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| **Discipline:** | **Date:** **11//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.**  **Donna Cosentino, J. Chris Youngren** |

**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 has gone down 113 from 2014, and tho it has fluctuated over the years, enrollment is UP 12.5% since 2010. This is better than the college's loss of 11% since 2010.  WSCH to FTEF shows a decrease of 10% from the previous year: 334.08 vs. 298.95. This is an ongoing problem that began with our change in calculation from lecture/lab to lecture and lab as mandated by the state. This affects our efficiency and we need to find a way to fix this. The mandate of non-repeatability affected our photography student population greatly. Many of our students were lifelong learners or are those looking for a second career or wishing to keep up with changing technology. This has to be addressed and we will look to experts in curriculum from within our college and those from other college photo programs to help us learn to serve our student's needs in a more efficient way while working within the parameters of the state.  Part-time /FTEF % is now 72.3% this is up 21% from 2010 because of retirements of full time faculty.    Retention and Success- Our Retention Rate is 88.9%, slightly lower than 2013/14 (90.6%) and 4% higher than the school retention rate. Success Rate is 70.8% in line with the college.  Degrees: We awarded 9 AA degrees (twice the year before) and 12 certificates. We hope to add additional Certificates this year and will look for improvements in more awards granted |

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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/>   We have written new course SLO's for the last academic year and will assess several of them this Fall '15 and in Spring 2016. Specifically we plan to assess the following courses in the Fall: Photo 50,100,120,130,140,160,171, and 225. Classes taught in Spring '16 to assess include Photo135, 209, 210, 212, 220. We have written a test question to help us determine assessment in our entry level classes. There are a few courses that we need to de-activate. We would like to add more SLOs to help us better assess our advanced courses. Our Program SLO assessment proved that our students are able to produce exhibition quality work through participating in two Palomar juried exhibitions this last academic year plus several were included in juried shows in the wider art world. |

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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.**   We continue to update courses with new methodology and fresh textbooks.We added a new certificate for alternative and historical processes and have been doing professional development towards this end. We have purchased new equipment to teach these historical processeses however there is a need to remodel our available existing space for safety and capacity before we can continue with this part of our program. We continue to update our Studio with necessary equipment but it still needs additional updating. We were able to assess our facility's safety needs and after addressing these concerns with the appropriate experts. We have implemented recommended safety changes. For example, our chemical storage and the chemical mixing area have both been improved. Outdated computers and printers have not been replaced or upgraded as necessary. The PC's in our F building are old and slow. They have not been replaced since 2010. This is quite old for computers. We are asking for Macs because that is the industry standard. Our Epson 4800 and 4880 printers for student use are from 2008/2009. They are workhorses but continually give users problems such as stopping or misloading because of their age. This hampers student learning outcomes in several of our classes. We have asked for new Epson 3880s to help alleviate this problem.   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.**   Informal classroom surveys show considerable student and teacher frustration with outdated equipment. They also state they wish to take the Alternative Processes classes as soon as they are made available. Such processes as Platinum Pladium printing and Wet Collodion Tintypes are gaining popularity in Fine Art as well as editorial areas of photography. Our advisory committeesays there's a digital backlash and they all recommended that Darkroom and Historical processes are key to student learning and create excitement in the field. They suggested new equipment and software needs in order to be competitive as a Photographic Technology program as well. Such things as DSLR Cameras which have video capability for both Studio and Photojournalism needs, updating studio equipment, computers, printers and social media improvement have all been recommended. |

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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.)**   There have been no significant changes since last year or in the last several years. The prediction is for a 12-13% increase in jobs in the Photography field by 2018. This category is however not accurate as it does not speak to the uses of photographers in multiple fields not named. For instance, Digital Techs, Studio Assistants, Photography Retouchers, Second Shooteers at weddings, are not listed and established Photographers hire these to assist in their business. As the name of our program has changed from 'Photography' to 'Photographic Technology' this may affect future outcomes. We have graduated several students who have started their own business or are supplementing their income with a variety of photographic services. There are no figures that speak to SELF-EMPLOYMENT in our field or any field. Anecdotal evidence from previous attendees of our program shows that many of our former students are creating income based on the training they received in our Photography Program. |

**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.**   a) Examples of impact are: With the addition of up-to-date film and digital camera kits we are now able to assist our students more fully with their class needs. The chemical fume hood took care of a much needed safety issue. The On-location lighting kit has helped our Commercial (220) and Portrait(225) students to accomplish their lighting assignments. All of these are in line with our program and course SLOs and safety needs.  b) An important concern is the much-needed remodel of our now-defunct color lab space as digital printing has replaced chemical printing from negatives and it was no longer realistic to offer the process. The color printing equipment in that room could no longer be serviced and the chemicals and printing paper were difficult to find. Thus we wish to use the space for other classes. It is a space we sorely need to continue safely and efficiently with our program. In particular it affects Chemical mixing and Historical courses taught here. We have the equipment to go forward but cannot progress until the space is complete. We are very much in need of updated cameras and equipment for our Studio and Photojournalism classes as well as updated computers and printers to replace old equipment for our Progrram. These items are critical to prepare our students for real-world employment situations. Replacing outdated and/or broken equipment is a continual concern in our field. Also a strong concern is our unbalanced 73% adjunct faculty to full time. We need to add a full-time professor.  c) Goals for our Program include updating and re-instating the Commercial Certificate of Achievement. We also wish to create a Digital Photography Certificate of Achievement. We believe creating Certificates of Proficiency will enhance our program as well. We strongly feel we can serve our future students' needs with ON-LINE Photography course offerings. We hope to work on this goal this year. Another Goal is improving our studio, fine art and photojournalism areas through new equipment and faculty professional development. Another goal is to work collaboratively with other progams on campus, perhaps combining Certificate or AA needs. Working together with other programs will make us all stronger. We wish to articulate with more 4-year schools and are making a study of what is needed to go forward with that. I have been approached by two programs outside of the UC/State system.  d) We need to increase our enrollment levels and are working with all the local high school programs to educate them on what is available here for them through visits to their classes and through tours of our facilities. We are also updating our Discipline website. We have several former students at 4-year schools as well as those currently working in the Photography field. We are making up a list of alumni so as to better connect with past and present students and report their accomplishments. We have several students who have won major awards in their respective genres, including Fine Art, Commercial and Photojournalism. Our Annual Student Photography exhibition, which includes over 60 photographs from beginning students to advanced, continues this year and into 2016 with Enlightened Lens showing at the Municipal Gallery in Escondido and the Hearth Gallery in San Marcos. |

**STEP III. Resources Requested for FY 2014-15:** 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.** | **1 - Nikon D750 photojournalism camera kit** | **600010** | **IIb,Ic2** | **Goal 1** | **This DSLR kit will update our Photography equipment to include all the current needs in particular of our required Photojournalism Photo 140 and also our 145 course requirements which also provides photographers for the Telescope Newspaper. This kit enables our students to accomplish the SLO requirements and trains students for success in a highly competitive job market.** | **$9208 includes tax and shipping** |
| **a2.** | **1-Canon EOS 5DMKIIIStudio camera and lighting kit** | **600010** | **IIb,Ic2** | **Goal 1** | **Our in-studio Canon camera is years-long outdated and does not fultill the needs of our Commercial (Phot 220) and Portrait (Phot 225) classes. Replacing the camera and associated lighting tools will provide students with much needed and updated technology and will help to fulfill the SLOs for these classes. These classes are the advanced classes which propare students for a career in Photography. Failure to provide this equipment can only result in the student being ill-prepared for a highly competitive job market.** | **$7050.23 includes tax and shipping** |
| **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.** | **7-IMacs w/21" screen**  **@2,232.00ea** | **600010** | **IIb,Ic2** | **Goal 1** | **iMac computers are required to upgrade current computers in the F-25 digital mini lab. It is imperative to stay current with computer technology to enable students to manage their digital photography at high skill levels. The iMac computer is required to replace old and technologically years out of date PC computers in the photo lab. These new computers will enable all digital photography students to manage, create, and refine photographic digital skill levels and be successful in a highly competitive job market. Failure to fund this critical need will negatively impact student enrollment and SLOs will not be achieved. .** | **$15,624.00** |
| **b2.** | **8-3880 17" Epson Digital Printers**  **@$1,612.00 ea** | **600010** | **IIb,Ic2** | **Goal 1** | **Our current Epson printers are very old and break down constantly. These Epson digital printers are required to replace technologically out of date printers saving both maintenance time and and student and teacher frustration and time lost in the classroom. New printers will enable advanced as well as beginning digital photography students to learn to print at a professional level, refining skills and creative printing techniques supporting the current SLO requirements. Failure to fund this critical need will negatively impact student enrollment and student learning objectives will not be attained.** | **$12,896** |
| **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.** | **100-Digital Ink @108 ea** | **400010** | **all** | **Goal 1** | **Digital ink is a critical component in the digital photographic printing process. To become proficient and excel, students need to develop the technical printing skill set. To become proficient as a digital photographer, students print hundreds of prints in each of their classes. At times, when ink supply is limited, students are unable to reach their objectives in the classroom, thus limiting their student learning which negatively impacts the SLO and the class goals.**  **Providing digital ink will enable students to refine their skills in order to reach and exceed class goals and develop the technical expertise necessary to be digital photographers in today’s job market.** | **$10,800** |
| **c2.** | **100-Photo Chemistry@**  **$30-130 ea** | **400010** | **all** | **Goal 1** | **Photographic chemistry is a critical component in the photographic art of print-making and the film development process.**  **To become proficient as a photographer and excel, students must develop technical printing skills and film processing expertise. To attain the class SLO requirements students are required to chemically process hundreds of prints and film images. At times when chemical supplies are limited, students are unable to reach class objectives, which negatively impacts the SLO and class goals. Providing photographic chemistry will enable students to refine their skills in order to reach and exceed class goals and develop the technical expertise necessary to be a photographer in today’s highly competitive job market. Failure to fund this critical need adversely impacts the students learning for success expectations** | **$12,000** |
| **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.** | **Equipment repair/Maintenance $10,000** | **500010** | **all** | **Goal 5** | **Equipment repair and maintenance is for digital printers, cameras, film/ paper dryers and photographic equipment. This is required to maintain the high and consistent level of quality equipment performance for students photographic work, support of SLO class requirements, and to enable students to develop skill levels appropriate for advance digital/silver based printing and film/camera applications. Poor equipment maintenance and repair negatively impacts all students learning which inhibits their success in the achievement of the SLO requirements, class goals, and their future career success. Funding will also extend the service life of equipment and save time and money for years to come.** | **$10,000** |
| **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 Expense** | **500010** | **llc** | **Goal 4, Goal 3** | **Faculty need to attend a variety of educational seminars to stay current in our profession.** | **$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)** |
| --- | --- | --- | --- | --- | --- | --- |
| **f1.** | **Temporary Hourly Employees** | **230010** | **all** | **Goal 4, Goal 5** | **Temporary laboratory assistants are required to augment the day and evening photography program operation support, providing a safety over sight for faculty, staff, and students working in the chemical and digital learning environment. Temporary lab assistants provide crucial student support in the laboratory classes and assist instructors in maintaining safe lab conditions and equipment support. Also provides assistance in the daily implementation and management of students’ work flow, safe use and security of equipment, and instructional support for classroom needs (copying, filing, distributing and posting of learning materials and equipment).** | **$12,800** |
| **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.** | **1 - Nikon D750 photojournalism camera kit** | **600010** | **llb, lc2** | **Goal 1** | **This DSLR kit will update our Photography equipment to include all the current needs-in particular of our required Photojournalism Photo 140 and also our 145 course requirements which also provides photographers for the Telescope Newspaper. This kit enables our students to accomplish the SLO requirements and trains students for success in a highly competitive job market.** | **$9208** |
| **2.** | **1-Canon EOS 5DMKIIIStudio camera and lighting kit** | **600010** | **llb,lc2** | **Goal 1** | **Our in-studio Canon camera is years-long outdated and does not fultill the needs of our Commercial (Phot 220) and Portrait (Phot 225) classes. Replacing the camera and associated lighting tools will provide students with much needed and updated technology and will help to fulfill the SLOs for these classes. These classes are the advanced classes which propare students for a career in Photography. Failure to provide this equipment can only result in the student being ill-prepared for a highly competitive job market.** | **$7050.23** |
| **3.** | **100-Digital Ink @108 ea** | **400010** | **all** | **Goal 1** | **Digital ink is a critical component in the digital photographic printing process. To become proficient and excel, students need to develop the technical printing skill set. To become proficient as a digital photographer, students print hundreds of prints in each of their classes. At times, when ink supply is limited, students are unable to reach their objectives in the classroom, thus limiting their student learning which negatively impacts the SLO and the class goals.**  **Providing digital ink will enable students to refine their skills in order to reach and exceed class goals and develop the technical expertise necessary to be digital photographers in today’s job market.** | **$10,800** |
| **4.** | **100-Photo Chemistry@**  **$30-130 ea** | **400010** | **all** | **Goal 1** | **hotographic chemistry is a critical component in the photographic art of print-making and the film development process.**  **To become proficient as a photographer and excel, students must develop technical printing skills and film processing expertise. To attain the class SLO requirements students are required to chemically process hundreds of prints and film images. At times when chemical supplies are limited, students are unable to reach class objectives, which negatively impacts the SLO and class goals. Providing photographic chemistry will enable students to refine their skills in order to reach and exceed class goals and develop the technical expertise necessary to be a photographer in today’s highly competitive job market. Failure to fund this critical need adversely impacts the students learning for success expectations** | **$12,000** |
| **5.** | **8-3880 17" Epson Digital Printers**  **@$1,612.00 ea** | **600010** | **llblc2** | **Goal 1** | **Our current Epson printers are very old and break down constantly. These Epson digital printers are required to replace technologically out of date printers saving both maintenance time and and student and teacher frustration and time lost in the classroom. New printers will enable advanced as well as beginning digital photography students to learn to print at a professional level, refining skills and creative printing techniques supporting the current SLO requirements. Failure to fund this critical need will negatively impact student enrollment and student learning objectives will not be attained.** | **$12,896** |
| **6.** | **7-IMacs w/21" screen**  **@2,232.00ea** | **600010** | **llb,lc2** | **Goal 1** | **iMac computers are required to upgrade current computers in the F-25 digital mini lab. It is imperative to stay current with computer technology to enable students to manage their digital photography at high skill levels. The iMac computer is required to replace old and technologically years out of date PC computers in the photo lab. These new computers will enable all digital photography students to manage, create, and refine photographic digital skill levels and be successful in a highly competitive job market. Failure to fund this critical need will negatively impact student enrollment and SLOs will not be achieved. .** | **$15,624.00** |
| **7.** | **Temporary Hourly Employees** | **230010** | **all** | **Goal 4,Goal 5** | **Temporary laboratory assistants are required to augment the day and evening photography program operation support, providing a safety over sight for faculty, staff, and students working in the chemical and digital learning environment. Temporary lab assistants provide crucial student support in the laboratory classes and assist instructors in maintaining safe lab conditions and equipment support. Also provides assistance in the daily implementation and management of students’ work flow, safe use and security of equipment, and instructional support for classroom needs (copying, filing, distributing and posting of learning materials and equipment)** | **$12,800** |
| **8.** | **Equipment repair/Maintenance $10,000** | **500010** | **all** | **Goal 5** | **Equipment repair and maintenance is for digital printers, cameras, film/ paper dryers and photographic equipment. This is required to maintain the high and consistent level of quality equipment performance for students photographic work, support of SLO class requirements, and to enable students to develop skill levels appropriate for advance digital/silver based printing and film/camera applications. Poor equipment maintenance and repair negatively impacts all students learning which inhibits their success in the achievement of the SLO requirements, class goals, and their future career success. Funding will also extend the service life of equipment and save time and money for years to come** | **$10,000** |
| **9.** | **Travel Expense** | **500010** | **llc** | **Goal4, Goal 3** | **Faculty need to attend a variety of educational seminars to stay current in our profession** | **$2,000** |
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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)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Classfied Instructional Support IV 100%** | **212210** | **all** | **Goal 4** | **Replaces a full time staff member due to Retirement. This Classified Instructional Support is a critical need position as this technician oversees the laboratory operations and ensures regulatory compliance and safety by ensuring that all photographic chemistry is mixed, stored and dispensed as per Cal OSHA safety regulations and the Palomar College safety guidelines and procedures. The position interfaces with faculty and staff, providing implementation to support all SLO class requirements for: student work flow, operational safety, use and technical oversight of equipment, chemical processes and procedures, hazmat disposal, security of equipment, and overall operational use of the digital computer labs and photo chemical learning environments. The position supervises, maintains and cleans the learning environment, but also adjusts and repairs equipment, and monitors all safety aspects within the learning environment. The position is a “first responder” and the “go to” person in case of an emergency within the photo facility. Failure to fund this position would place a liability on the Faculty who are neither trained or compensated in photo chemical mixing, storage, dispensing procedures, use of safety equipment, and the myriad of reactionary protocols to be followed in emergency situations such as a chemical spill or noxious gas release within the chemical learning environment. This will create an unsafe learning environment and student learning objectives will be negatively impacted** | **$ 87,448.39** |
| **2.** | **Classfied Instructional Support I 45%** | **212210** | **all** | **Goal 4** | **A nighttime Laboratory Technician who oversees both darkroom chemical lab and digital labs during evening operations. This Technician is responsible to provide assistance in the preparation of materials and equipment, cleans and monitors equipment as needed, performs clerical duties and checks out equipment to students, assists instructors with their copying and instructional needs, performs related duties as required and serves as first responder in case of an emergency.** | **$ 48,196.02** |
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**Department Chair/Designee Signature Date**

**Division Dean Signature Date**