Vice Chancellor of Academic Affairs

Instructional Departments, Support Units, and Campuses

Annual Program Review Form

Please review the following tables and fill out the text boxes that follow the tables. This form should be submitted to the School Dean. The completion of this form is part of the institutional program review process. In addition to this review, departments will be scheduled for a review of curriculum, teaching, and student learning every six years.

Department: NSF - Biolink
Contact Person: Elaine Johnson
Date: February 10, 2010

1. Description of Programs and Services and their Locations

Bio-Link is a National Advanced Technological Education (ATE) Center for Biotechnology and the Life Sciences funded by the National Science Foundation. The goals of the Bio-Link National Center are to: 1) strengthen and expand biotechnology education programs across the nation; 2) enable biotechnology faculty, students, and technicians to work more efficiently; and 3) support a smoother transition of students to the technical workforce in the biosciences and related industries.

Please Insert Description.

The Bio-Link Center is located at the Mission Center Building of UCSF and has Regional Centers located at Madison Area Technical College in Madison Wisconsin, Austin Community College in Austin Texas, Alamance Community College in Graham North Carolina, Great Bay Community College in Portsmouth New Hampshire, and Solano Community College in Fairfield California. At CCSF, Bio-Link works with the biotechnology programs at the Ocean, Mission, and Southeast Campuses as well as operating an equipment distribution depot at the Airport Campus.

Bio-Link is also part of the Synergy Collaboratory for Research, Practice and Transformation represents a National Science Foundation-funded research project that utilizes prior and current work of Microsoft’s Partners in Learning. This project brings together 14 technology education centers from across the United States focusing on areas such as information and communications technologies, biotechnology, and manufacturing along with leading researchers and experts from industry to identify quality projects, practices and products that can be thoughtfully designed for scalability and better impact for technological education.
### PERSONNEL, STUDENT CONTACTS, EXPENDITURES, AND PRODUCTIVITY

<table>
<thead>
<tr>
<th>NSF-Biolink (5153)</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Credit Students</strong></td>
<td>FTES</td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
<td>FTEF Instructional</td>
</tr>
<tr>
<td><strong>Noncredit Students</strong></td>
<td>FTES CDCP</td>
</tr>
<tr>
<td><strong>Faculty</strong></td>
<td>FTEF Instructional</td>
</tr>
<tr>
<td><strong>Other Personnel</strong></td>
<td>FTEF Administrator</td>
</tr>
<tr>
<td>FTEF Classified Staff</td>
<td>1.00</td>
</tr>
</tbody>
</table>

#### Expenditures

| Unrestricted 1000 | $107,878 | $135,571 | $132,057 | $149,233 | $144,500 |
| Unrestricted 2000 | $139,834 | $160,146 | $132,834 | $169,211 | $126,936 |
| Unrestricted 3000 | $59,253 | $71,370 | $56,021 | $51,863 | $65,842 |
| Unrestricted 4000 | $4,033 | $5,968 | $4,326 | $587 | $2,809 |
| Unrestricted 5000 | $58,051 | $52,258 | $45,294 | $95,525 | $23,314 |
| Unrestricted 6000 | $400 | $6,883 | $1,144 | | |
| Unrestricted 7000 | $127,257 | $35,181 | $63,467 | $56,899 | $69,599 |
| **Unrestricted Total** | **$496,707** | **$467,377** | **$451,268** | **$523,318** | **$432,999** |
| Restricted 1000 | $107,878 | $135,571 | $132,057 | $149,233 | $144,500 |
| Restricted 2000 | $139,834 | $160,146 | $132,834 | $169,211 | $126,936 |
| Restricted 3000 | $59,253 | $71,370 | $56,021 | $51,863 | $65,842 |
| Restricted 4000 | $4,033 | $5,968 | $4,326 | $587 | $2,809 |
| Restricted 5000 | $58,051 | $52,258 | $45,294 | $95,525 | $23,314 |
| Restricted 6000 | $400 | $6,883 | $1,144 | | |
| Restricted 7000 | $127,257 | $35,181 | $63,467 | $56,899 | $69,599 |
| **Restricted Total** | **$496,707** | **$467,377** | **$451,268** | **$523,318** | **$432,999** |
| Other 1000 | | | | | |
| Other 2000 | | | | | |
| Other 3000 | | | | | |
| Other 4000 | | | | | |
| Other 5000 | | | | | |
| Other 6000 | | | | | |
| Other 7000 | | | | | |
| **Other Total** | | | | | |

#### FTES/FTEF Instructional Revenue

| Credit FTES x $4565 | $0 | $0 | $0 | $0 | $0 |
| Noncredit Regular FTEF x $2745 | $0 | $0 | $0 | $0 | $0 |
| Noncredit CDCP FTES x $3232 | $0 | $0 | $0 | $0 | $0 |

If you have questions about the data definitions, please see the online glossary at [http://research.ccsf.edu/temp/PRGlossary.htm](http://research.ccsf.edu/temp/PRGlossary.htm).
3. Data regarding Student/Employee Satisfaction—

Satisfaction data is not available for instructional departments.

4. Use this text box to provide reflections on the data trends represented above. If you have additional data which you would like to provide, please also include that here.

Each year there should be included 1 FTE for faculty non-instructional for the Bio-Link Director.
Find attached the budget pages from the CCSF District office.

5. Write an update on any internal or external developments affecting your department during the past year.

In April, 2008, the National Science Foundation and the American Association of Community Colleges sponsored a national conference that included 50 participants from higher education, secondary schools, industry, government, and professional organizations. The purpose of this meeting was to identify the technician needs of the biotechnology industry for the next five years. The report of this meeting, “Educating Biotechnicians for Future Industry Needs”, helped guide Bio-Link in planning for a new and revitalized Bio-Link National ATE Center of Excellence. It was unprecedented for any ATE Center to receive full-funding for a second time. Bio-Link has been the first to accomplish this.

Also, Bio-Link has joined with the Boston Area Technological Education Center for three years of funding to work on the Synergy Collaboratory for the Scaling-up of fourteen ATE Center Activities. One of the Centers is Bio-Link and another is IMPICT (both at City College of San Francisco).

6. In last year’s program review, many departments identified a six-year plan for reviewing all of their courses and programs. Summarize your progress to date on the plans made in your department. Also, please fill out Attachment A detailing updated plans to review all courses and programs in your department. Please also use Attachment A to indicate your timeline for assessing and examining learning outcomes for your courses and programs.

Bio-Link is not a Department that offers courses but is a National Center for Biotechnology. Bio-Link did not do a program review last year but has indeed developed a four year plan for its activities and is exploring other sustainability efforts. Bio-Link serves as a resource for expansion of current biotechnology projects such as the Bridge to Biotechnology, the Stem Cell Program, and the possible new Forensics Program.

7. In last year’s program review, many departments identified plans for improvement in courses and programs based on the assessment of learning outcomes. Summarize your progress to date on the plans made in your department. Also, please fill out Attachment B on work your department is doing this year regarding the assessment of learning outcomes.

Not being a teaching unit, Bio-Link has not specifically addressed the assessment of learning outcomes but has been actively involved in assessments connected with national skill standards and certification efforts. We will be co-sponsoring a session on certification at the Community College Day at the International BIO Conference in May 2010.

8. Summarize progress to date on prior year’s planning objectives (excluding progress already cited in #6 and #7).
Bio-Link has made some major progress in its planning objectives due to the funding from the National Science Foundation of $1,037,000 for the next four years. Bio-Link has begun to revise and update its national website. Bio-Link has begun to develop its interactive career site. Bio-Link is planning its 12th annual Summer Fellows Forum in June 2010 that will focus on professional development activities that complement the newly released Vision and Change recommendations from NSF and AAAS coupled with the recommendations of the National Academies of Science for Biology for the 21st Century. Bio-Link is continuing to update its online Curriculum and Instructional Materials Clearinghouse. Bio-Link continues to operate the Equipment Depot with a constant flow of donations that have now surpassed $3,000,000. CCSF has been and will continue to be a major recipient of these donations. Bio-Link is utilizing web 2.0 tools to enhance its communication ability. Bio-Link is organizing a Community College Day at the BIO International Conference in Chicago, May 2010. Bio-Link is one of the organizers of the Synergy Thought Leaders meeting in Baltimore, March 2010 and the Synergy Conference in San Francisco, June 2010. Bio-Link is a sponsor of the HI-TEC Conference in Orlando in July 2010. Bio-Link is using the Bridge to Biotech as a vehicle for scaling-up its activities in the next three years.

9. Please review the 2006 Education Master Plan. Using explicit references to the Plan (e.g., “Section IV.1. first bullet”), please provide a brief progress report for those items related to your department or unit. The plan is located at this link: http://www.ccsf.edu/Offices/Research_Planning/pdf/edplan06.pdf

Section IV.1 Resource Implications
Student Services and other Support Services:
Bio-Link provides some support services for the Bridge to Biotechnology. The Synergy Project has provided input into the process for placement for the Bridge to Biotechnology.

10. What are the department’s major planning objectives for the next fiscal year? Please cite linkages, where applicable, to the College Strategic Plan, the College Annual Plan or other collegewide plans, including the Education Master Plan, the Technology Plan, the Facilities Master Plan, etc. You may also cite linkages to the department’s review of courses, programs and assessment of student learning. College plans are available at this link: http://www.ccsf.edu/Offices/Research_Planning/planning_college.htm

Bio-Link is in the process of preparing career resources for faculty, students, and industry. Bio-Link maintains a national curriculum and instructional materials clearinghouse for biotechnology programs. Bio-Link continues to work with the BayBio Institute and industry to provide connections for workforce development for the biotechnology and related sectors. Bio-Link continues to support the growth of programs that provide students with skills and career options such as the development of the Forensics Program.

11. After reviewing the 2006 Education Master Plan, the 2009 Environmental Scan, and based on information from Advisory Boards, field activities, and other appropriate sources, please briefly indicate where your department would like to be five or six years from now. Please also indicate what environmental factors prompt these changes. This information will be used to inform the Strategic Planning process in March 2010. The Environmental Scan files are located at this link: http://www.ccsf.edu/Offices/Research_Planning/planning_strategic.htm
Bio-Link would like to continue as a National Center for Biotechnology Education with a sustainable revenue stream and income that will permit the national efforts in preparing the technical workforce to continue. This fits with the goals of the College for contributing to its fiscal stability. (Page 5 of Master Plan)

Bio-Link continues to provide professional/staff development activities, including the Summer Fellows Forum for Biotechnology and the Synergy Project. (Page 3 of Master Plan)

Bio-Link promotes high school outreach for biotechnology and related disciplines and will continue to provide resources for such activities through the Bay Area Biotechnology Education Consortium and others. (Page 1 of Master Plan)

12. Please check this box to certify that faculty and staff in your unit discussed the major planning objectives:

   x □ x
13. New Resources Needed

Briefly describe each project. Include specific links, where applicable, to the College Strategic Plan, the College Annual Plan or other collegewide plans (e.g., the Education Master Plan, the Technology Plan, the Facilities Master Plan) to support your request. You may also include specific links to the department’s review of courses, programs and assessment of student learning. Put your projects in order of priority. Add additional items as necessary.

Please remember to include any costs associated with staffing, equipment, supply, facilities, or unit requests. If exact costs are unknown, please approximate.

#1 Project Title:

Brief Project Description: Relocation of the Bio-Link Center to the CCSF Campus

Timeline: in the next year
Rationale: opportunity for Bio-Link staff to interact with faculty and students.
Links to Plans: This links to Bio-Links function as a resource.
Staffing Needs (e.g., classified, reassigned, non-instructional, lab aides):
Equipment Needs:
Supply Needs:
Facility Needs:
Request for Additional Units:

#2 Project Title:

Brief Project Description:

Timeline:
Rationale:
Links to Plans:
Staffing Needs (e.g., classified, reassigned, non-instructional, lab aides):
Equipment Needs:
Supply Needs:
Facility Needs:
Request for Additional Units:

#3 Project Title:

Brief Project Description:

Timeline:
Rationale:
Links to Plans:
Staffing Needs (e.g., classified, reassigned, non-instructional, lab aides):
Equipment Needs:
Supply Needs:
Facility Needs:
Request for Additional Units:
ATTACHMENT A

Please reference question 6 in the annual program review form for instructional departments.

Use the following chart to indicate your plans for SLO processes and Curriculum Committee updates for each of your courses and programs. Use the following key when completing this chart:

A  We plan to conduct our assessments this year
E  We plan to examine the results of assessments, and make plans for improvement
A+E We plan to conduct the entire SLO process for this course/program
CC We plan to update course/program through college’s Curriculum Committee

SAMPLE SPREADSHEET:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAG 101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMAG 102</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please see separate spreadsheet sent in Microsoft Excel format.
ATTACHMENT B

Please reference question 7 in the annual program review form for instructional departments.

*For our upcoming accreditation, it would be helpful if we could provide examples of the good SLO work that we know is being done in the departments. Please complete the following for at least one course and at least one program in your department. As the assessment methods and SLO process methods vary from discipline to discipline, the Program Review Committee will not evaluate the substance of what you indicate here. However, in addition to assisting with accreditation, what you share will be helpful to your colleagues in other departments.*

*In addition to reporting on your course and program SLO work, there are a few questions that will help the college examine needs for additional SLO training and other assistance.*

---

**Course SLO**

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>Course Title:</th>
</tr>
</thead>
</table>

1. Which learning outcome did you decide to examine? Copy this outcome from your course outline of record.

2. How did the faculty who teach this course assess this outcome?
   - We chose to use existing assignments or evaluations to assess this outcome. Details:
   - We chose to use a new assessment method to assess this outcome. Details:

3. In doing this assessment, what results have you found?

4. In light of these results, what are your next steps?
   - We feel our students are doing well. Our keys to success with this outcome are:
   - We plan on making the following changes:
Program SLO
Program Title:

1. Which learning outcome did you decide to examine?

2. To which courses in this program does this learning outcome apply?

3. How did the faculty who teach this course assess this outcome?
- We chose to use existing assignments or evaluations to assess this outcome. Details:

- We chose to use a new assessment method to assess this outcome. Details:

4. In doing this assessment, what results have you found?

5. In light of these results, what are your next steps?
- We feel our students are doing well. Our keys to success with this outcome are:

- We plan on making the following changes:

Process Questions - Does your department feel comfortable with managing the SLO processes that you have started, or do you need help? Please indicate your response below.
- We feel comfortable managing our own processes
- We need help in the following areas:
  - We need faculty training on implementing the SLO process for courses
  - We need faculty training on implementing the SLO process for programs
  - We need good models for assessing outcomes in the following disciplines:

- We need help with workload in the following areas: