

# Palomar College – Institutional Review and Planning Instructional Programs

**Purpose of Institutional Review and Planning:**

The institution assesses progress toward achieving stated goals and makes decisions regarding the improvement of institutional effectiveness in an on-going and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data (ACCJC/WASC, Standard I, B.3.)

**Discipline: Public Works Management**

**Instructional Department/Discipline**

**2007-08**

**1. 4-year trend of quantitative data**

	Fall 2004	Fall 2005	Fall 2006	<<Prelim>> Fall 2007	Definitions
<b>Enrollment at Census</b>	58	61	62	62	<i>Self Explanatory</i>
<b>Census Enrollment Load* %</b>	72.50%	76.25%	77.50%	51.67%	Enrollment at Census Divided By Sum of Caps (aka "Seats")
<b>WSCH</b>	174	183	186	186	Weekly Student Contact Hours
<b>FTEs</b>	5.80	6.10	6.20	6.20	One Full-Time Equivalent Student = 30 WSCH
<b>Total FTEF</b>	0.33	0.33	0.30	0.50	Total Full-Time Equivalent Faculty
<b>WSCH/FTEF</b>	522	549	631	372	WSCH Generated per Full-Time Equivalent Faculty Member
<b>Full-time FTEF</b>	-	-	-	-	FTEF from Contract Faculty
<b>Hourly FTEF</b>	0.33	0.33	0.30	0.50	FTEF from Hourly Faculty
<b>Overload FTEF</b>	-	-	-	-	FTEF from Contract Faculty Overload
<b>Part-Time FTEF</b>	0.33	0.33	0.30	0.50	Hourly FTEF + Overload FTEF
<b>Part-Time/(Total FTEF) %</b>	100.00%	100.00%	100.00%	100.00%	Percent of Total FTEF Taught By Part-Time Faculty
<b>Retention Rate</b>	98.18%	98.36%	98.36%	98.31%	Non-W Grades (A,B,C,CR,D,F,FW,NC) Divided By A,B,C,CR,D,F,FW,NC,W Grades
<b>Success Rate</b>	96.36%	93.44%	95.08%	93.22%	A,B,C,CR Grades Divided By A,B,C,CR,D,F,FW,NC,W Grades
<b>Degrees Awarded</b>	4	2	2	N/A	Total number of Degrees awarded for the Full Academic Year
<b>Certificates Awarded:</b>	11	6	7	N/A	Total number of Certificates awarded for the Full Academic Year
<b>- Under 18 Units</b>	-	-	-	N/A	Total number of Certificates awarded for the Full Academic Year
<b>- 18 or More Units</b>	11	6	7	N/A	Total number of Certificates awarded for the Full Academic Year

*The data for Fall 2007 are as of 1/31/2008 and are "preliminary" in nature. Final WSCH, awards, grades, etc. will not be available until Aug/Sep'08.*

*2007-08 Degrees & Certificates show as "N/A" since Spring'08 awards are obviously unknown at the current point in time.*

**2. Reflect upon and analyze the above 3-year trend data. Briefly discuss overall observations and any areas of concern or noteworthy trends.**

**Public Works is a small and stable program and is the only program in San Diego County and one of three in Southern California. Palomar aligned its curriculum with Citrus and Santiago Canyon colleges to provide a coordinated curriculum that provides industry professionals two levels of supervisory education. Each of the three colleges schedules two classes in on-line format to provide public works employees around the state with the opportunity to earn a certificate in the first level of supervisory skills. The first on-line class was held in fall 2007. The low enrolled class reduced the enrollment load and WSCH/FTEF efficiencies. Retention and success rates remain high. Certificates are consistently awarded in this program as it**

is the primary goal of the students for promotion and reimbursement.

**3. Reflecting on the 3-year trend data, describe/discuss discipline planning related to the following:**

<b>PLAN – 2007-08</b>	<b>Progress – 2008-09</b>
<b>a. Curriculum, programs, certificates and degrees (consider changes due to CSU/UC transfer language updates, articulation, workforce and labor market projections, certificate or degree completions, etc.)</b>	<b>The PWM curriculum was redesigned in the 2007-08 curriculum cycle. There are no current curriculum changes required.</b>  <b>We will create a document showing the requirements for obtaining a certificate and give it to students at the beginning of the semester.</b>  <b>A second on-line class, Public Works Inspection, needs to be developed.</b>
<b>b. Class scheduling (consider enrollment trends, growth, course rotation, comprehensiveness, etc.)</b>	<b>This is a two-year evening program and two classes are scheduled each semester.</b>

**4. Discuss/identify the resources necessary to successfully implement the planning described:**

<b>PLAN – 2007-08</b>	<b>Progress – 2008-09</b>
a. <b>Equipment/Technology – block grant funds, VTEA, other resources, etc.</b>	
b. <b>Budget – budget development process, one-time funds, grants, etc.</b>	<b>Develop on-line curriculum for Public Works Inspection. \$3,000</b>
c. <b>Facilities – schedule maintenance needs, additional classrooms/labs due to growth, remodeling, etc.</b>	
d. <b>Faculty position(s) – faculty priority process and projected full-time needs for 1 – 3 years</b>	
e. <b>Staff position(s) – changes in instructional or support needs due to program growth, new technology, etc.</b>	
f. <b>Other</b>	

**5. Discuss one discipline goal linked to Palomar's Strategic Plan 2009 and how it will support the success of students.**

The PWM faculty are working on SLO's for each of the courses in the certificate program. After the 2008 spring advisory meeting the director will be working with each faculty member to update the course outline and write SLO's for each course. The updated outlines will be submitted in the fall 2008 curriculum cycle.

**6. Student Learning Outcome progress:**

**a. Describe a learning outcome at the course or program level and the assessment used to measure student learning of that outcome.**

**Program level: Students who complete the program are qualified for promotional opportunities.  
Measurement: Did the student receive a promotion.**

**b. Discuss a learning outcome that is observable yet difficult to measure.**

The above outcome would not be difficult to measure but would be costly as it would require staff time to follow-up on each of the students once they have left the program to determine if they received a promotion.

**7. Describe a discipline accomplishment that you want to share with the college community.**

The PWM program started in fall 2001 and draws students from all of public works agencies throughout San Diego County. Through our partnership with Citrus and Santiago Canyon colleges and our on-line classes, we will provide instruction throughout the state.

**8. Are there other resources (including data) that you need to complete your discipline review and planning?**

9. For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.

10. Other comments, recommendations:

Please identify faculty and staff who participated in the development of the reviewer's planning:

Larry Watt \_\_\_\_\_

Gene Matter \_\_\_\_\_

Jim Howell \_\_\_\_\_

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Department Chair/Designee Discipline Review and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Dean Review and Signature

\_\_\_\_\_  
Date

\* By no later than 3/07/08, forward a hard copy to Instructional Services for review by IPC.

\* Also, by no later than 3/14/08, forward an electronic copy to Institutional Research and Planning.