|  |  |
| --- | --- |
| **Discipline: Graphic Communications – Multimedia and Web** | **Date:** **12/15/2015** |
| **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.

|  |
| --- |
| **List everyone who participated in completing this Program Review and Planning Document.**  Mark Bealo, Ken Dodson, Wade Rollins |

**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.

|  |
| --- |
| 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)   For Fall 14-15 data, the GCMW program shows a 64.98% census load generating 1,026 WSCH and below the requested 80% target fill rate (census load). Although these numbers look very grim they are infact a year old. Since then we have implemented strategies to increase our efficiency. These included lowering our unit values from 4 to 3 units to make courses more affordable to students, continuing to hold student exhibitions, a career day and maintain a strong presense in the Student Showcase at the San Diego County fair, and modifying our scheduling to optimize course offerings over 4 semesters to increase fill rates.  By comparing our current semester’s numbers to 14-15 we seem to be up towards an 89% fill rate. This leads us to believe we are on the right path to becoming more efficient. Yet in an effort to counter the decline in enrollments we are in need of promotional materials to reach out to prospective students, businesses and the community. We will continue to reach out to high schools, attend advisory meetings with participating schools and provide tours of the department to visiting groups as part of our outreach efforts.  Part of the decline can also be attributed to students who have entered the workforce after achieving the skills and technical knowledge through our courses and programs. We continue to strive to be relevant to industry and cutting edge in the technology and equipment that we offer students. An additional issue affecting the census load is that our course maximums in several classes are too high. These were increased when the department moved from the GJ building to MD, with most course maximums increasing from 24 to 30 because that is how many computers fit in the classrooms. The need to modify the course maximums is very apparent in the SLOAC analysis with the main issues being safety, bottlenecks preventing students from completing their projects in a timely manner, and lack of enough equipment for such oversized courses. We are requesting that the Course Maximums Committee consider rectifying the course maximums in these classes.  Fall 14-15 success rates for GCMW are 82.1%, 56.8%, 85.7% and 67.3% for Day, Dist Ed, Eve and overall respectively. The same rates for the college as a whole are 70.9%, 60.2%, 72.1% and 70.0% which puts us ahead of the district in some areas with improvement needed in Dist Ed classes. |

|  |
| --- |
| 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/>   The SLOACs revealed the following:  1) There are severe bottlenecks on certain projects in several courses that would only be alleviated via either lowering course maximums to previous levels, adding a significant amount of additional equipment and technology for students to use, and/or hire the GC Instructional Support Assistant III that is ranked #10 on the current IPC Recommended Classified and Administrator Priority Positions for Instruction 2015-2016. This was evident during the assessment of 3 different GCMW courses and 7 different programs. Expensive and technical equipment requires supervision while students are working on projects. With pressure from administration to move to 80% fill rates or better, there will not be enough time in class for students to finish producing their group projects. Either class maximums will need to be lowered, or a staff position will need to be granted in order to provide more open lab time for students in the green screen studio and with other class projects.  2) Last year’s SLOAC analysis showed that we need to keep current with technology such as 4K production and distribution to prepare our students for the workforce. We were able to accomplish some of that transition process via PRP and Perkins allocations and will continue to make progress as new funds become available.  3) Additional audio and video input and capture devices are needed so that all of the students can participate. Currently there are only a limited number of different devices for each project that students can use so many end up having to wait for someone else to finish before they can work on the projects, lessons and assignments. |

|  |
| --- |
| 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.**   There is a growing need in industry for screen media (web, mobile device, digital signage, TV, etc.) designers who can incorporate social media and video skills. We are meeting this need by updating, developing and offering classes that are changing with present and future technology. We believe that this medium will fill the employment void that we have seen in web development with rising jobs requiring proficiency designing for mobile and smart devices and screen media.  We continue to update and equip our labs with the latest technology to meet industry and student needs. In addition, our faculty maintain currency and keep up to date with industry trends by attending trade shows and conferences.   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.**   Current and future students are impacted through cancelled sections and incomplete course offerings where students need specific courses to complete certificates and/or degrees. Given this information it is apparent that we need to revise our curriculum to bring our certificates and degrees into a more tightly focused group of offerings in addition to the district making efforts to rectify the negative enrollment trends with targeted marketing. Through the courses we are able to offer, our students are getting the relevent job skills, learning modern technology, and becoming proficient with software to prepare them for a competitive job market. |

|  |
| --- |
| 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.)**   Detailed data follows with San Diego estimated current and projected numbers.  Occupation Est. - Projected Year Est. Employment Proj. Employment %  Multi-Media Artists and Animators 2012 - 2022 1,080 1,470 36.1  Graphic Designers 2012 - 2022 2,580 3,120 20.9  Web Developers 2012 - 2022 1,950 2,630 34.9  These projections are healty trends, but also lead us to believe we need to target-market relevant groups in order to boost enrollment in our capstone courses to best address the needs of industry. |

**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>).

|  |
| --- |
| **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.**   Goal 1: Incorporate 4K Ultra HD technology. We are in the process of improving MD 119 to work with and display 4K multimedia.   1. Impact: Perkins funds were aquired to update the monitors in our high end multimedia lab to 4K Ultra HD capable units. These are currently on order and expected to arrive soon. Additional Perkins funds were allocated to purchase a number of 4K capable capture devices, but more are needed for use in classes, projects and assignments. 2. Concerns: The highly technical nature of the technology used in GCMW has surpassed the districts ability to provide support. This leaves the burden on the faculty to install, update, maintain and make repairs when needed.   Goal 2: Creation of content and applications for mobile devices. We scheduled GCMW 229 to be taught this Fall 2015.   1. Impact: Current mobile devices are still needed for this course and other classes. 2. Concerns: Class did not fill. Word-of-mouth is insufficient to promote the course. Targeted marketing efforts are needed. By not offering these courses, the department is hindered from being relevant to industry and forced to only focus on foundations.   Goal 3: Complete the technology needs to be able to instruct and demonstrate students in 3D Stereo projects and technical requirements. We have acquired the technology and are moving forward with delivering course content related to this goal; however, we are still in need of a 3D Stereo mirror rig to complete the setup. This is on hold as we wait on industry to see how demand changes for 3D content.   1. Impact: 3D Stereo mirror rig still required. 2. Concerns: Industry is still on hold regarding trends with this technology.   Goal 4: Support our faculty with professional development and opportunities to update their industry knowledge, skill sets, and establish relevant contacts with vendors and other educators at trade shows and conferences. We have been attending trade shows and other industry-related conferences, but mostly out-of-pocket, which discourages faculty from bringing their expertise current.   1. Impact: There were extremely limited funds available for travel last year, so the burden fell on our faculty members to cover the bill or seek external funding sources. 2. Concerns: Numerous tradeshows and conferences will occur throughout the academic year that would be greatly beneficial to our faculty and students. The lack of available travel funds will continue to hinder such progress.   C) New Goal: Offer current and capstone courses that meet the needs of industry and follow suit with advisory committee recommendations. |
|  |

**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.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **a1.** | **Expansion modules, attachments & accessories for current equipment.** | **600010** | **1** | **3** | **Increases the capabilities of existing technology to expand student experience and training with industry standard equipment. Consists of remote control for current wireless lens control system, upgrade to current dolly system, and additional lenses for use in green screen work.** | **$4,000** |
| **a2.** | **4K DSLR Cameras** | **600010** | **1** | **3** | **Allows students to shoot and record 4K video footage to expand student experience and training with industry standard equipment.** | **9 @ $970 ea = $8,730** |
| **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.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **b1.** |  | **600010** |  |  |  |  |
| **b2.** |  | **600010** |  |  |  |  |
| **b3.** |  | **600010** |  |  |  |  |
| **b4.** |  | **600010** |  |  |  |  |
| **b5.** |  | **600010** |  |  |  |  |

**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.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **c1.** | **Supplies** | **400010** | **GCMW 1, 2** | **3** | **New equipment and technology have brought about new capabilities and an increase in supplies used during instruction and production of student projects, but in categories that cannot be paid for with material fees. Examples such as batteries, cables, accessories, adaptors, expander modules, input devices and the like are all needed. The general department budget is insufficient to cover these costs and needs to be augmented by this request. This was not funded last year and now the need is critical.** | **$4,000** |
| **c2.** | **6 GoPro Cameras** | **400010** | **GCMW 1** | **3** | **GoPro technology changes each year and now is offering enhanced capabilities allowing students hands-on use of current technology at a low cost.** | **6 @ $540= $3,240** |
| **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.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **d1.** | **Software, maintenance agreements, and technology improvements** | **500010** | **1,2,3** | **1** | **The GCMW discipline must maintain existing software licenses, maintenance agreements and technology improvements. As Adobe and other software frequently updates, any third party software we utilize in conjunction becomes obsolete. This was not funded last year and the agreements need to be renewed. Current software licenses that will expire: the Foundry Creation Collective @ $3,222.00, Logic Pro X @ $999.00, Mocha @ $1,990.00, Komplete 10 Ultimate 5 Seat License For Academic Institutions @$1,599.00** | **$7,000** |
| **d2.** |  | **500010** |  |  |  |  |
| **d3.** |  | **500010** |  |  |  |  |
| **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)** |
| --- | --- | --- | --- | --- | --- | --- |
| **e1.** | **Travel funds for trade shows and conferences.** | **500010** | **4** | **2,3** | **Indispensable means of keeping multiple instructors up to date on current technology, trends, industry contacts, and software updates and advancements. Conferences include: National Association of Broadcasters convention (NAB), Digital Signage Expo (DSE), North American Music Merchants tradeshow (NAMM), Consumer Electronics Show (CES), SIGGRAPH, CineGear, Live Display Industries (LDI), Audio Engineering Society (AES) and InfoComm.** | **$3,500** |
| **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)** |
| --- | --- | --- | --- | --- | --- | --- |
| **f1.** |  | **230010** |  |  |  |  |
| **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.** | **Supplies** | **400010** | **1,2** | **3** | **New equipment and technology have brought about new capabilities and an increase in supplies used during instruction and production of student projects, but in categories that cannot be paid for with material fees. Examples such as batteries, cables, accessories, adaptors, expander modules, input devices and the like are all needed. The general department budget is insufficient to cover these costs and needs to be augmented by this request. This was not funded last year and now the need is critical.** | **$4,000** |
| **2.** | **4K DSLR Cameras** | **600010** | **1** | **3** | **Allows the students to shoot and record 4K video footage to expand student experience and training with industry standard equipment.** | **9 @ $970 ea = $8,730** |
| **3.** | **Software, maintenance agreements, and technology improvements** | **500010** | **1,2,3** | **1,3** | **The GCMW discipline must maintain existing software licenses, maintenance agreements and technology improvements. As Adobe and other software frequently updates, any third party software we utilize in conjunction becomes obsolete. This was not funded last year and the agreements need to be renewed. Current software licenses that will expire: the Foundry Creation Collective @ $3,222.00, Logic Pro X @ $999.00, Mocha @ $1,990.00, Komplete 10 Ultimate 5 Seat License For Academic Institutions @$1,599.00** | **$7,000** |
| **4.** | **Expansion modules, attachments & accessories for current equipment.** | **600010** | **1** | **3** | **Increases the capabilities of existing technology to expand student experience and training with industry standard equipment. Consists of remote control for current wireless lens control system, upgrade to current dolly system, and additional lenses for use in green screen work.** | **$4,000** |
| **5.** | **6 GoPro Cameras** | **400010** | **1** | **3** | **GoPro technology changes each year and now is offering enhanced capabilities allowing students hands-on use of current technology at a low cost.** | **6 @ $540= $3,240** |
| **6.** | **Travel funds for trade shows and conferences.** | **500010** | **4** | **2, 3** | **Indispensable means of keeping multiple instructors up to date on current technology, trends, industry contacts, and software updates and advancements. Conferences include: National Association of Broadcasters convention (NAB), Digital Signage Expo (DSE), North American Music Merchants tradeshow (NAMM), Consumer Electronics Show (CES), SIGGRAPH, CineGear, Live Display Industries (LDI), Audio Engineering Society (AES), InfoComm, and the Digital Signage Expo (DSE.** | **$3,500** |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |
| **11.** |  |  |  |  |  |  |
| **12.** |  |  |  |  |  |  |
| **13.** |  |  |  |  |  |  |
| **14.** |  |  |  |  |  |  |
| **15.** |  |  |  |  |  |  |
| **16.** |  |  |  |  |  |  |
| **17.** |  |  |  |  |  |  |
| **18.** |  |  |  |  |  |  |
| **19.** |  |  |  |  |  |  |
| **20.** |  |  |  |  |  |  |
| **21.** |  |  |  |  |  |  |
| **22.** |  |  |  |  |  |  |
| **23.** |  |  |  |  |  |  |
| **24.** |  |  |  |  |  |  |
| **25.** |  |  |  |  |  |  |
| **26.** |  |  |  |  |  |  |
| **27.** |  |  |  |  |  |  |
| **28.** |  |  |  |  |  |  |
| **29.** |  |  |  |  |  |  |
| **30.** |  |  |  |  |  |  |

**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)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

** 12/15/15**

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**