IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW COVER AND SIGN-OFF SHEET

PROGRAM/DEPARTMENT **BUDGET: Business Department** ACADEMIC YR. **2014-2015**

[X] Academic Program Review Budget [X] Additional Resource Requests

Program Review Completed by:

Printed Name	Title	Signature/Date
Frances Arce-Gomez	Staff Secretary II	*Frances Arce-Gomez* 3/20/14

Program Chair/Coordinator/Director:

Printed Name	Title	Signature/Date
Craig Blek	Department Chair	*Craig M Blek* 3/27/14

Area Dean:

Printed Name	Title	Signature/Date
Efrain Silva	Dean, EWD	*Efrain Silva* 03/28/14

Area Vice President:

Printed Name	Title	Signature/Date
Kathy Berry	VP, Academic Services	*Kathy Berry* 4-1-14

Imperial Valley College
Program Review
Routine Operational Cost Resource Requests

ROUTINE OPERATIONAL COST NEEDS for ORG 352 - Business AND PROGRAM 500 - :									
# Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	3 Goal Three (Resources): The College will de	Copy Print	$2,000	1	1	No	Yes		$2,000
								Totals:	**$2,000**

Long Justifications:

1 The copy print expense keeps increasing yearly. We need an additional $ 2000.00 to cover copy expenses.

Grand Total: **$2,000**

Imperial Valley College

Program Review

Staffing Resource Requests

STAFFING NEEDS for ORG 352 - Business AND PROGRAM 500 - :										
#	Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	3	Goal Three (Resources): The College will de	1/2 time classified	$22,500	1	1	No	Yes		$22,500
									Totals:	**$22,500**

Long Justifications:

1 The Business Department currently shares secretarial staff with Industrial Technology. This is a problem for both departments. The Business Department office is empty, thus there is no one to help students and community members when they need assistance. Additionally, it makes department communication much more difficult.

Grand Total: **$22,500**

Imperial Valley
College
Program Review
Technology Resource Requests

TECHNOLOGY NEEDS for ORG 353 - Computer Information Systems AND PROGRAM 6790 - Other General Inst Support Services:									
# Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	2 Goal Two (Student Learning Programs and	Software (Actual cost plus annual maintena	$8,400	1	2	Yes	No		$8,400
							Totals:		$8,400

Long Justifications:

1 We need to upgrade the 2724 lab so that the software is the same as in lab 801.

Grand Total: $8,400

Imperial Valley College
Program Review
Marketing Resource Requests

MARKETING NEEDS for ORG 355 - Legal Assistant AND PROGRAM 500 - :									
# Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	2 Goal Two (Student Learning Programs and :	Additional Marketing	$500	1	1	Yes	No		$500
								Totals:	$500

Long Justifications:

1 To make more efficient use of the 901 lab, we need keyborad trays to better facilitate additional computer/office technologies classes in that room.

Grand Total: $500

Imperial Valley College

Program Review

Technology Resource Requests

TECHNOLOGY NEEDS for ORG 357 - Office Technologies AND PROGRAM 500 - :										
#	Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	3	Goal Three (Resources): The College will de	Keyboard trays	$3,500	1	1	Yes	No		$3,500
2	2	Goal Two (Student Learning Programs and	Software (Actual cost plus annual maintena	$1,100	1	2	Yes	No		$1,100
									Totals:	**$4,600**

Long Justifications:

1 To make more efficient use of the 901 lab, we need keyborad trays to better facilitate additional computer/office technologies classes in that room.

2 We need to update our Quickbooks software for room 2610 and for the new computer room in the CTE building. We need a total of 60 licenses.

Grand Total: **$4,600**

Imperial Valley College

Program Review

Marketing Resource Requests

MARKETING NEEDS for ORG 358 - Cisco CCNA Discovery Program AND PROGRAM 500 - :									
# Goal	Goal Description	Item Name	Cost	Qty.	Prio.	New	Rev.	Grouping	Total
1	3	Goal Three (Resources): The College will de	Marketing	$500	1	2	Yes	No		$500
								Totals:	**$500**

Long Justifications:

1 We need to upgrade to the newest version of Photoshop, which now requires a yearly site license. We need enough for room 803 (35) and for 2724 (24). Each computer runs $195

If we only upgrade 803 the cost would be $7000 and it would be ongoing.

Grand Total: **$500**