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| **Instructional Support and Other Units: TELESCOPE…** | **Date:** **9/28/2015** |
| **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.**Professors Erin Hiro and Wendy Nelson |

**STEP I. Evaluation of Program & SAO Data.** In this section, examine and analyze your SAO results and how they may impact or influence your unit’s plans for the current year.

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| 1. **Summarize your SAO outcome results from last year and your implemented or planned follow-up.**
2. **Summarize your planned SAO assessment activities for the current academic year.**

Not Required |

**STEP II. Progress on Previous Year’s Goals and Plans** (see “Step II.G – Goals” in your [completed 2014-15 PRP](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.**

Goal 1: Improve our computer lab and secure funding for new Ipads. Results: Goal Accomplished! We were able to secure a Mac lab and eight more Mac computers for our lab and newsroom, consecutively. Those powerful new computers allow us to avoid a lack of memory space for the large size of our newspaper PDFs and video projects for the website www.the-telescope.com. The computers have proven vital in the Spring semester to accommodate our large staff. We also secured funding for 20 new Ipads and an Ipad cart, allowing us to introduce new technology lessons into our curriculum. Goal 2: Offer Online Journalism Course Results: Goal Accomplished! As part of Professor Hiro's sabbatical, she developed a course called Writing for Online Journalism. It was approved through curriculum and was set to launch in Spring 2015. It was offered but unfortunately was a victim of declining enrollment and had to be cancelled in December. We plan to bring it back next year. This Spring, we are offering a new Mastering Social Media class, which will allow us to have a class dedicated to Social Media in relation to the newspaper. This allows students to exclusively train in online social media content, a growing industry in Media Studies. This fall, we have been recruiting heavily to fill this class. Goal 3: Launch first Telescope Ipad app Result: Success! We are finishing the first year of the new Ipad app and have worked out the kinks. We have also completed our subgoal of beefing up the online content so that new app users will have quality information to read! We knew that mission was accomplished when we won General Online Excellence for our website, www.the-telescope.com in November. New Goals for the Newspaper:1. Market our app. Now that we have the content, we need to get people to use it.
2. Market our newspaper, magazine, online and social media classes. The more students we have, the better the journalism.
3. Archiving the newspaper. A searchable, digitized newspaper archive would be a tremendous resource for our student reporters, as well as the campus community at large.

Discipline Goals* 1. Get Social Media And Online Journalism classes started (enough enrollment) and then grow them into integral parts of our journalism curriculum.
	2. Establish a strong, continually updated alumni database that can help current and former students get jobs and get connected in this industry
	3. Establish relationships with local high schools to recruit the next generation
	4. Continue to build the staffs of the magazine and newspaper
	5. Begin archiving the print edition of the campus newspaper, which has spanned over 69 years. If we could start the process of creating a searchable, digital database, then we could provide a valuable resource to Palomar students, staff and community at large.
 |

**STEP III. Resources Requested for FY 2015-16: I**dentify 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.**  | **Tripods for Ipad (4 at $49)** | **600010** | **1, 4** | **1.4, 1.6, 1.8** | **When reporting with an Ipad, it is necessary to keep it still when filming. A special tripod from Apple, called a JOBY allows students to mount their Ipad for a steadier photo or video. It will produce a higher quality project and allow us to meet our SLOs.** | **$210** |
| **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.**  | **Lynda.com - 1 year membership** | **600010** | **1,2** | **1.4, 1.6, 1.8** | **The Journalism Department is always on the cutting edge of technology. One of the ways we do this is by educating ourselves to new software through Lynda.com. This website has online tutorials for everything. We need a one- year membership to help our faculty and staff stay updated on ever-changing technology.** | **$239.88** |
| **b2.**  | **AP Style.com** | **600010** | **1,2** | **1.4, 1.6, 1.8** | **Journalists have a writing style called AP Style, and there is an online resource that is now better than physical reference books because it is kept more up-to-date. We can get a subscription for up to 10 users for one year.** | **$275** |
| **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.**  | **Office supplies for outreach** | **400010** | **1-5** | **1.1, 1.2, 1.4, 1.8, 1.9, 2.2** | **To have an effective newspaper, we need an effective staff. It is imperative we build up our staff to produce a better quality newspaper and to give the students a more robust reporting experience. We need office supplies to help with our outreach and recruiting. We need supplies in the form of marketing materials costs, mailing, Telescope pens, other swag as recruitment materials.** | **$300** |
| **c2.**  |  | **400010** |  |  |  |  |
| **c3.**  |  | **400010** |  |  |  |  |
| **c4.**  |  | **400010** |  |  |  |  |
| **c5.** |  | **400010** |  |  |  |  |

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

| **Priority Number for Resource Requests**  | **Resource Item Requested**  | **Fund Category** | **Discipline goal addressed by this resource**  | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\***  | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already partially funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **d1.**  | **A computer program called Camayak yearly fee** | **500010** | **1,2, 5** | **1.4, 1.6, 1.8** | **This program allows the newspaper staff to have a paperless story/ photograph assignment process for the campus newspaper and magazine. It helps track assignment progress and keeps the newspaper and website content organized. It could also be used for the new Online Journalism and Social Media classes.** | **$1,600** |
| **d2.**  | **MCT Campus, a service that provides photographs and other materials for newspaper** | **500010** | **1,2, 5** | **1.4, 1.6, 1.8** | **This wire service provides national, college-related stories and photographs for the campus newspaper. It is similar to what major news organizations have in the form of the Associated Press.** | **$1,500** |
| **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.**  | **Faculty travel with students** | **500010** | **1-4** | **1.6, 1.8, 1.9, 2.1, 2.2, 2.3** | **Faculty is required to travel with students competing at fall and spring journalism conferences statewide. Co-curricular money pays for students' travel but faculty must accompany students and volunteer to run event to allow for Palomar participation.** | **$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.**  | **Lab Assistant - Design** | **230010** | **1-4** | **1.4, 1.6, 1.8** | **To meet our newspaper and magazine design-improvement goals, we need our design expert to come in once every other week for four hours. If we had a weekly designer we could do more long-term design projects for the newspaper, magazine and newspaper app. $20 per hour for 4 hours for 24 weeks (two semesters) = $1,920.** | **$1,920** |
| **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.**  | **A computer program called Camayak yearly fee** | **500010** | **1,2, 3** | **1.4, 1.6, 1.8** | **This program allows the newspaper staff to have a paperless story/ photograph assignment process for the campus newspaper and magazine. It helps track assignment progress and keeps the newspaper and website content organized. It could also be used for the new Online Journalism and Social Media classes.** | **$1,600** |
| **2.**  | **MCT Campus, a service that provides photographs and other materials for newspaper** | **500010** | **1,2, 3** | **1.4, 1.6, 1.8** | **This wire service provides national, college-related stories and photographs for the campus newspaper. It is similar to what major news organizations have in the form of the Associated Press** | **$1,500** |
| **3.**  | **Tripods for Ipad (4 at $49)** | **600010** | **1,4** | **1.4, 1.6, 1.8** | **When reporting with an Ipad, it is necessary to keep it still when filming. A special tripod from Apple, called a JOBY allows students to mount their Ipad for a steadier photo or video. It will produce a higher quality project and allow us to meet our SLOs.** | **$210** |
| **4.**  | **Faculty travel with students** | **500010** | **1-4** | **1.6, 1.8, 1.9, 2.1, 2.2, 2.3** | **Faculty is required to travel with students competing at fall and spring journalism conferences statewide. Co-curricular money pays for students' travel but faculty must accompany students and volunteer to run event to allow for Palomar participation.** | **$2,000** |
| **5.** | **Lynda.com - 1 year membership** | **600010** | **1,2** | **1.4, 1.6, 1.8** | **The Journalism Department is always on the cutting edge of technology. One of the ways we do this is by educating ourselves to new software through Lynda.com. This website has online tutorials for everything. We need a one- year membership to help our faculty and staff stay updated on ever-changing technology.** | **$239.88** |
| **6.** | **AP Style.com** | **600010** | **1,2** | **1.4, 1.6, 1.8** | **Journalists have a writing style called AP Style, and there is an online resource that is now better than physical reference books because it is kept more up-to-date. We can get a subscription for up to 10 users for one year.** | **$275** |
| **7.** | **Office supplies for outreach** | **4000100** | **1-5** | **1.1, 1.2, 1.4, 1.8, 1.9, 2.2** | **To have an effective newspaper, we need an effective staff. It is imperative we build up our staff to produce a better quality newspaper and to give the students a more robust reporting experience. We need office supplies to help with our outreach and recruiting. We need supplies in the form of marketing materials costs, mailing, Telescope pens, other swag as recruitment materials.** | **$300** |
| **8.** | **Lab Assistant - Design** | **230010** | **1-4** | **1.4, 1.6, 1.8** | **To meet our newspaper and magazine design-improvement goals, we need our design expert to come in once every other week for four hours. If we had a weekly designer we could do more long-term design projects for the newspaper, magazine and newspaper app. $20 per hour for 4 hours for 24 weeks (two semesters) = $1,920.** | **$1,920** |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |
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| **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.**  | **ISA-3 80%** | **212210** | **1-5** | **Goal 1.4, 1.6, 2 and 3.1** | **We need a full-time, classified staff member to manage the journalism's three classrooms and multiple types of equipment. The journalism department simply cannot continue to be a leader in new reporting technology and techniques without adequate support staff. If we want to keep our reputation as the best in the county -- and keep winning the awards --- then we need more staff resources.****Duties would include:*** **Training students in newest technology**
* **Maintaining new Ipad, other equipment**
* **Providing support for new online journalism and social media courses**
* **Building partnerships with the community by helping with outreach**
* **Helping organize new journalism advisory council**

**Provide more open lab hours allowing students more access to equipment and providing a better sense of community at Palomar.** | **$84,437.16** |
| **2.**  |  |  |  |  |  |  |
| **3.**  |  |  |  |  |  |  |
| **4.**  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
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| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

 **Department Chair/Designee Signature Date**



 **Division Dean Signature Date**