers, network equipment, UPS systems) in order to plan for licensing, maintenance and replacement costs. Continue to develop and implement procedures for regular maintenance and upgrading of IT&S equipment. 1) Track IT&S purchases - including purchase, maintenance, and warranty information. 2) Develop a tool for equipment replacement and upgrade schedules and the associated costs. 3) Obtain a better understanding of long-term campus equipment needs. Continue documentation and improvement of the following procedures: 1) Computer lab/classroom imaging 2) Campus computer naming convention 3) Virtual server naming conventions 4) Staff/faculty computer replacement 5) Backup 6) Software development 7) Others Continue to develop standards, procedures and processes for application development and database storage. Complete the configuration of the HP Data protector to backup the new infrastructure. Complete the migration of campus computing to the AC.Portal Domain. Streamline deployment of Microsoft and other security and bug-fix patches by deploying a WSUS or other server.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
JOURN	Journalism and Graphics Server maintenance	To provide quality labs and equipment to students enrolled in the journalism and graphics program. To provide a classroom environment that emulates the journalism industry workspaces	4. Invest in technology, fortify infrastructure, and enhance fiscal resources. I. The Journalism program strives to utilize existing resources, extend their lifetime, and to be in conversation with college IT planning to provide sustainable, state of the art technology. In conversing with IT, Mike Becker, our lab is in the last phase of the computer replacement cycle. However, IT has recommended that we upgrade the server to meet the current needs of the journalism and graphics classrooms. Our current server was built in 2009 and is in need of replacement after the last server software upgrade. The server controls the shared drives for Journalism and Graphics, which includes the storage of classroom projects (2 year cycle), instructional materials, the digital archive of all of the LMC Experience newspapers, and a backup of these drives. As camera megapixels have increased and projects have become more advanced, the current storage has become inadequate.	Replace macmini – purchase and install macmini with current server software and drives. Replace and upgrade server storage drives– replace server classroom hard drives and backup <ul style="list-style-type: none"> <li>• Journalism – RAID 5 storage and drives</li> <li>• Graphics - RAID 5 storage and drives</li> <li>• Backup - RAID 0 storage and drives</li> </ul>		



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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
JOURN	Journalism Lab remodel project	Continue the Journalism Lab remodel project to make the most efficient use of existing space for teaching and learning, and to add archive storage.	The number of journalism students, and the size of the newspaper itself, has grown over the years, but the physical space has not. We need to better use the current space, update the lab facilities as a teaching and learning space, and add storage for the growing physical archive. Phase 1 of the overall plan has been completed, but Phase 2 calls for additional remodeling and the addition of space.	Remove the interior glass wall around the current office, CC3-304, expanding the interior space of the larger Journalism Lab itself. Push the exterior wall of CC3-304 outward, utilizing the unused hallway space in front of the nearby stairwell to Level 2 for a physical newspaper archive. Add exterior displays in front of offices CC3-302 and CC3-303 for plaques, trophies and other Journalism Program displays. Remodel the current outdated wet darkroom into an open alcove workspace with cabinetry. These were all contained in a plan drawn up by architect Charles Ham (Project 3014.1, see data repository) and approved by management during the 2011-12 academic year for completion with future funding. New plans were drawn up by a new architect, and will also include wall and floor treatments, as well as some electrical, communication network and HVAC adjustments. Completion will necessitate additional meetings with architects and construction project managers, as well as fine-tuning the plan. Also request updated vertical blinds to replace the 40-year-old ones which are deteriorating.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
JOURN	Evolving media landscape	Upgrade the Journalism Program curriculum and related lab equipment to keep pace with evolving skills, standards and technologies.	Keeping pace with changes in the industry directly supports both student learning and creating a culture of continuous improvement.	Integrate industry changes into the curriculum as needed and purchase new lab equipment (computer hardware and software, cameras and recorders, related instructional media and technology) to support instruction around changes in the evolving media landscape. While the need for other improvements not listed below may occur throughout the year, here is a list of those currently on the front burner for immediate attention: 1. Increase capacity: Purchase and install new iMac workstations to meet increased student enrollment in the production suite of journalism classes. 2. RAM: Purchase and install RAM to upgrade existing computers in the Journalism Lab for maximum usage until they are eligible for replacement. Our current computers were manufactured in 2009. Hard drives are reliable for 4-6 years under regular use. We have not experienced the same hard drive failure as the Graphics Lab, however, we are advised from IT to have back-up hard drives on hand as a safety measure. 3. Server: Purchase and install a new Mac Mini with current server software and drives to upgrade our current labs server system. This project is in conjunction with Graphic Arts since we share a server system and need RAID 5 storage and drives for Journalism, RAID 5 storage and drives for Graphic Arts, and RAID 0 storage and drives for backup. 4. Printer: Purchase HP Laserjet M712xh to replace an inoperable printer. The Journalism Lab is currently dependent upon one aging printer to handle proofing of the weekly student newspaper and printing of student work. This printer can produce tabloid sheets, necessary to the newspaper proofing process, and is heavily used. The back-up printer is 15 years old. It has been repaired several times, but stopped working again and cannot be repaired. The working printer is now 9 years old. IT has suggested the HP Laserjet M712xh as the preferred option as we upgrade the lab. 5.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
JOURN	Increase lab capacity – additional stations for production and instruction	To provide quality labs and equipment to students enrolled in the journalism program.	<p>4.1.B. Invest in technology, fortify infrastructure, and enhance fiscal resources. - Implement the Technology Plan to continuously update the College’s hardware, software, and network to improve the effectiveness of instruction, student services, and administrative services. C. Provide faculty and students with accessible and effective technological infrastructure and support for online instruction and student services.</p> <p>I. To meet the needs of our students and provide job skillsets for graphics and 3-D modeling. The journalism program will complete its last phase of upgrades during the summer of 2015. The remodel will expand storage and provide room for 4 additional student stations. ( we currently have one station ready )We are asking for 3 more iMacs to meet this goal.</p> <p>II. The Graphics program strives to utilize existing resources, extend their lifetime, and to be in conversation with college IT planning to provide sustainable, state of the art technology. In conversing with IT, Mike Becker, our lab is in the last phase of the computer replacement cycle. With this in mind we have initiated a maintenance plan in alignment with graphics to last through this cycle. We were advised by IT to apply for Program Improvement to increase our lab capacity.</p>	Purchase and install iMac workstations.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
JOURN	Improve and sustain quality labs for journalism students - Journalism and Graphics Server	To provide quality labs and equipment to students enrolled in the journalism and graphics program. To provide a classroom environment that emulates the journalism industry workspaces	<p>4.1.B. Invest in technology, fortify infrastructure, and enhance fiscal resources. - Implement the Technology Plan to continuously update the College’s hardware, software, and network to improve the effectiveness of instruction, student services, and administrative services. C. Provide faculty and students with accessible and effective technological infrastructure and support for online instruction and student services.</p> <p>I. The Graphics program strives to utilize existing resources, extend their lifetime, and to be in conversation with college IT planning to provide sustainable, state of the art technology. In conversing with IT, Mike Becker, our lab is in the last phase of the computer replacement cycle. However, IT has recommended that we upgrade the server to meet the current needs of the journalism and graphics classrooms. Our current server was built in 2009 and is in need of replacement after the last server software upgrade. The server controls the shared drives for journalism and graphics, which includes the storage of classroom projects, instructional materials, the digital archive of all of the LMC Experience newspapers, and a backup of these drives. As camera megapixels have increased and projects have become more advanced, the current storage has become inadequate.</p>	Replace macmini – purchase and install macmini with current server software and drives. Replace and upgrade server storage drives– replace server classroom hard drives and backup • Journalism – RAID 5 storage and drives • Graphics – RAID 5 storage and drives • Backup – RAID 0 storage and drives		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
JOURN	Improve and sustain quality labs - Improve Journalism classroom	To provide quality labs and equipment to students enrolled in the journalism program.	<p>4.1.B. Invest in technology, fortify infrastructure, and enhance fiscal resources. - Implement the Technology Plan to continuously update the College’s hardware, software, and network to improve the effectiveness of instruction, student services, and administrative services. C. Provide faculty and students with accessible and effective technological infrastructure and support for online instruction and student services.</p> <p>I. To meet the needs of our students and provide job skillsets for journalism. Technology demands for the job market require core knowledge of current software and equipment. In planning for the next software upgrades, Adobe Creative / OSX 10.10, our equipment needs upgrades to handle the increase in memory demand. We offer students experience in the same software that they would use in the following industries; journalism, publication, graphic design, advertising, photography, mass communication.</p> <p>II. The Journalism program strives to utilize existing resources, extend their lifetime, and to be in conversation with college IT planning to provide sustainable, state of the art technology. In conversing with IT, Mike Becker, our lab is in the last phase of the computer replacement cycle. With this in mind we have initiated a maintenance plan with graphics to last through this cycle. Our sustainable solution asks that we upgrade the RAM to keep the existing equipment in good working condition. This increase in RAM will accommodate the new software and operating system demands. Maintenance of aging equipment often calls for replacement of broken equipment such as hard drives, mice, and</p>	upgrade RAM – purchase and install RAM to maximize our computer capacity in the graphics classroom purchase and replace hard drives – Our computers were manufactured in 2009, the same year as the graphics lab. Hard drives are reliable for 4-6 years under regular use. We have not experienced the same hard drive failure as the graphics lab, however, we are advised from IT to have 2-4 hard drives in hand as a safety measure.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
MATH	mathematica in faculty offices	Install Mathematica in all faculty offices.	We use mathematica in classroom, it would help us create innovative lesson plans	Install Mathematica in faculty offices		
MUSIC	Maintain Safety of Existing Ancillary Equipment	To maintain the safety and operations of current existing ancillary equipment such as music white boards etc. To maintain safety, we need to replace the current existing white boards with new ones. The current existing white boards are in the state of disrepair and are a health hazard with potential to cause minor injuries to faculty and students.	Safety is very important for the music department and for the college as a whole. These equipment has served the music department well for many years. It is time for a replacement as the current equipment is a health hazard and is in the state of disrepair.	Replace old portable music white board by purchasing new portable music white boards in rooms 702, 710, 720 and 730.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
RNURS	Obtain 48 computer tablets for the RN, LVN, EMT, and Fire programs.	Obtain 48 computer tablets that may be shared between the nursing and EMT/fire departments.	All 3 programs are developed to assist students to pass a certification test . Currently these tests are administered on computer. This is a unique test taking skill that requires practice while in the training programs. There are currently not enough computers to accommodate the large number of students in these programs and their varied testing schedules.By using computers to test the students in these programs data will be collected indicating the effectiveness of teaching methods provided, allowing for program improvement and thereby increasing the success of non traditional students.	Purchase 48 computer tablets to be shared by 4 programs: RN, LVN, EMT and Fire.		
WELD	Permanent Budget Increase for the Welding Technology Program	Obtain a supply budget increase for the Welding Program	The cost of welding fillermetals, electrodes, and gases has risen dramatically in the past few years and the budget is not meeting the needs of the program. It is expected to run a large deficit this summer.	Present a Rap proposal detailing the needs of the program and requesting additional funds be placed in the welding supply budget.		

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Unit Code	Title	Description	Rationale	Activity	Status Reason	Improvement
WELD	Forklift Shelter	To provide a shelter for the Welding/Auto/Apl. forklift.	Presently, our forklift is outside in the sun all year long. We have no shelter for it. The forklift is becoming damaged by the weather - the sun has dried out the plastic making it brittle and causing the plastic parts to break. The seat is damaged by the sun's UV and has torn open and absorbs water when it rains. All the rubber hydraulic hoses are becoming brittle due to the sun and will start to deteriorate and leak soon. Having a shelter to park it in to protect it from the sun would help to protect it, reduce our maintenance costs and prolong its life.	A new place to park and build a shelter inside the Voctech gated area has to be made. Once a place is determined, a shelter can be made to park it in.		
WFDEV	Financial Resources & Sustainability	Position the college to apply for grants, donations and other funds to enhance the workforce development system.	Save for the establishment of a robust external job placement system, the establishment of aggressive K-12 career pathway and counseling services will complete the establishment of a comprehensive college-wide WED system and address Strategic Objective 4.3., "Improve and enhance resource sustainability and fiscal responsibility.	Support the hiring of a Community and Educational Partnership Liaison focused on secondary education to help create seamless pathways for East Contra Costa high school students to LMC CTE career paths.		