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| **Discipline: Type in the name of your discipline here…International Business (IBUS)** | **Date: 11/29/2015** |
| **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.**  **Jackie Martin and Alba-Maria Armistead** |

**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)   Enrollment is 50, down two students from 2014-15. WSCH is 150, down six students from last year.FTEF is .40 and WSCH/FTEF is 250.00. Success rate in IBUS is 62.5 %, a decrease from the overall success rate of 71.2% last year, and is lower than Palomar's total (70%). The success rate of distance education students is 47.4%, there are no day classes, and the evening students have a success rate of 72.4%, which is higher than Palomar’s 70%.. Retention rate, in evening classes is (96.6%) and is above Palomar's totals, and retention in the distance ed classes increased from 56.3% last year to 68.4% this year.. Awards (1, AS in IBUS, and 1, Certficiate in IBUS) were in line with last year. |

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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/>   The assessment cycle for all IBUS courses is each three years. Assessments should be completed during the 2015-16 academic year. The department has discussed this and has decided to rotate the cycle of the disciplines in the future, so that all assessments are not due in all courses, all disciplines,during the same year. |

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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.**   New goals for the IBUS program focus around the development of a new Transfer Model Curriculum for IBUS/International Studies, that was vetted last year and has in this academic year produced a model TMC degree, and also this fall, model Course Outlines of Record. It is the intention of the FT faculty member to revise the program to reflect the TMC; but also to keep intact the terminal certificate for IBUS. This transition will also require artculation with CSUSM. The goal is to complete this work by the end of the spring 2016 semester, for a start date of fall 2017.   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 students will be able to complete their courses and degrees under their catalog year and receive substitutions for courses that may change due to the new TMC.  New students will benefit greatly by being able to transfer to CSUSM with a Global Studies transfer pattern. |

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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.)**   I searched Indeed.com on 11/29/2015 for “International Business” San Diego, CA. This is an overarching term, but includes jobs such as Import Export, International Trade, International Marketing, Data Analysis, Global Studies, International Business Teacher, and more. 254 new jobs came up on this search and 1,063 jobs total showed up in this category. It is self-evident that in today’s global society and world, international studies is becoming a key component of many business occupations.  Using LMI data, the data shows the following growth for San Diego County from 2012-22.   |  |  |  |  | | --- | --- | --- | --- | | **Projections of Employment by Occupation, 2012 - 2022** | | | | |  |  |  |  | | **Occupations Matched to Top Code(s):** | |  |  | | 050800    ***International Business and Trade*** | |  |  | |  |  |  |  | | **Geography:** San Diego County | |  |  | | **Counties:** San Diego County | |  |  | |  |  |  |  | | Annual Job Openings by Occupation | | | | | **SOC Code** | **Occupation Title** | **2012 Employment** | **Annual Job Openings1** | | **(Link to Occupation Profile)** | | 251011 | [Business Teachers, Postsecondary](http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=Busines&careerID=&menuChoice=&geogArea=0604000073&soccode=251011&search=Explore+Occupation) | 610 | 18 | | 111011 | [Chief Executives](http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=Chie&careerID=&menuChoice=&geogArea=0604000073&soccode=111011&search=Explore+Occupation) | 3,130 | 115 | | 111021 | [General and Operations Managers](http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=Genera&careerID=&menuChoice=&geogArea=0604000073&soccode=111021&search=Explore+Occupation) | 21,730 | 896 | |  | **Total** | 25,470 | 1,029 |  |  |  |  |  | | --- | --- | --- | --- | | **Projections of Employment by Occupation, 2012 - 2022** | | | | |  |  |  |  | | **Occupations Matched to Top Code(s):** | |  |  | | **221000    *International Studies*** | |  |  | |  |  |  |  | | **Geography:** San Diego County | |  |  | | **Counties:** San Diego County | |  |  | |  |  |  |  | | Annual Job Openings by Occupation | | | | | **SOC Code** | **Occupation Title** | **2012 Employment** | **Annual Job Openings1** | | **(Link to Occupation Profile)** | | 119199 | [Managers, All Other](http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/occExplorerQSDetails.asp?searchCriteria=Managers&careerID=&menuChoice=&geogArea=0604000073&soccode=119199&search=Explore+Occupation) | 10,300 | 423 | |  |  |  |  | |

**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.** 5. New goals for the IBUS program focus around the development of a new Transfer Model Curriculum for IBUS/International Studies, that was vetted last year and has in this academic year produced a model TMC degree, and also this fall, model Course Outlines of Record. It is the intention of the FT faculty member to revise the program to reflect the TMC; but also to keep intact the terminal certificate for IBUS. This transition will also require artculation with CSUSM. The goal is to complete this work by the end of the spring 2016 semester, for a start date of fall 2017. 6. Goals also include becoming active again in the World Trade Organization (WTO), <https://www.wtca.org/locations/world-trade-center-san-diego?locale=en> and the partner organization, <http://sandiegobusiness.org/wtcsd> which was defunct last year effectively, but which has been revived as of September 2015. They are still deciding whether they will use a membership model, but we have a meeting scheduled to talk about how Palomar College and the S**an Diego North Economic Development Council,** [**http://sdnedc.org/ceds/key-industry-clusters/**](http://sdnedc.org/ceds/key-industry-clusters/) **can partner for the benefit of the students.** 7. **The third goal is to have current international business publications available to students so that classroom content is current.** |
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**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.** |  | **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.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **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.** | **Subscription, Wall Street Journal, classroom edition** | **400010** | **Goal # 3** | **Mission: We**  **are committed**  **to helping**  **our**  **students**  **achieve**  **the**  **learning**  **outcomes**  **necessary**  **to**  **con**  **tribute**  **as**  **individuals**  **and**  global  **citizens**  **living**  **responsibly,**  **effectively,**  **and**  **creatively**  **in**  **an**  **interdependent**  **and**  **ever**  **-**  **changing**  **world** | **Goal 1: Student Learning**  **Support excellence in instruction and academic programs and services to improve student learning.**  **Providing current event reading material related to an ever changing global economy is a critical supplement to textbooks that are not updated as frequently.** | **400.00/year** |
| **c2.** | **Subscription, The Economist, classroom edition** | **400010** | **Goal #3** | **We**  **are committed**  **to helping**  **our**  **students**  **achieve**  **the**  **learning**  **outcomes**  **necessary**  **to**  **con**  **tribute**  **as**  **individuals**  **and**  **global**  **citizens**  **living**  **responsibly,**  **effectively,**  **and**  **creatively**  **in**  **an**  **interdependent**  **and**  **ever**  **-**  **changing**  **world** | **Goal 1: Student Learning**  **Support excellence in instruction and academic programs and services to improve student learning.**  **Providing current event reading material related to an ever changing global economy is a critical supplement to textbooks that are not updated as frequently.** | **385.00/year** |
| **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.** |  | **500010** |  |  |  |  |
| **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.** |  | **500010** |  |  |  |  |
| **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** |  |  |  |  |

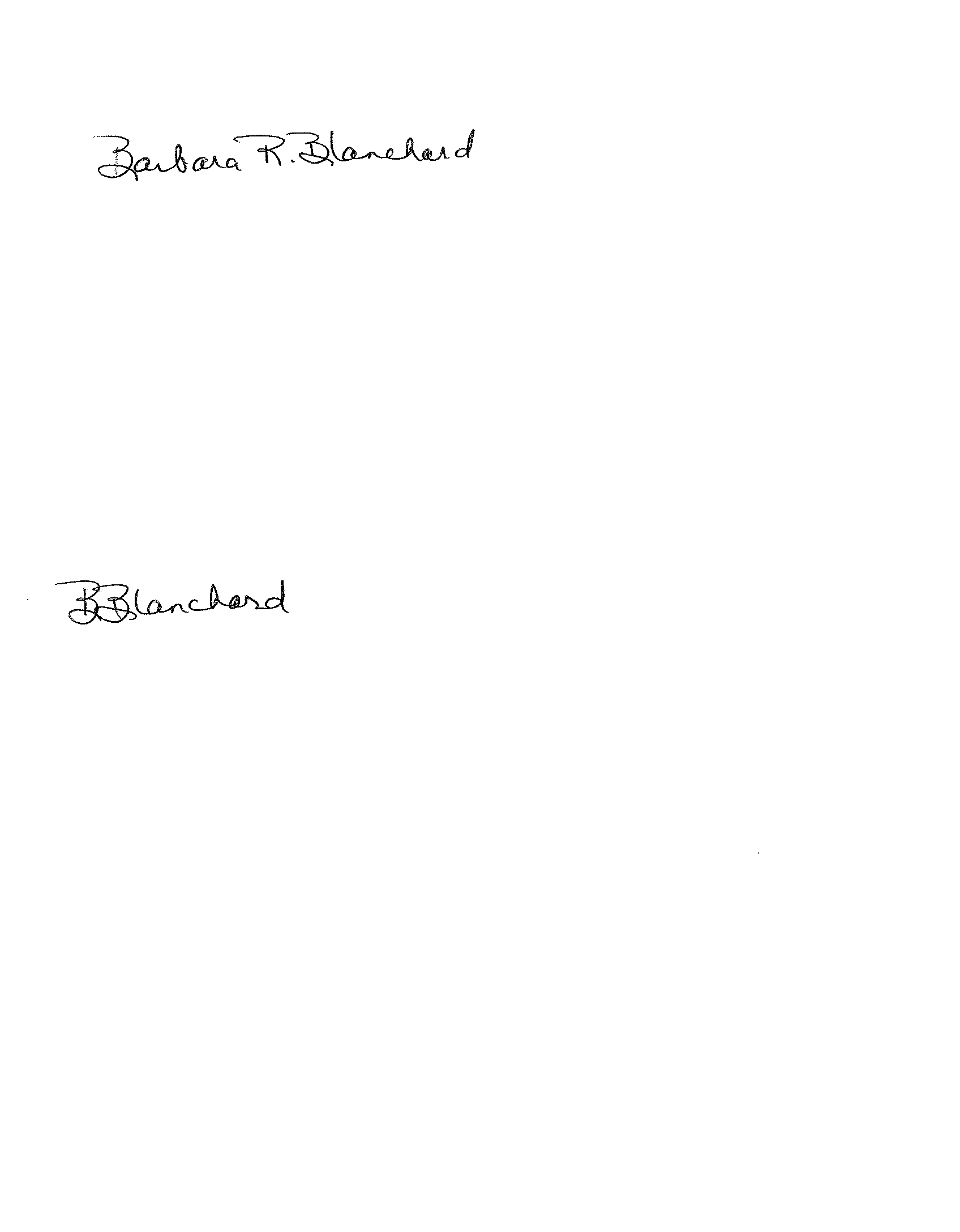
**STEP IV. Prioritize Resource Requests.** Now that you have completed Step III, prioritize all of your resource requests as one group; not prioritized within each budget category. This means you could have your #1 priority in technology, your #2 priority in short-term hourly, and your #3 priority in 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.** | **Subscription, Wall Street Journal, classroom edition** | **400010** | **Goal # 3** | **Mission: We**  **are committed**  **to helping**  **our**  **students**  **achieve**  **the**  **learning**  **outcomes**  **necessary**  **to**  **con**  **tribute**  **as**  **individuals**  **and**  global  **citizens**  **living**  **responsibly,**  **effectively,**  **and**  **creatively**  **in**  **an**  **interdependent**  **and**  **ever**  **-**  **changing**  **world** | **Goal 1: Student Learning**  **Support excellence in instruction and academic programs and services to improve student learning.**  **Providing current event reading material related to an ever changing global economy is a critical supplement to textbooks that are not updated as frequently.** | **400.00/year** |
| **2.** | **Subscription, The Economist, classroom edition** | **400010** | **Goal #3** | **We**  **are committed**  **to helping**  **our**  **students**  **achieve**  **the**  **learning**  **outcomes**  **necessary**  **to**  **con**  **tribute**  **as**  **individuals**  **and**  **global**  **citizens**  **living**  **responsibly,**  **effectively,**  **and**  **creatively**  **in**  **an**  **interdependent**  **and**  **ever**  **-**  **changing**  **world** | **Goal 1: Student Learning**  **Support excellence in instruction and academic programs and services to improve student learning.**  **Providing current event reading material related to an ever changing global economy is a critical supplement to textbooks that are not updated as frequently.** | **385.00/year** |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **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.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**



**Division Dean Signature Date**