Area	Program	Resource Request Title	Brief Desc of Resource Request	Previously Requested in Year(s)	Estimated Cost	Priority			
						Prog	Area	Comm	ET
SA	MESA	MESA1905	Request for training cost for tutors during the fall semester,	2019-2020	2,000	5	1		
SA	Tutoring Center	TUT2002	Books and solution manuals will be bought for Science, Social Sciences, Language, Business, Art, and Music courses. Text books and solution manuals for English, Basic skills, and math courses will be covered through a separate source of funding. Respective departments will be sought out for a list of books to support our Tutors in providing academic help to students taking courses through their department.	2019-2020, 2018-2019, 2017-2018	$5,000	2	2		
SA	University Transfer Center	TRA1704	Funding to provide activities and services	2017-2018, 2016-2017	$50,000	5	3		
SA	EOPS	EOPS1704	A Speech and Forensic Tournament to be held on a weekend at VC. Program would include use of facilities, lunch and awards. Date to be determined.	2019-2020, 2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015, 2013-2014, 2012-2013, 2011-2012	$2,000	5	4		
AA	Athletics/Kinesiology	A/K1704	Increase in FTEF allocation for KIN - Hours in Lab course offerings so students have more opportunities to complete positive attendance.	2017-2018	$40,000	3			
AA	Automotive/Diesel	AUT2001	Redevelop curricular materials and lab work, and install vehicle faults to match curriculum for new generation vehicles. The VC Auto Program vehicle fleet is currently undergoing a Model Year update. Vehicles that are 2016 and below are up on their lease and being replaced with 2019 - 20+ vehicles. The change in Model Year requires all program lab work (11 courses) to be updated and revised. This process is an extensive revision of existing materials that includes accreditation alignment with the ASE Education Foundation and TTEN. All program vehicles will require extensive fault installation. The process requires FT Auto Instructors to redevelop a majority of all course lab activities, design, test, and implement faults on vehicles, provide oversight and management of fault installation on vehicles as performed by ILT's, and manage the purchasing budget and processes for required supplies. As a reference, we installed a total of 546 faults on the lab vehicles in 2016 as part of our TTEN Certification process, this process was the result of 3 years of program development and implementation to remain fully accredited. The project the program now faces is updating the vehicle fleet to meet new industry, technological advancements, and educational needs and demands.		Supplies: 3,000 Curriculum Support: 5,000 Lab Support: 5,000	1			

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AA	Automotive/Diesel	AUT1903	Support for increasing levels of management required for Subaru-U, BMW Step, and NC3 3rd party programs as well as continued employer engagement and increased student placements (non-TTEN). Additionally, managing opportunities such as the current discussions beginning to occur between the program and VW, as well as others like Honda-PACT and Tesla (Previous opportunities). The additional workload required for this constitutes a recurring support position such as General Program Coordinator (in addition to the TTEN Coordinator). These are highly specialized programs within the AUTO program and are directly contribute to our growth, success in placements, and equipment donations that have not been afforded by the college. Continued success will require long term and recurring support.		Contractual Position	4			
AA	Automotive/Diesel	AUT1902	FTES Allocation for DC position under a newly formed Transportation Technology Department.	2018-2019, 2017-2018	Position under AFT contract	6			
AA	Behavioral and Social Sciences	BSS1904	Establish line item in Political Science department budget to help support the development of the Pathway to Law program (maybe using Guided Pathways funding?) These funds would cover the cost of the Mock Trial fee ($575), supplies ($500), printing costs ($500)	2019-2020	$1575	2			
AA	Behavioral and Social Sciences	BSS1905	Summer non-instruction hours for counselor and faculty champions (40 hours each) to provide summer outreach programs, bridge to the pathway program, and to lead student field trips.	2019-2020	$6000 (non-instructional hourly faculty assignment)	4			
AA	Behavioral Sciences	BEH1707	To increase student comprehension of biological and diagnostic areas of Psychology the discipline needs three copies of the new DSM 5.	2019-2020, 2018-2019, 2017-2018	For three copies of the DSM 5 $700	5			
AA	Career Education	CAR1701	Increased FTEF allocation, including a separate FTEF for noncredit.	2019-2020, 2018-2019, 2017-2018	Cost would vary since increased enrollments would offset increased cost of FTEF	5			
AA	English	ENG1703	Writing Center Faculty Facilitator (ongoing). .667 FTE release time for one or more English instructors to train writing tutors and participate more fully in the operations of the Writing Center. The position will also coordinate the integrated tutoring program in the BEACH and for online classes. Especially in the absence of a Tutoring Center supervisor, faculty facilitator positions are essential to the integrity of tutoring services at the college.	2019-2020, 2018-2019, 2017-2018	68,000	2			
AA	English	ENG 1904	Training for Integrated Writing Tutors: Demand for tutoring is growing, and it is more important than ever for tutors to be well trained to best serve our students. Most tutors are also our students, and so the increased training will also encourage our tutors to continue their education and professional development.		25000	4			

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AA	English	ENG1902	Outreach to high school English teachers. Annual High School VC Connection dinner and events to support better alignment between HS and college curriculum.	2019-2020	1200	5			
AA	English	ENG1903	One Book, One Campus Funding. Purchase class sets of book and support campus events. The OBOC program is designed to foster student engagement by creating an interdisciplinary and integrated intellectual experience.	2019-2020	8000	6			
AA	English	ENG1808	Establish two English faculty leads for (1) First-Year Writing Program and Portfolio Assessment and (2) department-specific Professional Development for English. Each lead would have .2 FTE release per semester. The structural changes of AB705 now require ongoing professional learning to ensure all students are supported in transfer-level composition (ENGL V01A).	2019-2020, 2018-2019	$48,000	9			
AA	English, Math, and Communications	EMC2005 (formerly EML1706)	AB 705 Coordinators for Math and English (converted from former BSI Coordinators and BSSOT grant faculty leads in math and English). Faculty compensation to provide ongoing support needed for AB 705 implementation (math, English, & ESL). Continue to develop (and assess for effectiveness) strategies and assignments that integrate supplemental academic support courses and services with core math, English/ESL/EngM curriculum per AB 705 requirement to provide students' support with their new direct placement into transfer-level math and English courses. Provide two faculty members (one in math and one in English) with up to .67 reassignment each per year to provide ongoing support to faculty and to design, implement, monitor, and assess strategies for student success and make adjustments to our practices as AB 705 success data is reviewed.	2019-2020, 2018-2019, 2017-2018	$140,000 (~$70K per .67 reassignment-- SEA Program funds would be an ideal funding source for this.)	1			
AA	English, Math, and Communications	EMC2003 (Formerly EML1802)	Math and English faculty leads for Tutoring. ONGOING request for reassigned time for one math faculty lead AND one English faculty lead to oversee the integrated tutoring support in our math and English courses. Leads provide ongoing tutor training (especially important in math as we have different math tracks/courses) and liaison with faculty to promote the full and effective use of the integrated tutors. Requesting a continuation of .67 assignment for Math and another .67 assignment for English each year; estimated cost includes salary and fringe. Current/continuing funding source: SEA Program as this is an AB 705/equity initiative.	2019-2020, 2018-2019	$140,000 (~$70K per lead per year)	2			
AA	English, Math, and Communications	EMC 2001 (formerly EML1708)	Site licenses for tutoring support (NetTutor hours beyond the OER-provided 500 hours) and classroom supplemental academic support related to AB 705 implementation for math, English, and ESL (e.g., Reading Plus, ALEKS, Launch Pad, etc.). Noncredit classes (some supplemental classes are CR while others are NR) require no-cost to students, so we will need to supply online and in-class resources needed to assist skills development in the areas of math, English, and ESL. Note: Net Tutor usage last year was 827 hours, which is 327 hours beyond the 500 hours provided. Cost to increase Net Tutor online tutoring to meet demand is ~ $8K.	2019-2020, 2018-2019, 2017-2018	$25,000 (Ideal funding source: SEA Program categorical funds-formerly BSI)	3			

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AA	English, Math, and Communications	EMC 2004 (formerly EML1902)	AB 705 Promotion for English, ESL & Math: Create and disseminate appropriate and targeted marketing materials and tools to encourage students to take the appropriate math, English & ESL courses in their first year. Includes community advertising campaign in Spanish (via local radio?), customized AB 705 video for our website, funds to support the annual High School Connections event with math, English & ESL teachers from the local high schools, and funding for ESL instructors to do student assessments and on-boarding, especially for our noncredit ESL students.	2019-2020	$6,000	4			
AA	ESL	ESL1702	Funding to implement a targeted marketing plan for the ESL program: social media advertising (promoted), postage for posters/flyers/postcards and improve and updated the ESL/EngM website. Provide funding for faculty to make presentations in the summer.	2019-2020, 2018-2019, 2017-2018	$15,000	2			
AA	ESL	ESL1704	Expand the growing non-credit program by adding classes at the main campus as well as East Campus. Evening noncredit ESL courses, in particular, have higher enrollment and have the potential to grow.	2019-2020, 2018-2019, 2017-2018		7			
AA	ESL	ESL1704	Expand the growing non-credit program by adding classes at the main campus as well as East Campus. Evening noncredit ESL courses, in particular, have higher enrollment and have the potential to grow.	2019-2020, 2018-2019, 2017-2018		7			
AA	Manufacturing Technology and Welding	MAN2002	Hire a professional to create a manufacturing marketing campaign. This campaign should specifically address our low female enrollment rates.		10,000	2			
AA	Manufacturing Technology and Welding	MAN2002	Marketing campaign.	2019-2020, 2018-2019, 2017-2018	10,000.00	2			

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AA	Mathematics and Computer Science	MAT2007	The math department would like to pilot a 3 year subscription to "Design PLUS, UDOIT, TidyUP, Ready Go" suite by Cidilabs. This is a single LTI (External App) for Canvas. Design PLUS is a course authoring and page design toolset that works native in Canvas. UDOIT is fast and easy way to identify and delete unused files and pages in Canvas which gets rid of clutter so you can find your content faster. UDOIT is an accessibility checker in Canvas that helps identify and delete easily fix accessibility issues in courses. ReadyGO provides instructional designers with the data they need to ensure courses are prepared for coming terms whiling tracking updates and course readiness without leaving Canvas. With the current online modality of all of our classes and the prospect of increased online classes in the future, the math department would like to make it easier to set up our Canvas classes using Design PLUS. This could save our teachers thousands of hours. Those hours can instead be spent helping students. Since the IT department does not get financing in program review, we wanted to propose this which will also benefit their department. Our Ventura College IT team would need to work with Cidilabs for 20-30 minutes to install. All program updates and instructor support would be handled by Cidilabs after that.		$15,000 for a 3 year subscription.	7			
AA	Medical Assistant	MA2001	The MA program requires significant student costs including uniforms, supplies, and textbooks. Minimizing the cost of books will make the program more accessible and promote equity in the program. Funds are needed to compensate faculty develop core MA courses into Zero Cost Textbook options by selecting an OER text and supplemental materials and incorporating the resources into a Canvas course shell. The CCCOER standard is $3,500 per course. Last year we offered instructors between $1,500-$2,000 per course, which does not come close to covering the number of hours required to convert a course. It would be helpful to return to a competitive compensation structure to incentivize completing a ZTC degree. In addition, there are low cost software packages that can offset the textbook cost and help implement distance learning options for the MA Program. While the business department has converted 8 courses to ZTC, we have yet to convert any MA courses.		$15,000	1			
AA	Performing Arts	PER2012	Grant writing and additional funding for a new work commission by a BIPOC, LGBTQ+ or Female artist each year, and support staff for said production.		$20,000	8			
AA	Performing Arts	PER2017	Storage Containers(x2) to handle the growing demand for locating additional storage on our campus. Add shelving to these containers. $2,000 a piece and $500 in shelving per container.		$6,000	9			

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AA	Physics/Astronomy	PHYS1702	The physics and astronomy department requests a sustained budget (General Fund) for the essential maintenance and periodic replacement of the more than 500 physics and astronomy apparatuses needed for labs and lecture demonstrations. An annual budget of $2000 is requested for this purpose to ensure an adequate collection of functioning equipment is available for effective hands-on learning.	2019-2020, 2018-2019, 2017-2018, 2016-2017, 2015-2016, 2014-2015	$2000	3			
AA	Sciences and Distance Education	DEd1904	Our contract with the CVC OEI requires that we have 20% of all online courses OEI certified to maintain membership in the consortium. Prior to COVID we needed a minimum of 30 courses to meet this goal. Once we return to on-ground instruction it is safe to assume that we will need at least that many courses aligned. Currently we only have 5 instructors who have aligned one or more courses. We are well short of this obligation.

It takes a faculty member approx. 40 hours of work to align a course to the OEI rubric, and there is no incentive for faculty to undertake this task. In order to meet the requirement of our contract with the CVC OEI, we need to incentivize faculty to get their courses reviewed as well as compensate certified Peer Online Course Reviewers to assist them through the process.

Additionally, courses that are OEI aligned demonstrate greater success and a reduction in the equity gap, and OEI aligned courses are featured in the statewide course exchange hosted by the CVC OEI.

A suggested incentive is to pay faculty as Professional Experts $200 to start the alignment process and $1000 to successfully complete it. Once we are certified as a Peer Online Course Review College we need to pay faculty to review the courses of their peers working on alignment. We suggest $300 for each course reviewed. This is a cost of $1500 per course to align.

If we fail to make progress toward our 20% requirement, we risk losing the OEI provided LMS and all of the support software. This compensation incentive is a small price to pay considering the cost of Canvas alone, if we had to purchase it. If VC had to purchase Canvas this year, it would have cost $109,532.72, and it would be tens of thousands more to include all of the other software provided by the OEI.

The funding requested provides compensation to align 12 courses. This request should be considered for Student Success and Equity Funds and/or Guided Pathways funding as it is demonstrated to assist meeting those goals. | 2019-2020 | $18,000 | 1 | | | |

						Priority			
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AA	Sciences and Distance Education	DEd2001	The state will stop funding the proctoring software, Proctorio, on December 31, 2020. The college must either fund Proctorio or a replacement for this product. There are a number of instructors who require this software to proctor their exams and quizzes. Given that our courses have moved online in 20-21 and will likely have a greater online presence in years to come, this software is a necessary purchase. We request funding to purchase Proctorio proctoring software ($15,000) and pilot competitors software ($10,000). Since it will be the college's responsibility to provide this resource going forward, we recommend that funding be provided to investigate other packages to see if there is a better product on the market. Proctorio was preferable when it was provided by the state free of charge, but now that it is no longer free there should be incentive to investigate and pilot other packages to see if a superior product is available.		$25,000	2			
AA	Sciences and Distance Education	SCI1904	Increase the Sciences furniture refresh budget from $3000/yr to $7000/yr. The current line item added to the budget to refresh the furniture is not sufficient to complete an entire classroom in many situations. For the rooms that cost more money, the current line item would only allow us to refresh a portion of the room at one time. This will cause a mismatch to the furniture and require two or more years to complete the refresh on one room. Many of the chairs in this building are 23 years old. They have exceeded their life span. A number of chairs have broken over the years while students are sitting on them. This creates a safety risk and a liability for the college. We need sufficient funding to purchase quality, sturdy furniture that will hold up to students using it for several classes every day.	2019-2020, 2018-2019	$7000	4			
AA	Sciences and Distance Education	SCI1905	Provide a budget for maintenance for the Scanning Electron Microscope (SEM). The division owns a Scanning Electron Microscope that was originally purchased for a little over $250,000 using an NSF grant. For about a decade the SEM has sat idle needing technical maintenance to restore it to use. This past year we used grant funding to repair the SEM and pay to train two of our staff members. Now that the SEM is operational again we need funding to maintain it. We need a line item budget to be able to provide any necessary maintenance done to keep the machine in operation. This machine is useful to every discipline in the Sciences. We have an incredible resource here for our students. It is a shame that it sat idle for about a decade.	2019-2020	$5000/yr	5			

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AA	Sciences and Distance Education	sci1705	purchase and install display cases in the hallway outside of MCE-225 & 226 as well outside SCI-118 & SCI-119. Paint murals on the hallway walls to highlight Anthropology outside MCE-225 & 226, outside of SCI-118 to highlight Physics, outside SCI-119 to highlight Geosciences, outside SCI-101 to highlight Engineering, outside SCI-213 to highlight Chemistry and outside SCI-313 to highlight Biology. Provide and hang artwork in the 3rd floor hallways and conference room. This should be photographs of students engaged in laboratory activities and/or interesting pictures related to the fields of biology and chemistry to draw attention to the programs.	2019-2020, 2018-2019, 2017-2018	$25,000	6			
AA	Social Sciences	SOSC1701 (CHST)	Supports for Chicano Studies, MEChA, and the AIM Group on campus. Description and justification of this resource request: throughout each semester Chicano Studies, MEChA, and the AIM Group on campus present important cultural events on campus that strengthen student identities with these ethnic groups and familiarize others to the strength and beauty of Mexican, Hispanic, and Native American cultures, and the cultural diversity of our campus and communities. These events are often tied to courses on campus and in addition to creating an essential collective awareness of cultures and diversity, serve to inform about challenges facing these groups (per political attacks and the federal government's reversal on D.A.C.A. for example) and American citizens in general, and offer a forum for examining solutions and community solidarity.	2017-2018, 2016-2017, 2015-2016	$3,000	3			
AA	Water Science	WAT1803	Buses, drivers, and portable Public Address system to facilitate field trips	2019-2020, 2018-2019, 2017-2018, 2016-2017	~20,500	2			
BAS	Basic Needs	BNO2001	Annual allocation of $25,000 to purchase food for the Food Pantry. The pantry cannot operate on donations alone, and needs VC funding to supplement additional food and supplies.	2019-2020	$25,000	1			
BAS	Basic Needs	BNO1906	Purchase or lease a commercial van for weekly food and supply pick-ups. Current availability is dependent upon Athletics's use of college vans. Food pick-ups occur an average of 7 times a week when the food pantry is open.	2019-2020	$40,000	6			
ET	Executive Team	EXT2002	Contract grant writing services to increase resources and programs for under-served student populations, with specific attention to federal, state, local grants, including Hispanic Serving Institution initiatives.		$35,000	2			