Program	Planning Year	Objective Title	Objective	Action Plan	Type of Resource	Resource Request	Resource Request Description	Cost
Distance Education	2019-2020	Provide DE Faculty Tools & Resources for Quality Online Instruction	Ensure all existing and new online/hybrid course instructors have met the minimum standards established for teaching in this modality, and that all have access to professional development and training in the areas of online student equity and online student support tools.	Offer workshops and/or training materials related to how to organize and visually customize online and/or hybrid courses in order to improve the online experience for Cañada students. Offer workshops and/or training materials related to how to use the Canvas Teacher App for grading and student communication, as well as training related to the Canvas Student App, so faculty are prepared for questions from students related to the app. Continue to offer training and support for faculty adoption of Screencast-O-Matic.	Information Technology	iPad & Apple Pencil	In order to offer workshops and create training materials related to the Canvas Teacher and Canvas Students Apps, I need to be able to (1) learn to use the apps better myself, (2) test what faculty and students are able to do on them, and (3) use the apps to do live demos or 1 on 1 trainings for the apps. Having an iPad would allow me to offer workshops and create training materials related to the Canvas apps, and many other apps that faculty are either already interested in using, or that would be helpful for distance education faculty and students.	$914.33
Distance Education	2019-2020	Provide DE Faculty Tools & Resources for Quality Online Instruction	Ensure all existing and new online/hybrid course instructors have met the minimum standards established for teaching in this modality, and that all have access to professional development and training in the areas of online student equity and online student support tools.	Offer workshops and/or training materials related to how to organize and visually customize online and/or hybrid courses in order to improve the online experience for Cañada students. Offer workshops and/or training materials related to how to use the Canvas Teacher App for grading and student communication, as well as training related to the Canvas Student App, so faculty are prepared for questions from students related to the app. Continue to offer training and support for faculty adoption of Screencast-O-Matic.	Software	Renewal of Screencast-O-Matic License for 2 Years		$2,520.00

Program	Planning Year	Objective Title	Objective	Action Plan	Type of Resource	Resource Request	Resource Request Description	Cost
Distance Education	2019-2020	Secure Adequate Support for Distance Education Professional Development	Ensure that the DE Team and at least three distance education faculty are able to attend one or more of the major distance education conferences (Online Teaching Conference, InstructureCon, and Online Learning Consortium Innovate) each year.	Identify which of the three major conferences are most beneficial for the ASLT Dean, Faculty DE Coordinator, and Instructional Technologist to attend each year. Require that knowledge gained on best practices in the use of online learning tools, data summaries, emerging trends, and other information is shared with the wider campus via college DEAC meetings and Professional Learning Committee meetings.	Professional Development	1 faculty (DE Coordinator) and one staff (Instructional Technologist) to attend Online Teaching Conference. Attending this conference is essential to the work of the DE faculty coordinator and instructional technologist as it provides technical and pedagogical resources, updates and learning opportunities to these key positions supporting DE at our college. Expenses are typically not covered by other professional development resources.	Participants will apply for professional development funds in order to be able to attend, however the individual PD allotment does not cover the costs needed for multiple conferences.	$5,000.00
Distance Education	2019-2020	Secure Adequate Support for Distance Education Professional Development	Ensure that the DE Team and at least three distance education faculty are able to attend one or more of the major distance education conferences (Online Teaching Conference, InstructureCon, and Online Learning Consortium Innovate) each year.	Identify which of the three major conferences are most beneficial for the ASLT Dean, Faculty DE Coordinator, and Instructional Technologist to attend each year. Require that knowledge gained on best practices in the use of online learning tools, data summaries, emerging trends, and other information is shared with the wider campus via college DEAC meetings and Professional Learning Committee meetings.	Professional Development	Funding for three online/hybrid course faculty to attend the Online Learning Consortium (OLC) conference. Requested funds will cover attendance costs for faculty not supported by other professional development resources	Participants will apply for professional development funds in order to be able to attend, however funding to cover any costs for those who's requests are not approved.	$5,000.00
Distance Education	2019-2020	Secure Adequate Support for Distance Education Professional Development	Ensure that the DE Team and at least three distance education faculty are able to attend one or more of the major distance education conferences (Online Teaching Conference, InstructureCon, and Online Learning Consortium Innovate) each year.	Identify which of the three major conferences are most beneficial for the ASLT Dean, Faculty DE Coordinator, and Instructional Technologist to attend each year. Require that knowledge gained on best practices in the use of online learning tools, data summaries, emerging trends, and other information is shared with the wider campus via college DEAC meetings and Professional Learning Committee meetings.	Professional Development	Funding support for the Faculty DE Coordinator and the Instructional Technologist to attend the annual InstructureCon Conference. This is the conference for all things related to Canvas and its related third party application vendors	Participants will apply for professional development funds in order to be able to attend, but would like to be able to cover any costs for those who's requests are not approved.	$4,000.00
Kinesiology, Athletics & Dance	2019-2020	Curriculum	Enhancing and maintaining new curriculum through purchases of new resources	Please refer to the Kinesiology, Athletics, Fitness, and Dance Report	Subscriptions or Memberships	Spotify music subscription	Music is used during fitness and dance instruction. One subscription could be utilized by all of KAD.	$120.00
Kinesiology, Athletics & Dance	2019-2020	Curriculum	Enhancing and maintaining new curriculum through purchases of new resources	Please refer to the Kinesiology, Athletics, Fitness, and Dance Report	Supplies (Items less than $5000)	Amazon Basics Hard Camera Case	Protect the camera that was purchased last cycle when travelling to away games	$70.00

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Kinesiology, Athletics & Dance	2019-2020	Curriculum	Enhancing and maintaining new curriculum through purchases of new resources	Please refer to the Kinesiology, Athletics, Fitness, and Dance Report	Supplies (Items less than $5000)	Hipod In Ground Sleeve	This allows for a permanent sleeve for our Hipod System that is wind-proof and protects our camera system investment on a long-term basis.	$400.00
Kinesiology, Athletics & Dance	2019-2020	Curriculum	Enhancing and maintaining new curriculum through purchases of new resources	Please refer to the Kinesiology, Athletics, Fitness, and Dance Report	Supplies (Items less than $5000)	Mini Electric Inflator	Supplies to maintain equipment (pump basketballs)	$140.00
Kinesiology, Athletics & Dance	2019-2020	Curriculum	Enhancing and maintaining new curriculum through purchases of new resources	Please refer to the Kinesiology, Athletics, Fitness, and Dance Report	Supplies (Items less than $5000)	Monster Sled with Lead and Harness	Additional equipment for fitness classes (boot camp, total body burn, weight training) and varsity team strength and conditioning	$1,400.00
Kinesiology, Athletics & Dance	2019-2020	Professional Development	Assist staff and faculty in participating in professional development.		Subscriptions or Memberships	CCCATA Dues	Staff uses this membership to network with fellow CCCAA athletic trainers. The organization occasionally provides CEU opportunities as part of membership which reduces amount of professional development funds requested by staff.	$50.00
Kinesiology, Athletics & Dance	2019-2020	Professional Development	Assist staff and faculty in participating in professional development.		Subscriptions or Memberships	National Athletic Trainers Association Membership Dues	The athletic training staff uses this professional membership to network with other athletic trainers and stay up-to-date on developments in the sports medicine industry. Early/punctual membership due payment also provides the added benefit of free continuing education units (CEUs), of which each athletic trainer must obtain 50 units in order to remain certified for their job statuses. This reduces the amount of professional development funds requested by the staff	$548.00

Program	Planning Year	Objective Title	Objective	Action Plan	Type of Resource	Resource Request	Resource Request Description	Cost
Library	2018-2019	Increase quality of resources for the Business program	Increase quality of resources for the Business program by purchasing a subscription to Mergent Online. Mergent Online database is an excellent resource for in-depth business and financial research. Includes corporate and financial data for all publicly traded companies (both active and inactive), covering both U.S. and international companies. In addition, company profiles include historical financials and management profiles. The database also provides access to government SEC filings and comes with a number of exportable report-building options. Mergent Online database is an excellent resource for in-depth business and financial research. Includes corporate and financial data for all publicly traded companies (both active and inactive), covering both U.S. and international companies. In addition, company profiles include historical financials and management profiles. The database also provides access to government	Purchase Mergent Online subscription.	Information Technology	Mergent Online Databases	Mergent Online database is an excellent resource for in-depth business and financial research. Includes corporate and financial data for all publicly traded companies (both active and inactive), covering both U.S. and international companies. In addition, company profiles include historical financials and management profiles. The database also provides access to government SEC filings and comes with a number of exportable report-building options. There are about 660 students (not unique headcount) taking business classes in fall 2018. As such, the Library has been working closely with the Business department/faculty at Cañada College in providing business research support for students enrolled in various business classes, in particular, Business 100, Business 180, and Business 150. These courses require specialized company and industry profiles, and	$2,500.00
Library	2018-2019	Equity in Internet Access	Increase student equity by providing one-week checkouts of portable WiFi Routers. There are many students on campus whose only home access to internet is through their phones. While internet access has grown over time it is still beyond the reach for many. According to the Pew Research Center 12% of adults in the United States (1 in 10) only have access to the internet through their smartphones. This situation is especially common among younger adults, non-whites and lower-income people. Twenty-three percent of Hispanic adults and 21% of adults who make less than $30,000 only have access to the internet through their phone (http://www.pewinternet.org/fact-sheet/internet-broadband). With the increase in OER and other electronic textbooks and use of Canvas for both online, hybrid, and in-person classes students are in need of reliable internet more than ever in order to be	Increase student access to reliable internet.	Other	10 WiFi Routers		$5,000.00

Program	Planning Year	Objective Title	Objective	Action Plan	Type of Resource	Resource Request	Resource Request Description	Cost
Library	2018-2019	Increase student, staff, and faculty access to online resources for outreach and instruction	Due to the implementation of the statewide Library Services Platform (LSP) we will be de-coupling from the Peninsula Library System. Once consequence of this is that we will be losing access to our Gale databases including Opposing Viewpoints, Literature Resource Center, and Business Insights Global. We would also like increase our funding for our patron-driven acquisitions account with Kanopy.	We will invest more funds into Kanopy.

This July we put $3,000 into our Kanopy account. We've seen a lot of interest and use by faculty and students in the three months that we've started our subscription. Kanopy is used by campus groups for outreach events, as it includes the public performance rights for all its films, by faculty for course-specific assignments, and by students for research. Puente and the International Office have used it to show films as part of their programing. Anthropology, History, and English classes have used films in Kanopy as part of their course curriculum. It has proved VERY popular, with 912 visits, 345 plays, and a total of 8,347 minutes of video watched in the last four months. After only about four months we've spent about half of our Kanopy funds. . With the popularity of this service we would like to put in an | Information Technology | Increasing Kanopy funds by $3,000 ($6,000 total). | We've seen a lot of interest and use by faculty and students in the three months that we've started our subscription. Kanopy is used by campus groups for outreach events, as it includes the public performance rights for all its films, by faculty for course-specific assignments, and by students for research. Puente and the International Office have used it to show films as part of their programing. Anthropology, History, and English classes have used films in Kanopy as part of their course curriculum. It has proved VERY popular, with 912 visits, 345 plays, and a total of 8,347 minutes of video watched in the last four months. After only about four months we've spent about half of our Kanopy funds.

Kanopy use a patron-driven acquisitions model. This means that we put in a set amount of money and each time a video is triggered (watched four or more times) | $3,000.00 |
| Library | 2018-2019 | Increasing eBook collection | To increase the eBook collection by purchasing titles assigned for courses through EBSCO eBooks. We will support the College's ZTC efforts and reduce textbook costs for students. | Purchase eBooks available in EBSCO eBook Collection that are assigned readings for courses. | Information Technology | Additional funds for purchasing eBooks from EBSCO eBook Collection. | Many assigned readings for English (and some for other classes) are available as eBooks through EBSCO's eBook collection database. However, we do need to purchase these eBooks so that they are available to students. We do not currently have an eBook budget for EBSCO, so this will allow us to increase both our online resources and our reserves. This will also support College efforts to increase ZTC courses and reduce textbook costs to students. | $3,000.00 |

Program	Planning Year	Objective Title	Objective	Action Plan	Type of Resource	Resource Request	Resource Request Description	Cost
Honors Transfer Program	2019-2020	Include HTP as a line item in the college budget	Currently the HTP does not have a set budget for program-related expenses. The Office of Instruction has generally found funds for routine requests, but lack of a known budget makes planning difficult and sometimes results in missed opportunities. The HTP has routine membership expenses for national, regional, and state honors councils and for routine print expenses for schedule and membership flyers. It is cumbersome and time-consuming to have to request funds for routine tasks. Further, the HTP's outreach and promotional materials are out of date (other than the schedule flyers that are created each semester). New materials are desperately needed, as noted in sections 4,7,10 in the program review. The presentation of student honors research is one of the three PLOs for the program, and local, regional, and national conferences are transformative for both students and faculty. (See	Create a budget line for HTP	Other	Allocated Funding for HTP Operational Budget	Notably, many/most of the costs itemized below are NOT new costs to the college. They are being paid from Office of Instruction, Professional Development, Vending Commission, etc... Honors Program Dues (National Collegiate Honors Council, Western Regional Honors Council, Honors Transfer Council of CA): $800 NCHC Annual Conference for HTP Coordinator and one Honors Faculty: $4000 HTCC Conference for HTP Coordinator or HTP Counselor: $600 NCHC Annual Conference for Student Presentation: $2000 Registration and Travel for Students and Faculty for BHC Fall and Spring Event: $1000 Honors Showcase Printing: $250 Honors Showcase Food: $800 Printing Costs for Class Listing and Membership Information: $250 Printing of New Promotional	$10,720.00
Accounting & Business	2018-2019	Facilities Space	Improve the condition and availability of facilities space on campus available to Business and Accounting Programs	Plan and implement a strategic use for the new Business Hub in 13-217 for both students and faculty	Equipment (Items Over $5000)	Replacement modular desks, chairs, laptop carts similar to Business Hub but on a smaller scale. 13-213		$125,000.00
Accounting & Business	2018-2019	Increase Student Access	Increase student access to the Accounting and Business Programs to promote student equity	Collaborate with the College for Working Adults (CWA) program and academic counselors to investigate a future partnership with CWA for business majors	Supplies (Items less than $5000)	Business Online Academy (BOA) textbooks	Provide a minimum of three copies of each Business Online Academy (BOA) course textbook at each of the three district college library textbook reserves.	$4,999.00
Accounting & Business	2018-2019	Increase Student Retention and Completion	in Accounting and Business Programs	Convert existing Program Services Coordinator (PSC) position to a permanent funding in Fund I	Other	Community of Practice (COP) Funding	This follows the UC Berkeley Faculty Learning Program (FLP) that is already taking place with STEM and non-STEM faculty, however, this will require additional funding for faculty non-instructional rate hours (approximately $1,000/faculty member) and food/beverages for kick-off meetings (less than $500) with a goal of 5 participating faculty.	$5,500.00
Accounting & Business	2018-2019	Promote Programs	Promote Business and Accounting Programs	Sustain and possibly increase current online and social media marketing tactics to support program and course impressions with our target markets	Advertising	Marketing budget for Business & Accounting		$3,000.00
Medical Assisting	2019-2020	EKG machines.	Re-calibrate and purchase new EKG machine.	Re-calibrate (3) and purchase new EKG machine.	Contract Services	Re-calibrate (3) EKG machines.	Cost of re-calibration is approximately $1500 each and machines would need to be shipped to McKesson.	$4,500.00

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Medical Assisting	2019-2020	EKG machines.	Re-calibrate and purchase new EKG machine.	Re-calibrate (3) and purchase new EKG machine.	Supplies (Items less than $5000)	New EKG machine cost is approximately $1,900.		$1,900.00
Medical Assisting	2019-2020	EPIC Software	Purchase of EPIC software to increase opportunities for student employment at major hospitals, similar to Stanford.	Purchase EPIC software and develop curriculum.	Software	EPIC software licenses. $50,000 is an estimate.		$50,000.00
Medical Assisting	2019-2020	Exam Preparation	Offer exam preparation for CCMA and NHA; students' success (and community members) will increase upon taking the actual exam.	Purchase exam preparation material from publisher and develop curriculum for workshops. There is a possibility to offer actual exam on campus location (future plan).	Software	CCMA preparation material. Approximately 40 tests at $245 license per text.		$9,800.00
Medical Assisting	2019-2020	Exam Preparation	Offer exam preparation for CCMA and NHA; students' success (and community members) will increase upon taking the actual exam.	Purchase exam preparation material from publisher and develop curriculum for workshops. There is a possibility to offer actual exam on campus location (future plan).	Software	NHA preparation material. Approximately 40 exams at $275 per license.		$11,000.00
Medical Assisting	2019-2020	Pflebotomy Equipment	Phlebotomy is complementary to medical assisting; training will offer additional opportunities for employment. This objective focuses on students and community members seeking additional skills.	Introduce phlebotomy to medical assisting and community members.	Supplies (Items less than $5000)	Two (2) Phlebotomy Chairs.		$1,100.00