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| **Discipline: Information Technology** | **Date: 11/23/2015** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review.)** |  |

**DEFINITION**

Program Review and Planning is the means by which faculty, staff, and/or administrators complete a self-evaluation of an academic discipline, program, or service.  The self-evaluation includes an analysis of both quantitative and qualitative data on how the academic discipline, program, or service is supporting the mission and strategic planning of Palomar College in meeting the educational and career interests of students.  Through the review of and reflection on key program elements, such as program data and student learning outcomes, Program Review and Planning defines the curriculum changes, staffing levels, activities, and/or strategies necessary to continue to improve the academic discipline, program, or service in support of student success.  The Program Review and Planning process also ensures short-term and long-term planning and identification of the resources necessary to implement identified goals and priorities.

**Purpose of Program Review and Planning:**

Program Review and Planning for Years 2 and 3 provides a “check-in” on the Year 1 Comprehensive PRP. The PRP documents the vision and planning for a program or discipline. It also provides information for the development of the College’s Strategic Plan goals and annual objectives, documents overarching themes/issues occurring across academic programs and instruction, identifies the needs for resource allocations, and identifies department needs for developing the annual Staffing Plan update.

[**Palomar College Mission**](http://www.palomar.edu/about/goals.aspx)

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

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| **List everyone who participated in completing this Program Review and Planning Document.**  **Ronald Burgher**  **Terrie Canon** |

**STEP I. Evaluation of Program & SLOAC Data.** In this section, examine and analyze updated program data, the results of SLOACs, and other factors that could influence your program/discipline’s plans for the current year. Consider trends and any changes in the data as they relate to this year’s analysis.

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| 1. **Analysis of Program Data. Review and comment on any significant changes or noted concerns since last year’s PRP.**   **(For enrollment, WSCH, & FTEF data, use Fall term data only).**   * + [Enrollment, Enrollment Load, WSCH, and FTEF](https://sharepoint2.palomar.edu/sites/IRPA/SitePages/Productivity%20Metric%20Summary.aspx)   + [Course Success and Retention Rates](https://sharepoint2.palomar.edu/sites/IRPA/SitePages/Success%20and%20Retention.aspx)   + [Degrees and Certifications](https://sharepoint2.palomar.edu/sites/IRPA/SitePages/Degrees%20and%20Certifications.aspx)   As with other divisions and disciplines, both locally and statewide, the CSIT discipline had a slight downturn in enrollments during the last academic year. Enrollments during the fall of 2013-2014 academic year were 398 students and during fall semester of 2014-2015 is 368. This is a 7.5% decline in enrollments from the same semester in 2014. This is somewhat higher than the college’s 4.3% decline in enrollments during the same time. The success rate of the discipline during the period of 2013/14 and 2014/15 is down from 66.1% to 62.2% (3.9%) which is smaller than the decline of the department as a whole of 5.5% but the success rate is still 62.2% overall. The discipline significantly reduced the percent of total FTEF taught by Part-Time faculty from 68% to 50%. The weekly student contact hours went from 1,930 to 1,793. Seven students completed the Certificate in Information Technology and 5 completed the AS degree in Information Technology.  Our efforts to adjust and streamline both the certificate and degree programs in the discipline are still in the initial stages of being implemented and probably are not reflected in the statistics provided for fall of the 2015-2016 year. The new curriculum includes two new certificates and degrees namely, Computer Information Systems (CIS) and Management Information Systems (MIS). The CIS degree is well suited for Veterans and Career Retraining as it is assumed the student will have work experience to understand the business process and simply focuses on the technical and information systems topics. On the other hand the MIS degree is designed as a transfer degree with the goal of students transferring to state schools in MIS. An excellent collaboration project is underway between Palomar College, Mira Costa College and Cal State San Marcos to create a seamless transfer process for students interested in studying MIS. Additional outreach includes agreements with local high schools to dual enroll in CSIT 105- Computer Concepts and Applications with the goal of encouraging students to take exciting classes in technology such as CSIT 148 – C Programming using Robots and then complete one of several degree offerings. |

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| 1. **SLOACs. Using the comprehensive SLOAC reports and faculty discussions as a guide, summarize your planned SLOAC activities for courses and programs for the current academic year. Link to SLOAC resources:** <http://www2.palomar.edu/pages/sloresources/programreview/>   Course assessments during the past semester include CSIT 105: Computer Concepts, CSIT 120: Microcomputer Applications, CSIT 180: C# Programming I and CSIT 280: C# Programming II. Students completing the courses are assessed as very successful in achieving those learning outcomes identified as being important to their success. This success is evidenced by assessment results of program SLO’s. The IT program has four program SLO’s and the 2014/15 assessments of those SLO’s reveal that in all cases students are achieving from 78.8% to 87.5% of projected goals. These program outcomes are established and have been assessed twice in the last 3 years. The discipline is continuing to work toward a formal end-of-program interview with students completing the program. |

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| 1. **Other Relevant Data and Information.** 2. **Review other data and/or information that you included in last year’s assessment of your program (see Step II.C). (Examples of other data and factors include, but are not limited to: external accreditation requirements, State and Federal legislation, four-year institution directions, technology, equipment, budget, professional development opportunities). Describe other data and/or information that you have considered as part of the assessment of your program. If there is additional information you are using to assess your program this year, also describe that information here.**   While it is still true, as stated in last year’s assessment, that the field of Information Technology continues to rate very high in predictions of future career trends in the United States, CSIT is a discipline that continually faces some of the most dramatic change within the department. This is because the technologies that form the subject matter of CSIT are constantly changing. When innovation and development of new technologies change the industry, the discipline has to quickly adjust to reflect these realities.  However, during the last several years, State of California budget problems resulted in restrictions on what and how many sections of courses could be offered. Most importantly, the department/discipline was often restricted by college administration in efforts to offer more sections of popular courses and to bring up new courses covering new technologies being used in industry (Ruby, Python, Active Server Pages, etc.). Last year’s request for professional travel funds to enable members of the discipline to learn new technologies was not funded. The stated reason was that of budget restrictions.  As a result of Palomar’s budget restrictions, students that were previously attending Palomar became frustrated with the lack of courses being offered. Many returning students had to be given permission to substitute different courses required in their major because the required courses were unable to be offered. The inability of the CSIT discipline to offer the courses students needed led many of them to other institutions and organizations to receive the education they needed for their careers. This led to further reductions in enrollments within the discipline at Palomar.   1. **Given this updated information, how are your current and future students impacted by your program and planning activities? Note: Analysis of data is based on both quantitative (e.g., numbers, rates, estimates, results from classroom surveys) and qualitative (e.g., advisory group minutes, observations, changes in legislation, focus groups, expert opinion) information.**   The discipline undertook a curriculum adjustment to refocus and streamline the degrees and certificates offered. This adjustment moved some previously required courses into a group of electives and made courses that focus on new technologies required. The main programming languages used in the discipline were changed to C and C# and Java. This change enables the program to be better aligned with the current state of Microsoft programming in industry and gives the students a more marketable skill set with a better path to additional knowledge.  In addition, the discipline undertook the development of two additional degree programs, CIS (Computer Information Systems) and MIS (Management Information Systems). These new degree programs were developed in response to input from an industry advisory group that routinely evaluates and advises the discipline. In addition, a new course utilizing robot programming brought new enthusiasm and excitement to students in the degree program. The first course (CSIT 125) to be offered in the new degree programs will run in Spring of 2016. This new course is already articulated to San Diego State and other State universities. |
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| 1. **Labor Market Data. For Career/Technical disciplines only, review and comment on any significant changes or concerns since last year’s PRP. (See Step II.D). This data is be found on the CA Employment Development website at** [**http://www.labormarketinfo.edd.ca.gov/**](http://www.labormarketinfo.edd.ca.gov/)**. Go here and search on Labor Market Information for Educators and Trainers (http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=112). Click on summary data profile on right side of page to search by occupation. (Check other reliable industry or government sources on Labor Market Data websites that support findings and are relevant to Region Ten – San Diego/Imperial Counties. Include job projections and trends that may influence major curriculum revisions.)**   San Diego County Labor Market forecasts by the State of California continue to predict a 24 to 28 percent growth in Information Systems positions between now and 2022. A software developer as an occupation is predicted to rise by 30.3 percent during that time period. Web Developers, which several of the discipline’s programs are directed toward, are among the fastest growing occupations that require an Associate’s Degree. |

**STEP II. Progress on Previous Year’s Goals and Plans** (See ”Step III - Updated Goals and Plans” in your completed 2014-15 PRP at <http://www.palomar.edu/irp/PRPCollection.htm>).

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| **Discuss/Summarize progress on last year’s goals. Include**   1. **the impact on resources allocated and utilized;** 2. **any new developments or concerns that are affecting the program;** 3. **any new goals for the program; and** 4. **other information you would like to share.**   Progress toward the goals identified in the first year’s Program Review and Planning document has been good but lack of budgetary funds continues to hamper our efforts. A. Our 2014 request for funds to advertise and promote our new CIS and MIS degree programs was denied and this has undoubtedly restricted the number of students enrolling in these programs. B. The lack of funds awarded for faculty travel has slowed development of new courses that keep the program relevant to the quickly changing world of Information Technology. C. On the positive side, IC3 certification has been made available to our students without cost and additional robots for the robotic programming courses has increased the number of students that have access to this new technology. D. New articulation agreements with CSU – San Marcos and Mira Costa College have been made. E. Perhaps our biggest challenge is the continued lack of support staff for open labs. |

**STEP III. Resources Requested for FY 2015-16:** Now that you have completed Steps I and II, Step III requires you to identify all additional resources you will need to achieve goals, plans and strategies for Step II. First, identify all resource needs in each budget category. You may have up to five (5) requests per budget category. Provide a meaningful rationale for each request and how it links to your Goals, Plans, and Strategies. Resource requests to simply replace budget cuts from previous years will not be considered. Negotiated items should not be included in any resources requested. PLEASE NOTE THAT ALL FUNDING ALLOCATED BY IPC IS ONE-TIME AND MUST BE SPENT WITHIN THE DEFINED TIMELINE. Requests that support more than one discipline should be included on the “Academic Department Resource Requests” PRP form only. Click here for examples of [*Budget Category*](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)*.*

Prioritize within each category and then prioritize across categories in Step IV.

\*Refer to Strategic Plan 2016 Objectives at http://www.palomar.edu/strategicplanning/StrategicPlan2016-Year2.pdf

**Budget category a. Equipment (acct 600010 and per unit cost is >$500). Enter requests on lines below. Click here for examples of equipment:** [**Budget Category**](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
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| **a1.** |  | **600010** |  |  |  |  |
| **a2.** |  | **600010** |  |  |  |  |
| **a3.** |  | **600010** |  |  |  |  |
| **a4.** |  | **600010** |  |  |  |  |
| **a5.** |  | **600010** |  |  |  |  |

**Budget category b. Technology (acct 600010, examples: computers, data projectors, document readers). Enter requests on lines below. Click here for examples of technology:** [**Budget Category**](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
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| **b1.** | **Robotic Equipment: EV3 Robot Core Set (16),**  **Expansion set,**  **Resource set** | **600010** | **1,2** | **1.1, 1.2, 2.2, 3.1** | **The CSIT 148 C Programming using Robots is designed to provide a pathway into technology. It is a beginning programming class using robots and a natural fit for incoming high school students. The request for 16 robots is to update the equipment as technology changes. It is compatible with the existing Mindstorm Robots. Additionally Expansion sets and resources to complement and keep our robotic program current. The plan is to update over the course of a few years as the technology emerges. This request assists in establishing pathways for high school to attend Palomar College.** | **7500.00** |
| **b2.** | **IPad Pro with WIFI, Cellular, Apple Pencil Smart Keyboard** | **600010** | **1, 2** | **4.3** | **Information Technology Faculty must have the ability to perform with blackboard, the website, Palomar email and all other resources using leading edge technology to continue to learn and grow in the field of technology.** | **1500.00** |
| **b3.** | **Microsoft Surface Pro 4-1TB-Intel i7-16GB** | **600010** | **1, 2** | **4.3** | **Information Technology Faculty must have the ability to perform with blackboard, the website, Palomar email and all other resources using leading edge technology to continue to learn and grow in the field of technology.** | **2910.00** |
| **b4.** |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |
| **B6** |  |  |  |  |  |  |

**Budget category c. Supplies (acct 400010 and per unit cost is <$500). Enter requests on lines below. Click here for examples of supplies:** [**Budget Category**](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
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| **c1.** |  | **400010** |  |  |  |  |
| **c2.** |  | **400010** |  |  |  |  |
| **c3.** |  | **400010** |  |  |  |  |
| **c4.** |  | **400010** |  |  |  |  |
| **c5.** |  | **400010** |  |  |  |  |

**Budget category d. Operating Expenses (acct 500010; examples: printing, maintenance agreements, software license) Enter requests on lines below. Click here for examples of operating expense:** [**Budget Category**](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already partially funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
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| **d1.** | **IC3 Certification Vouchers** | **500010** | **1,2** | **1.2, 2.2,2.5** | **The IC3 certification is a industry certification that insures computer literacy. Students may take these exams while completing CSIT 105 on campus or through dual enrollment at local high schools. This enables student success in gaining employment by earning this certification.** | **5000.00** |
| **d2.** | **RobotC Software Site License** | **600010** | **1,2** | **1.1, 1.2, 2.2, 2.4 3.1** | **The CSIT 148 C Programming using Robots is designed to provide a pathway into technology. Currently we have the software for one classroom it would provide enhanced technologies more readily available in multiple labs.** | **1500.00** |
| **d3.** |  |  |  |  |  |  |
| **d4.** |  | **500010** |  |  |  |  |
| **d5.** |  | **500010** |  |  |  |  |

**Budget category e. Travel Expenses for Faculty (acct 500010: faculty travel only)**

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits if applicable)** |
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| **e1.** | **Conference travel expenses** | **500010** | **Discipline goal from Step II B** | **3.3** | **Support faculty teaching in the Microsoft Programming curriculum with recurrent and updated education and training.** | **$2,000** |
| **e2.** |  | **500010** |  |  |  |  |
| **e3.** |  | **500010** |  |  |  |  |
| **e4.** |  | **500010** |  |  |  |  |
| **e5.** |  | **500010** |  |  |  |  |

**Budget category f. Short-term hourly (temporary and student worker). Enter requests on lines below.**

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits if applicable)** |
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| **f1.** | **Student Workers** | **230010** | **1,2** | **2.2** | **The CSIT labs are in great need of student workers to assist in tutoring at our labs. It is important to be physically at our labs because the csit labs have unique set up for the classes we teach. Often the software in only available in the labs.** | **10000.00** |
| **f2.** |  | **230010** |  |  |  |  |
| **f3.** |  | **230010** |  |  |  |  |
| **f4.** |  | **230010** |  |  |  |  |
| **f5.** |  | **230010** |  |  |  |  |

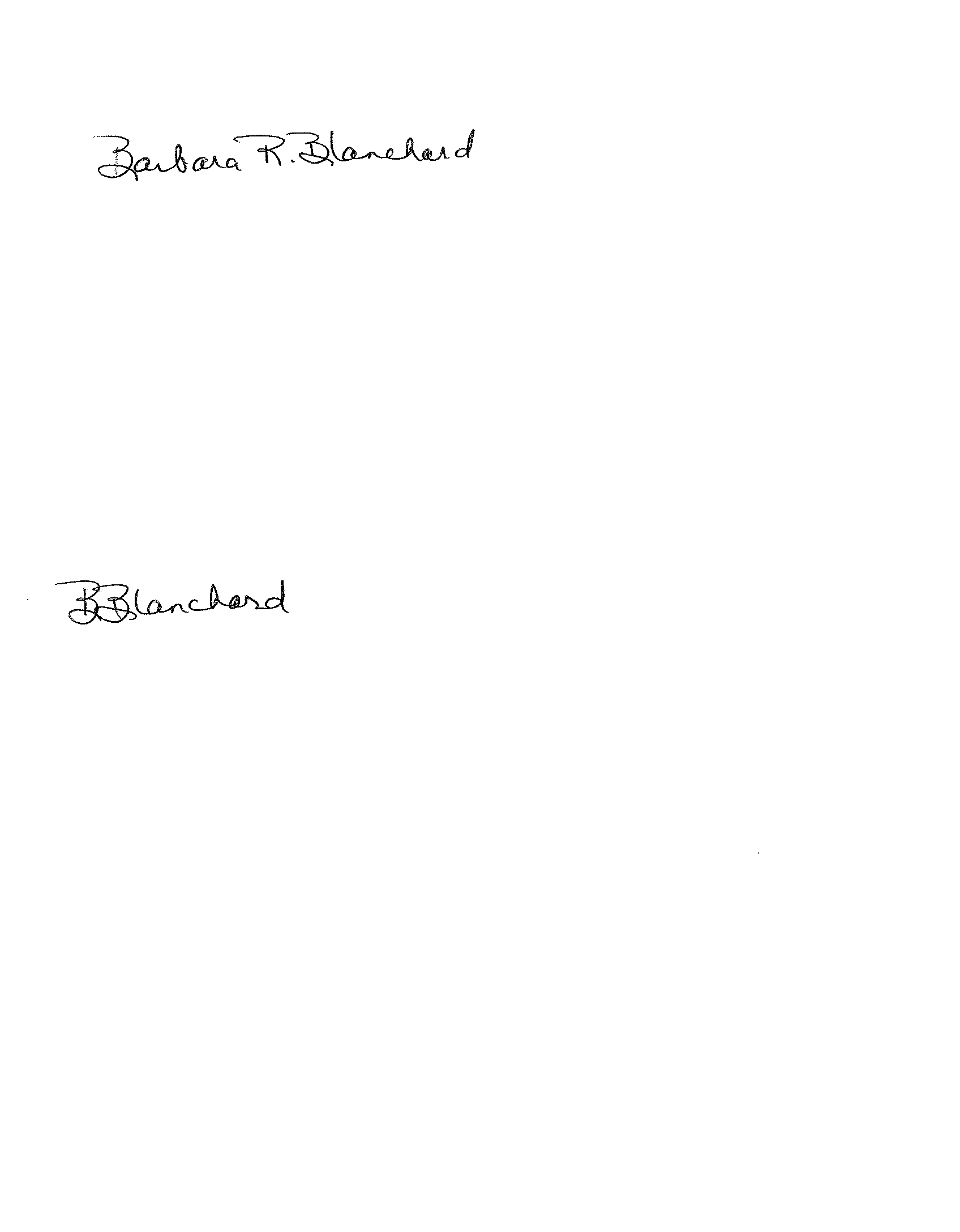
**STEP IV. Prioritize Resource Requests.** Now that you have completed Step III, prioritize all of your resource requests as one group; not prioritized within each budget category. This means you could have your #1 priority in technology, your #2 priority in short-term hourly, and your #3 priority in equipment, etc. If you actually have five (5) requests in each of the six (6) budget categories, you would end up with 30 prioritized requests**. IPC will not consider requests that are not prioritized.** Note that all funding allocated by IPC is one-time and must be spent within the defined timeline.

| **Priority Number for all Resource Requests in Step III** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, benefits, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **IC3 Certification Vouchers** | **500010** | **1,2** | **1.2, 2.2,2.5** | **The IC3 certification is a industry certification that insures computer literacy. Students may take these exams while completing CSIT 105 on campus or through dual enrollment at local high schools. This enables student success in gaining employment by earning this certification.** | **5000.00** |
| **2.** | **RobotC Software Site License** | **600010** | **1,2** | **1.1, 1.2, 2.2, 2.4 3.1** | **The CSIT 148 C Programming using Robots is designed to provide a pathway into technology. Currently we have the software for one classroom it would provide enhanced technologies more readily available in multiple labs.** | **1500.00** |
| **3.** | **Robotic Equipment: EV3 Robot Core Set (16),**  **Expansion set,**  **Resource set** | **600010** | **1,2** | **1.1, 1.2, 2.2, 3.1** | **The CSIT 148 C Programming using Robots is designed to provide a pathway into technology. It is a beginning programming class using robots and a natural fit for incoming high school students. The request for 16 robots is to update the equipment as technology changes. It is compatible with the existing Mindstorm Robots. The plan is to update over the course of a few years as the technology emerges. This request assists in establishing pathways for high school to attend Palomar College.** | **7500.00** |
| **4.** | **Conference travel expenses** | **500010** | **Step II B** | **3.3** | **Support faculty teaching in the Microsoft Programming curriculum with recurrent and updated education and training.** | **$2,000** |
| **5.** | **IPad Pro with WIFI, Cellular, Apple Pencil Smart Keyboard** | **600010** | **1, 2** | **4.3** | **Information Technology Faculty must have the ability to perform with blackboard, the website, Palomar email and all other resources using leading edge technology to continue to learn and grow in the field of technology.** | **1500.00** |
| **6.** | **Microsoft Surface Pro 4-1TB-Intel i7-16GB** | **600010** | **1, 2** | **4.3** | **Information Technology Faculty must have the ability to perform with blackboard, the website, Palomar email and all other resources using leading edge technology to continue to learn and grow in the field of technology.** | **2910.00** |
| **7.** |  |  |  |  |  |  |
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**STEP V. Contract Position Requests.** Prioritize all contract positions you feel are needed to achieve goals, plans and strategies identified in Step II. Include all requests for Classified, CAST, and Administrator positions that either replace a vacancy due to retirements, resignations, lateral transfers, etc., or any new positions. You may request up to ten (10) positions and they must be prioritized to be considered by IPC. Please note that only these position requests will be prioritized by IPC when developing the annual Staffing Plan for Instruction.   (Do not include faculty positions.)

| **Priority Number for Contract Position Requests** | **Position Title/Category**  **Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide a detailed rationale for the each position. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If position is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits)** |
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| **1.** |  |  |  |  |  |  |
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**Department Chair/Designee Signature Date**



**Division Dean Signature Date**