PALAU
COMMUNITY
COLLEGE

"We Strive to Guarantee Quality and Excellence"

Palau Community College is an accessible public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

T2 - Instructional Departments
(Academic Departments)
Three Year Program Review

Mathematics Department

Fall 2018-Summer 2021

Program Review <u>Completed</u> By:

Name	Title	Signature	Date
Epimachus Moses	Associate Professor, Mathematics		5/2/2022

Program Review <u>Certified</u> By:

Name	Title	Signature	Date
OCIKOLA OYKONG	Dean		5/4/2022

Program Review <u>Received</u> By: (Institutional Research & Evaluation Office)

Name	Title	Signature	Date
Ligaya Vara	Institutional Researcher		5/4/2022

Purpose:

Program review at Palau Community College is a process that provides an extensive evaluation of academic and non-academic programs on a three year basis. The results of yearly assessments (using the FAMED process) are compiled into the one three year review cycle.

The purpose of program review is to evaluate program sufficiency to allow definite strategies to be developed for major revisions, to provide information for consideration when decisions are made, and to develop recommendations to improve institutional effectiveness.

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Instructions for completing Program Review:

1. Type your text into the boxes. The text boxes will expand to accommodate the amount of text spaces you need.

2. Individual instructions are included before each section. Examples are in **green**, remove when you start writing.

3. Submit completed and signed Program Review in both hard copy and electronic copy format to the Institutional Research & Evaluation Office.

4. Required supporting documents must be included during submission.

   Appendix A: CLOs – GE/ILOs Mapping (e-copy only)

   Appendix B: Most Updated & Approved Outlines within this cycle (e-copy only)

   Appendix C: FAMED grid of all course assessment data within review cycle
   (e-copy in pdf only)

5. Be sure to keep both hard and electronic copies for your file.

Note: Other college plans may include the 15-Year Institutional Master Plan, the 5-Year Technology Plan, Institutional Learning Outcomes, Institutional-Set Standards for Student Achievement, or other plans, such as an approved department plan or committee plan.

I. Academic Department Purpose and Relationship to the College Mission

1. State the mission of this academic department below.

The department main goals are to:

- ❖ Provide students with learning opportunities to extend their study of mathematics in order to communicate mathematical ideas effectively either orally or in writing.

- ❖ Provide students in vocational and non-vocational programs with mathematical concepts and problem-solving skills to be successful in their chosen field of specialization.

- ❖ Develop student's ability in precise and accurate skills in mathematical computation.

2. How is the academic department supporting the overall mission of the College?

The goals of the Mathematics Department at Palau Community College is directly linked to the mission of the college, that is to provide learning opportunities for all students in mathematics which supports all the college programs. It promotes the study of mathematics in-depth in preparation for a college degree or an immediate career, support the mathematical needs of other courses, and supply a curriculum for all students to enhance their understanding of mathematical thought in their technical, academic, and economic needs.

3. Provide a brief history of this academic department below. Include the updates of major changes and accomplishments since the last review.

The teaching of mathematics at Palau Community College began in 1969 when the college was known as Micronesian Occupational Center (MOC), a two-year post-secondary vocational/technical institution. The mathematics courses provided concepts and skills that supported the vocational and technical programs in the college. Over the years, the department main goals have continued to expand to support academic programs such as Business Accounting, Criminal Justice, Education Programs, Environmental Science, Liberal Arts, Library Science, and Science Technology Engineering & Mathematics (STEM). The department now has eleven (11) courses which provide quality instructions for both academic and technical programs.

II. Student and Faculty Data

Figure 1 – Course Completion Data

Table 1a. Course Completion of Department Courses (Fall)

FA 2018					FA 2019					FA 2020				
Course	Passed	Failed	Withdraw	Enrolled	**Course**	Passed	Failed	Withdraw	Enrolled	**Course**	Passed	Failed	Withdraw	Enrolled
MA100	8	0	0	*8*	**MA100**	12	0	1	*13*	**MA100**	8	0	0	*8*
MA101	8	0	5	*13*	**MA101**	13	0	2	*15*	**MA101**	21	0	1	*22*
MA103	48	4	15	*67*	**MA103**	50	0	11	*61*	**MA103**	71	0	12	*83*
MA105	23	0	18	*41*	**MA105**	23	2	10	*35*	**MA105**	32	5	17	*54*
MA110	11	3	9	*23*	**MA110**	13	3	12	*28*	**MA110**	12	3	5	*20*
MA111	18	0	4	*22*	**MA111**	9	0	3	*12*	**MA111**	5	0	7	*12*
MA112	5	0	3	*8*	**MA112**	16	1	3	*20*	**MA112**	10	5	6	*21*
MA157	10	0	1	*11*	**MA157**	1	0	1	*2*	**MA157**	1	1	0	*2*
MA211	6	0	0	*6*										

Table 1b. Course Completion of Department Courses (Spring)

SP 2019					SP 2020					SP 2021				
Course	Passed	Failed	Withdraw	Enrolled	**Course**	Passed	Failed	Withdraw	Enrolled	**Course**	Passed	Failed	Withdraw	Enrolled
MA103	35	3	7	*45*	**MA100**	3	1	0	*4*	**MA100**	10	0	3	*13*
MA105	21	1	15	*37*	**MA103**	61	0	2	*63*	**MA103**	26	0	5	*31*
MA111	15	0	7	*22*	**MA105**	10	1	10	*21*	**MA105**	18	3	15	*36*
MA121	12	4	23	*39*	**MA111**	29	1	0	*30*	**MA111**	9	1	18	*28*
MA211	3	0	0	*3*	**MA121**	9	3	15	*27*	**MA121**	24	2	9	*35*
					MA211	5	0	2	*7*	**MA211**	5	0	1	*6*
					MA221	4	0	0	*4*	**MA221**	0	0	1	*1*

Table 1c. Course Completion of Department Courses (Summer)

SU 2016					SU 2017					SU 2018				
Course	Passed	Failed	Withdraw	Enrolled	**Course**	Passed	Failed	Withdraw	Enrolled	**Course**	Passed	Failed	Withdraw	Enrolled
MA103	7	0	0	*7*	**MA103**	26	0	0	*26*	**MA103**	18	0	0	*18*
MA105	9	1	4	*14*	**MA105**	13	2	2	*17*	**MA105**	5	0	1	*6*
MA157	14	0	2	*16*	**MA157**	16	0	0	*16*					
MA211	9	1	1	*11*	**MA211**	17	3	0	*20*					

Provide Summary of Tables 1a, 1b & 1c including its trends analysis below.

Looking at the past 3 years, the enrollment for fall and spring semesters has been between 146-222 student with the highest enrollment of 222 students (Fall 2020), lowest enrollment of 142 students (Spring 2019) with an average of 177 students, and variable numbers in the summer sessions with a high of 79 students and low of 24 students with an average of 50 students.

In fall 2018, the college implemented an attendance policy which included procedures for students who never show up for classes (No Show) and students who miss consecutive absences of two weeks. In these cases, a student can be withdrawn from class by the instructor. In doing so, the withdrawal rate went up per class. For spring 2019 and spring 2021, it was 59% and 64% with an average of 29% and 41% respectively. This shows that attendance is problematic within this period and the increase in withdrawal rates confirms this.

However, the failure rates decreased noticeably. For the previous three years, the highest failure rates per semester were between 31% to 65%. With the implementation of the attendance policy, the failure rates dropped to 13% to 25%.

Attendance seems to be the major issue not only with the mathematics classes but other courses as well. The attendance policy is a good start for addressing this problem but the college departments (academic as well as others) need to address the main issue of why students are not attending classes regularly.
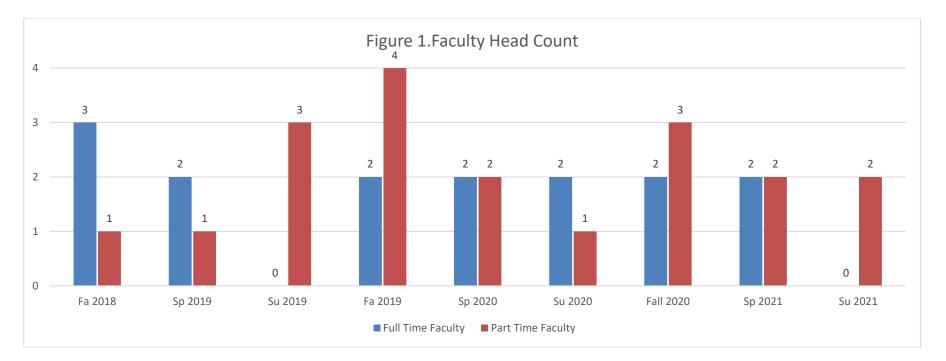
Figure 1 – Faculty Information

Figure 1.Faculty Head Count

Provide summary of Figure 1 including its trends analysis below.

During these three years, the math department had two full time instructors except for Fall 2018. One full time instructor resigned after Fall 2018. For the most part, two full time instructors with a couple of part time instructors are sufficient to cover most of the fall and spring math courses as the total enrollment of the college decreases. One of the part time instructor is the STEM full time instructor who teaches mathematics classes for fall and spring semesters. We had four part-time instructors for fall 2019 and three part time instructors for fall 2020, and only one for fall 2018. There was one part time instructor for spring 2019 and two part time instructors for spring 2020 and spring 2021.

For the summer sessions, full-time instructors are on 10-2 break so not all the full-time instructors will teach summer sessions. Thus, two full-time instructors taught summer 2020, and none taught summers 2019 and 2021. One to three part-time instructors are hired to teach the remaining summer classes.

III. Student Learning and Curriculum

School Year	How many department courses are there? (refer to catalog or most recent approval by CPC)	% of courses with Identified CLOs	List all revised department courses outlines or proposed new courses that received CPC approval within this review cycle	% of CLOs aligned with GE/ILOs
2018-2019	11	100%	MA 211 (updated 8/3/18)	100%
2019-2020	11	100%	MA 100 (updated 1/9/20) MA 105 (updated 1/9/20) MA 110 (updated 1/9/20) MA 111 (updated 1/9/20) MA 112 (updated 1/9/20) MA 121 (updated 1/9/20) MA 157 (updated 1/9/20) MA 103 (updated 1/9/20)	100%
2020-2021	11		no updates	

Provide Summary of Student Learning and Curriculum in the box below. Summary should include reasons for course revisions and course proposals. If any course went through the validity process during this cycle, include the information here.

2018-2019:

For MA 211, the prerequisite was changed to reflect the education majors' options and the CLOs were reduced from 10 to 8 by combining some of the CLOs content to streamline the assessment process.

2019-2020:

As a part of the 3-year updates, the following courses were updated:

For MA 100, the prerequisite was changed to none, and the CLOs and method of evaluation were updated.

For MA 105 and MA 111, the CLOs were updated.

For MA 110, prerequisite was changed to MA 103 and CLOs updated.

For MA 112 and MA 121, the text and the CLOs were updated.

For MA 157, a 5-year update was done and a laboratory was added so sufficient time can be allotted to the mathematics activities required by the course.

2020-2021: No updates were done.

The courses that were not updated are MA 101, MA 103, and MA 221. These courses will be updated during the 2021-2022 school year.

IV. Course Assessment Data

Year 1: School Year <u>2018-2019</u>

Semester Assessed	Course Assessed	CLO-GE/ILO Mapping	Results of Assessments **(Do not combine CLO results; report individual CLO result.)**
Fall 2018	MA 100	CLO1- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
Fall 2018	MA 101	CLO1- PLO1/PLO2/ PLO3- ILO1/ ILO2/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO2/ PLO3- ILO1/ ILO2/ ILO3	100% of the students assessed performed at the proficiency level
		CLO3- PLO1/PLO2/ PLO3- ILO1/ ILO2/ ILO3	87.5% of the students assessed performed at the proficiency level
		CLO4- PLO1/PLO2/ PLO3- ILO1/ ILO2/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO2/ PLO3- ILO1/ ILO2/ ILO3	87.6% of the students assessed performed at the proficiency level
Fall 2018	MA 103 Sect 1-4	CLO1- PLO1/PLO3- ILO1/ ILO3	90.9% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3- ILO1/ ILO3	88.6% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3- ILO1/ ILO3	92% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3- ILO1/ ILO3	89.2% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3- ILO1/ ILO3	91.9% of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3- ILO1/ ILO3	91.9% of the students assessed performed at the proficiency level.
Fall 2018	MA 105 Sect 1 & 4	CLO1- PLO1/PLO3- ILO1/ ILO3	91.67% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3- ILO1/ ILO3	91.67% of the students assessed performed at the competent level.

		CLO4- PLO1/PLO3-ILO1/ ILO3	91.67% of the students assessed performed at the competent level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	91.67% of the students assessed performed at the competent level.
Fall 2018	MA 110	CLO1- PLO1/PLO3-ILO1/ ILO3	94% of the students assessed performed at the competent level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	81% of the students assessed performed at the competent level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	88% of the students assessed performed at the competent level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	90% of the students assessed performed at the competent level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the competent level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	80% of the students assessed performed at the competent level.
Fall 2018	MA111	CLO1- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the competent level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the competent level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the competent level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the competent level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the competent level.
Fall 2018	MA112	CLO1- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO-3 PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO-4 PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO-5 PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
Fall 2018	MA 157	CLO1-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO2-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO3-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO4-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100% of the students assessed performed at the proficiency level.
Fall 2018	MA 211	CLO1- PLO1/PLO3-ILO1/ ILO3	83% of the students assessed performed at the competent level.

		CLO2- PLO1/PLO3-ILO1/ ILO3	83% of the students assessed performed at the competent level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	83% of the students assessed performed at the competent level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	83% of the students assessed performed at the competent level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	83% of the students assessed performed at the competent level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	75% of the students assessed performed at the competent level.
		CLO7- PLO1/PLO3-ILO1/ ILO3	75% of the students assessed performed at the competent level.
		CLO8- PLO1/PLO3-ILO1/ ILO3	75% of the students assessed performed at the competent level.
		CLO 9- PLO1/PLO3- ILO1/ ILO3	75% of the students assessed performed at the competent level.
		CLO 10- LO1/PLO3-ILO1/ ILO3	75% of the students assessed performed at the competent level.
Spring 2019	MA 103 Sect 1-2	CLO1- PLO1/PLO3-ILO1/ ILO3	93.55% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	90.32% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	96.77% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
Spring 2019	MA 105 Sect 1-2	CLO1- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	95.24% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
Spring 2019	MA111	CLO1- PLO1/PLO3-ILO1/ ILO3	93.3% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	86.67% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	93.33% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	93.33% of the students assessed performed at the proficiency level

		CLO5- PLO1/PLO3-ILO1/ ILO3	73.33% of the students assessed performed at the competent level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	46.67% of the students assessed performed at the competent level.
Spring 2019	MA121	CLO1- PLO1/PLO3-ILO1/ ILO3	81% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	81% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	86% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	69% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	69% of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	69% of the students assessed performed at the proficiency level.
		CLO7- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
Spring 2019	MA 211	CLO1-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	71% of the students assessed performed at the competent level.
		CLO2-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	71% of the students assessed performed at the competent level.
		CLO3-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	86% of the students assessed performed at the competent level.
		CLO4-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	86% of the students assessed performed at the competent level.
		CLO5-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	71% of the students assessed performed at the competent level.
		CLO6-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	71% of the students assessed performed at the competent level.
		CLO7-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	71% of the students assessed performed at the competent level.
		CLO8-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	86% of the students assessed performed at the competent level.

Year 2: School Year <u>2019-2020</u>

Semester Assessed	Course Assessed	CLO-GE/ILO Mapping	Results of Assessments **(Do not combine CLO results; report individual CLO result.)**
Fall 2019	MA 100	CLO1- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the competent level.
		CLO2- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the competent level.
		CLO3- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the competent level.
		CLO4- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the competent level.
		CLO5- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the competent level.
Fall 2019	MA 101	CLO1- PLO1/PLO2/ PLO3- ILO1/ ILO2/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO2/ PLO3- ILO1/ ILO2/ ILO3	100% of the students assessed performed at the proficiency level
		CLO3- PLO1/PLO2/ PLO3- ILO1/ ILO2/ ILO3	87.5% of the students assessed performed at the proficiency level
		CLO4- PLO1/PLO2/ PLO3- ILO1/ ILO2/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO2/ PLO3- ILO1/ ILO2/ ILO3	87.6% of the students assessed performed at the proficiency level
Fall 2019	MA 103 Sect 1-4	CLO1- PLO1/PLO3- ILO1/ ILO3	96.8% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3- ILO1/ ILO3	96.8% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3- ILO1/ ILO3	75% of the students assessed performed at the proficiency level.
Fall 2019	MA 110	CLO1- PLO1/PLO3- ILO1/ ILO3	86% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3- ILO1/ ILO3	86% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3- ILO1/ ILO3	86% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3- ILO1/ ILO3	93% of the students assessed performed at the proficiency level.

		CLO5- PLO1/PLO3-ILO1/ ILO3	93%of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	93%of the students assessed performed at the proficiency level.
Fall 2019	MA 111	CLO1- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	88.89% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	88.89% of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
Fall 2019	MA 112	CLO1- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	93.75% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	93.75% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
Fall 2019	MA 157	CLO1- PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100% of the students assessed performed at the proficiency level.
Spring 2020	MA 100	CLO1- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
Spring 2020	MA 103	CLO1- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.

		CLO2- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	75%of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	75%of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	75%of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
Spring 2020	MA 105 Sec 1-2	CLO1- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	90%of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	90%of the students assessed performed at the proficiency level.
		CLO7- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
Spring 2020	MA 111 Sect 1-2	CLO1- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	94.1% of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	94.1% of the students assessed performed at the competent level.
Spring 2020	MA 121 Sect 1-2	CLO1- PLO1/PLO3-ILO1/ ILO3	78% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	78% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	72% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	73% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	73% of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	73% of the students assessed performed at the proficiency level.
		CLO7- PLO1/PLO3-ILO1/ ILO3	Due to the Covid pandemic interruptions, this content was not covered and was not assessed

Spring 2020	MA 211	CLO1- PLO1/PLO2PLO3- ILO1/ ILO2/ILO3	100% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO2PLO3- ILO1/ ILO2/ILO3	100% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO2PLO3- ILO1/ ILO2/ILO3	100% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO2PLO3- ILO1/ ILO2/ILO3	100% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO2PLO3- ILO1/ ILO2/ILO3	100% of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO2PLO3- ILO1/ ILO2/ILO3	100% of the students assessed performed at the proficiency level.
		CLO7- PLO1/PLO2PLO3- ILO1/ ILO2/ILO3	100% of the students assessed performed at the proficiency level.
		CLO8- PLO1/PLO2PLO3- ILO1/ ILO2/ILO3	100% of the students assessed performed at the proficiency level.
Spring 2020	MA 221	CLO1- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.

Year 3: School Year <u>2020-2021</u>

Semester Assessed	Course Assessed	CLO-GE/ILO Mapping	Results of Assessments **(Do not combine CLO results; report individual CLO result.)**
Fall 2020	MA 100 Sect 1-3	CLO1- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
Fall 2020	MA 101	CLO1-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO2-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO3-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO4-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO5-PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100%of the students assessed performed at the proficiency level.
Fall 2020	MA 103 Sect 1-4	CLO1- PLO1/PLO3-ILO1/ ILO3	93.62%of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	91.49%of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	93.62%of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	93.62%of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
Fall 2020	MA 110	CLO1- PLO1/PLO3-ILO1/ ILO3	86%of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	86%of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	86%of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	93%of the students assessed performed at the proficiency level.

		CLO5- PLO1/PLO3-ILO1/ ILO3	93%of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	93%of the students assessed performed at the proficiency level.
Fall 2020	MA 111	CLO1- PLO1/PLO3-ILO1/ ILO3	75% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	75% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	80% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	80% of the students assessed performed at the proficiency level.
Fall 2020	MA 112	CLO1- PLO1/PLO3-ILO1/ ILO3	86% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	86% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	92% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	92% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3-ILO1/ ILO3	100% of the students assessed performed at the competent level.
Fall 2020	MA 157	CLO1- PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO2/ PLO3-ILO1/ILO2/ ILO3	100%of the students assessed performed at the proficiency level.
Spring 2021	MA 100	CLO1- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3-ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3-ILO1/ ILO3	Topic was not covered so no assessment was done.

Spring 2021	MA 103 Sect 1&3	CLO1- PLO1/PLO3- ILO1/ ILO3	86.67%of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3- ILO1/ ILO3	80%of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3- ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3- ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3- ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3- ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
Spring 2021	MA 105 Sect 1&2	CLO1- PLO1/PLO3- ILO1/ ILO3	90%of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3- ILO1/ ILO3	95%of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3- ILO1/ ILO3	90%of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3- ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3- ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3- ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
		CLO7- PLO1/PLO3- ILO1/ ILO3	100%of the students assessed performed at the proficiency level.
Spring 2021	MA 111	CLO1- PLO1/PLO3- ILO1/ ILO3	75% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3- ILO1/ ILO3	83% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3- ILO1/ ILO3	100% of the students assessed performed at the proficiency level.
Spring 2021	MA 121	CLO1- PLO1/PLO3- ILO1/ ILO3	72% of the students assessed performed at the proficiency level.
		CLO2- PLO1/PLO3- ILO1/ ILO3	96% of the students assessed performed at the proficiency level.
		CLO3- PLO1/PLO3- ILO1/ ILO3	92% of the students assessed performed at the proficiency level.
		CLO4- PLO1/PLO3- ILO1/ ILO3	80% of the students assessed performed at the proficiency level.
		CLO5- PLO1/PLO3- ILO1/ ILO3	80% of the students assessed performed at the proficiency level.
		CLO6- PLO1/PLO3- ILO1/ ILO3	96% of the students assessed performed at the proficiency level.
		CLO7- PLO1/PLO3- ILO1/ ILO3	80% of the students assessed performed at the proficiency level.

Spring 2021	MA 211	CLO1-PLO1/PLO2PLO3-ILO1/ ILO2/ILO3	100% of the students assessed performed at the proficiency level.
		CLO2-PLO1/PLO2PLO3-ILO1/ ILO2/ILO3	100% of the students assessed performed at the proficiency level.
		CLO3-PLO1/PLO2PLO3-ILO1/ ILO2/ILO3	80% of the students assessed performed at the proficiency level.
		CLO4-PLO1/PLO2PLO3-ILO1/ ILO2/ILO3	100% of the students assessed performed at the proficiency level.
		CLO5-PLO1/PLO2PLO3-ILO1/ ILO2/ILO3	80% of the students assessed performed at the proficiency level.
		CLO6-PLO1/PLO2PLO3-ILO1/ ILO2/ILO3	100% of the students assessed performed at the proficiency level.
		CLO7-PLO1/PLO2PLO3-ILO1/ ILO2/ILO3	80% of the students assessed performed at the proficiency level.
		CLO8-PLO1/PLO2PLO3-ILO1/ ILO2/ILO3	80% of the students assessed performed at the proficiency level.
Spring 2021	MA 221	Not Assessed	Only one student enrolled and withdrew from this course, so no assessment data is available.

Provide Summary of Course Assessment Data with analysis results in the box below. Summary should include how assessment results have led to improvement of course and department learning outcomes, and student learning and achievement.

For the technical courses, MA 100 and MA 101, all CLOs required proficiency of 70% or more was met. MA 100 was assessed for fall semesters 2018-2020 and spring semesters 2020-2021. All CLOs for this class were met with 100% of the students meeting the proficiency level except on Spring 2021 where CLO 5 was not covered by the instructor. MA 101 was assessed Fall 2018, Fall 2019, and Fall 2020. All CLOs for this class were met with 87.5%-100% of the students meeting the proficiency level.

For the first-year courses, MA 103 and MA 105, all CLOs required proficiency of 70% or more was met. MA 103 was assessed for fall semesters 2018-2020 and spring semesters 2019-2021. All CLOs for this class were met with 86.67%-100% of the students meeting the proficiency level except for Fall 2019 with 75% for CLO 6 and Spring 2020 with 75% for CLO 3 to CLO 5. MA 105 was assessed Fall 2018 and spring semesters 2019-2021. MA 105 had most enrollment in Spring semesters, so starting with Spring 2019, the course was assessed only for spring semesters. All CLOs for this class were met with 90%-100% of the students meeting the proficiency level.

For MA 110, it was assessed Fall 2018, Fall 2019, and Fall 2020. All CLOs for this class were met with 80%-100% of the students meeting the proficiency level. For MA 121, it was assessed for spring semesters 2019-2021 with mixed results. For Spring 2019, all CLO's required proficiency of 70% or more was met except CLOs 4-6 with 69%. Students with weak algebra skills and not keeping up with their work were cited as reasons for not meeting the proficiency levels for these CLOs. For Spring 2020, all the CLOs for this class were met with 72%-78% of the students meeting the proficiency level except CLO 7 which was not covered due to the Covid interruptions.

For the precalculus classes, MA 111 and MA 112, all CLOs required proficiency of 70% or more was met. MA 111 was assessed for fall semesters 2018-2020 and spring semesters 2019-2021 with 86.67%-100% of the students meeting the proficiency level except Spring 2019 with 73.33% for CLO 5, Fall 2020 with 75% for CLO 1 and CLO2, and Spring 2021 with 75% for CLO 1. MA 112 was assessed Fall 2018, Fall 2019, and Fall 2020 with 86%-100% of the students meeting the proficiency level. For the Calculus 1 course, MA 221, it was assessed only once for Spring 2020. All CLOs for this class were met with 100% of the students meeting the proficiency level. MA 221 was also offered Spring 2021 with only one student, but the student withdrew so no assessment was done.

For the methods classes, MA 157 and MA 211, all CLOs required proficiency of 70% or more was met. MA 157 was assessed Fall 2018, Fall 2019, and Fall 2020 with 100% of the students meeting the proficiency level. MA 211was assessed Fall 2018 and spring semesters 2019-2021 with 100% of the students meeting the proficiency level. For Fall 2018, this course had 10 CLO's but to streamline the assessments some of the CLO's were combined to make 8 CLO's instead of 10. This change was effective starting with Spring 2019.

For the most part, all the CLOs required proficiency of 70% or more was met except for MA 121 during Spring 2019. The appropriate action plans will be taken to address such deficiencies but sometimes it also depends on the prior knowledge of the students and their readiness to take a particular course.

V. General Education / Institutional Learning Outcomes (GE/ILO) Assessment

Year Assessed	List GE/ILOs	Proficiency Level	Result of Assessments **(Do not combine GE/ILO results; report individual GE/ILO result.)**
2018-2019	GE/ILO 1/ILO 3	89%	During school year 2018-2019 (Fall and Spring semesters only), most of students did well with their math courses which met the critical thinking and problem-solving outcomes as well as the quantitative and technical competence outcomes. For Fall 2018, 92.3% of students assessed met the proficiency level and for Spring 2019, 85.3% of students assessed met the proficiency level which ended the school year with 89% of the students at proficiency level.
2019-2020	GE/ILO 1/ILO 3	95%	During school year 2019-2020 (Fall and Spring semesters only), most of students did well with their math courses which met the critical thinking and problem-solving outcomes as well as the quantitative and technical competence outcomes. For Fall 2019, 96.3% of students assessed met the proficiency level and for Spring 2020, 93.5% of students assessed met the proficiency level which ended the school year with 95% of the students at proficiency level.
2020-2021	GE/ILO 1/ILO 3	96%	During school year 2020-2021 (Fall and Spring semesters only), most of students did well with their math courses which met the critical thinking and problem-solving outcomes as well as the quantitative and technical competence outcomes. For Fall 2020, 96.1% of students assessed met the proficiency level and for Spring 2021, 95.5% of students assessed met the proficiency level which ended the school year with 96% of the students at proficiency level.

Provide Summary of GE/ILOs Assessments and analysis results in the box below. Summary should include analysis of this cycle with previous cycles; how assessment results have led to major decisions made to support the improvement of department's student learning and student achievement.

For Fall 2018, most of the courses had averages above 79% which is high compared to Fall 2015 with a low of 48% for MA 101. For Spring 2019, most of the courses had averages above 76% which is high compared to Spring 2016 with a low average of 56% for MA 111.

For Fall 2019, most of the courses had averages above 90% which is very high compared to Fall 2016 with a low of 40% for MA 101. For Spring 2020, most of the courses had averages above 75% which is high compared to Spring 2017 with a low of 59% for MA 105.

For Fall 2020 and Spring 2021, all of the courses had averages above 86%.

VI. Evaluation of Previous Department Review Action Plan (s)

Indicate the status of the previous department review action plans below. (Include all previous action plans.) Indicate the cycle and years of the previous department review.

Cycle:	Years: Fall 2015 – Summer 2018

Action Plan Activity/Objectives	Status Complete/Ongoing/Incomplete	Updates of Action Plan(s) (Report action plans individually.)
Conduct monthly faculty meetings	Ongoing	
Continuous review and update of course outlines, CLOs, and other necessary related documents	Ongoing	
Faculty professional development	Ongoing	
Facilities	Ongoing	

Provide Summary of the Evaluation of Previous Department Review Action Plans below. Summary should include what measurable outcomes were achieved due to the actions completed; were the completed actions plans led to improvement of student learning and student achievement; and provide detailed explanation of action plans that are ongoing and plans that are incomplete.

Regular math faculty meetings and continues review and update of course outlines and CLO's are ongoing.

Faculty development is also ongoing as opportunities and funding for these activities become available.

VII. Action Plans

Based on current department review results, describe the department action plan(s) for the next three (3) academic years. Include necessary resources.

Action Plan Activity/Objective	How will this action plan improve student learning outcomes? (CLO, GE, ILO)	Needed Resources (if any)	Timeline
Conduct monthly faculty meetings	Continue to conduct monthly meetings as necessary for instructors to share any changes/modifications they see fit to improve course learning outcomes. This plan will also ensure constant communication between faculties for improvement of courses and student learning.	None	Ongoing
Continuous review and update of course outlines, CLOs, and other necessary related documents	Continue to review and update course outlines to ensure better alignment between what is taught in the classroom and what is student evaluated on. The plan will also make sure consistent and updated alignment of CLOs to GE PLOs to ILOs.	None	Ongoing
Faculty development	Participate in professional development for instructors and assistant instructors. The plan will ensure instructors are up-to-date on the latest teaching techniques and relevant information for improvement of student learning.	Funding	Ongoing
Facilities	Continue to assess and make necessary improvement to classrooms to ensure conducive learning environment for both faculties and students.	Funding	Ongoing

Provide Summary of Action Plans in the box below. Summary should include department major strengths; department needs and any recommendations for improvements based on assessment results, data and/or other college major plans. The summary needs to indicate overall department needs that may require financial support from the institution.

Most of the action plans are ongoing.

Prior problems with classrooms like room 69 were fixed and we will continue to monitor the classrooms for cleanliness and needed maintenance to ensure proper learning environments for the students.

IX. Resource Request

Itemize resource request below to include resource requests that will support action plans and are data-driven (e.g. course enrollment, course needs, student needs). This section should provide a clear representation of the department's annual budget request.

Type of Resource	Detailed Description	Estimated Amount Requested	Justification
Personnel			
Facility			•
Equipment	• Analog Circuit-Voltage testers (25 each class x 2 x $30) • Calipers (slide vernier/dial vernier/ electronic vernier) (25 each class x 2 x $20) • Micrometer (outside/depth) (25 each class x 2 x$40)	• $1500.00 • $1,000.00 • $2,000.00	• To enhance instruction, especially in applications of concepts, for MA 100 (Technical Math) and MA 101 (Math for Mechanics). • To provide and enhance instruction for MA 100 and MA 101. Replacement for old and broken instruments/equipment. • To provide and enhance instruction for MA 100 and MA101.

	• Digital Writing Tablet
	  o (3 each x $150)
	• Headset
	  o (3 each x $75)
		• $450
		
		• $225
			• To provide and enhance instruction for online teaching.

Supplies	Office Supplies	$800.00 (annually)	To provide and enhance daily instruction as well as enable instructors to complete other duties such as writing reports, assessments, placement tests, etc.
Training	Trainings/Workshops/Conferences such as NCTM	$5,000.00 per faculty x 3	To enhance and update instructor's skills and understanding of the subject matter, especially in methodologies.
Other			
Total		$20,975.00	

Provide Summary of Resource Request in the box below. Summary should connect the resources requested to course, department and institutional learning outcomes assessment results and/or any other college major plans.

The tools for MA 100 and MA 101 are old/broken so need replacement so the lab work can be done properly.

For online teaching, we need to illustrate the concepts and steps using a digital writing tablet so it's an indispensable tool for math instruction.   Headsets are also necessary equipment in online classes. You can address your students' questions and concerns better if you can hear them well. Students can also understand the lesson better when they can clearly hear what the teacher is saying.

For professional development, mathematics teachers will attend appropriate workshops or trainings offered on island. When off-island opportunities for professional development are available or requested, the appropriate instructor or instructors will process these requests depending on the availability of funding.