**Palomar College – Program Review and Planning**

**Instructional Programs**

**YEAR 1**

**Academic Year** **2010-11**

**Purpose of Program Review and Planning:** The institution assesses progress toward achieving stated goals and makes decisions regarding the improvement of institutional effectiveness in an on-going and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data (ACCJC/WASC, Standard I, B.3.)

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| **Discipline: Aviation Sciences** | **09/20/2011** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)** | **Please Add Date (00/00/2011)** |

**STEP I. ANALYSIS**

|  |  |  |  |  |  |  |  |
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|  |  |  |  |  | **<<Prelim>>** | ◄▬ Preliminary Fall 2010 data are as of 1/30/2011 |  |
|  |  | **Fall 2007** | **Fall 2008** | **Fall 2009** | **Fall 2010** | **Definitions** | |
| **Enrollment at Census** | | 175 | 120 | 134 | 154 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 41.67% | 43.48% | 52.34% | 52.74% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 468 | 354 | 367 | 424 | Weekly Student Contact Hours | |
| **FTES** | | 15.61 | 11.79 | 12.23 | 14.13 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 1.60 | 1.33 | 1.00 | 1.20 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 293 | 265 | 367 | 353 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 1.00 | - | 1.00 | 1.00 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 0.60 | 1.33 | - | 0.20 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | - | - | - | - | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 0.60 | 1.33 | - | 0.20 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 37.50% | 100.00% | - | 16.67% | Percent of Total FTEF Taught By Part-Time Faculty | |
| Student Achievement: **Non Distance Education Courses** | | | |  |  | Those NOT taught via Distance Ed (see below) methods of instruction | |
| **● Retention Rate** | | 95.48% | 95.93% | 97.69% | 97.01% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 71.19% | 71.54% | 70.77% | 83.83% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| Student Achievement: **Distance Education Courses** | | | |  |  | Those taught via Internet, TV or non line-of-sight interactive methods | |
| **● Retention Rate** | | - | - | - | - | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | - | - | - | - | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| **Degrees Awarded** | | 4 | 2 | 7 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2010-11) | |
| **Certificates Awarded:** | | 6 | 1 | 6 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |
| **- Under 18 Units** | | - | - | - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |
| **- 18 or More Units** | | 6 | 1 | 6 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |

| **I. A. Reflect upon and provide an analysis of the four years of data above (for a sample analysis see** <http://www.palomar.edu/irp/11PRYear1/sampleforIA.pdf>) |
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| **The Aviation program has always been small with one full-time faculty member and several part-time faculty. The program has recently undergone dramatic changes. These include the retirement of the only full-time faculty member so that the program is now taught 100% hourly and we have restructured the program by reducing the the number of courses in the program and reducing the number of sections offered each semester. The requirements for the certificates and degrees have also been reduced. With these changes, we expect to see the following over the next few semesters: A reduction in FTEF, and increase in WSCH/FTEF, and increase in hourly FTEF% and a reduction in full-time FTEF% to 0. The number of degrees and certificates awarded should remain about the same. We expect the overall retention and success rates to remain about the same. We think total WSCH should level out in the mid-300's level which is acceptable for a completely hourly program.** |

| **I. B. Please summarize the findings of a Course or Program SLO assessment conducted by your discipline. (For examples, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **AVIA 105, our most popular aviation course, has been selected for this review process.**  **Course Outcome: Students will be able to apply his/her learned knowledge in a manner so as to be able to achieve a passing score on the Federal Aviation Administration's private pilot knowledge exam.**  **Student knowledge was assessed by four written exams and a comprehensive final exam that are based on sample questions provided by the Federal Aviation Administration. These questions cover the knowledge and understanding required for the FAA Private Pilot knowledge test. 70% is the minimum passing score on the actual FAA knowledge exam.**  **Students averaged 78.5% on all class exams during the spring 2011 semester.** |

| **I. C. Reflect upon the SLO assessment findings in Box B above. Discuss overall observations and any areas of concern or noteworthy trends.**  **(For examples of such analysis, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **While we are pleased with the 78.5% class exam average (8.5% over the minimum specified by the SLO), it is our goal to prepare students to the highest possible level. Instructors will continue to analyze the student exams to determine weak areas and attempt to develop instructional methods that will improve the overall exam scores of students in future AVIA 105 classes.** |

| **I. D. For Career Technical disciplines only, please provide a brief summary of the labor market outlook. This data can be found at** [**http://www.labormarketinfo.edd.ca.gov/**](http://www.labormarketinfo.edd.ca.gov/) **Please include job projections and trends that may influence major curriculum revisions.** |
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| **California labor market data for aviation/pilots shows that there will be 380 openings annually for commercial/airline pilots. It is interesting to note that California labor market data includes the statement "Employment of Airline Pilots, Copilots, and Flight Engineers is expected to grow faster than averave during the 2004 to 2014 projections period". History shows that was not accurate for the early part of that period. California labor market data also states that "job opportunities are expected to be better with regional and low-fare carriers which are growing fater than the major airlines. Air cargo carriers also offer good opportunities…".**  **However, past history has shown that more up to date and accurate sources for aviation management and pilot employment can be obtained from professional journals/publications and from FliteOps (a subscription, online company that tracks pilot employment in the U.S.). After a few years of minimal hiring, many Regional Airlines are again hiring pilots in significant numbers. The major airlines have recalled many pilots who where on furlough and some are hiring new pilots. The general feeling of professional journals/publications is that both regional and major airlines will be in a hiring mode for the next several years. After surveying flight schools, some of the professional organizations have determined that there are not currently enough pilots in training to meet the demand over the next 10+ years and that there will be a shortage of qualified pilots beginning about 2015.**  **As airline business rebounds so will the need for more management personnel. Airports and the Federal Aviation Administration are also indicating that they will be in need of additional management personnel to replace employees who are retiring or leaving the aviation industry.** |

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| **STEP II. PLANNING**  **Reflecting on the 4-year trend data, the SLO assessment results, and the college’s** [**Strategic Plan 2013**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**, describe/discuss the discipline planning related to the following: (For sample reflections, see** <http://www.palomar.edu/irp/11PRYear1/samplesforII.pdf>) |

| **II. A. Curriculum, programs, certificates and degrees (consider changes due to Title 5 or other regulations, CSU/UC transfer language updates, articulation updates, student retention or success rates, workforce and labor market projections, certificate or degree completions, etc.)** |
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| **We have made major changes to the program. We have kept a bare-bones program of an introductory course (AVIA 100) and Basic Ground School (AVIA 105) which are our two highest-enrollment classes and are offered every semester. We now rotate AVIA 106, 107 and 120 offering them only once per year. We have also begun to offer AVIA 145 which is computer-oriented and represents the future of aviation. Most of the other courses have been deactivated. We will carefully track this new slimmed-down program for a few years and judge the results after a few semesters. Since the program is highly dependent on the economy, we may have to increase or decrease offerings as enrollment pressures ebb or flow. Since Southern Illinois University has relocated their BS degree in Aviation Management to our campus, we have seen increased interest in our program. The mutual relationship between these two programs should continue to thrive. With this relationship now in place, students can earn a 2-year degree through Palomar and continue to the BS degree right here on campus through SIU. Marketing our program through local airports and aviation publications should increase our program now that the economy is finally improving.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **We only offer these courses on the main campus and only offer the two most popular courses every semester. The remaining few courses are offered once per year. Demand will be monitored and adjusted as budgets allow.** |

| **II. C. Faculty (Briefly discuss the faculty hiring needs for this discipline. This discussion does not replace the requirement to submit a Rationale Form for Faculty Hiring to IPC.)** |
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| **Our only full-time instructor, Jerry Houser, retired in December and we have no plans to replace this position. We intend to offer the program strictly on an hourly basis for the next few years. After that, we will analyze the program and see where we need to go in terms of staffing at that time.** |

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| **STEP III. RESOURCE REQUESTS FOR DISCIPLINE:** |
| **III. A. Describe the resources necessary to successfully implement the planning described above. Provide a detailed rationale for each request by referring to the analyses of data and SLO assessment results in Step I and/or to any other evidence not apparent in the data or SLO Assessment** results.  NOTE: Do **NOT** include Resource Requests that duplicate requests from other disciplines In your department. Place requests common to two or more disciplines on the form: ACADEMIC DEPARTMENT RESOURCE REQUESTS. |

| **a. Equipment (per unit cost is >$500) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | **Prioritize these requests**  **1,2,3, etc.** | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **a1.** | **We have no discipline-specific needs at this time.** |  |  |  |  |  |  |
| **a2.** |  |  |  |  |  |  |  |
| **a3.** |  |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |  |

| **b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | **Prioritize these requests**  **1,2,3, etc.** | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **b1.** | **We have no discipline-specific needs at this time.** |  |  |  |  |  |  |
| **b2.** |  |  |  |  |  |  |  |
| **b3.** |  |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500 supplies) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **c1.** | **Current budget is $800.** |  | |  | |  | |  | |  | | **Current budget is adequate.** | |
| **c2.** |  |  | |  | |  | |  | |  | |  | |
| **c3.** |  |  | |  | |  | |  | |  | |  | |
| **c4** |  |  | |  | |  | |  | |  | |  | |
| **c5.** |  |  | |  | |  | |  | |  | |  | |

| **d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** | |
| **d1.** | **Current budget is $933.** |  | |  | |  | |  | |  | | **Current budget is adequate** | |
| **d2.** |  |  | |  | |  | |  | |  | |  | |
| **d3.** |  |  | |  | |  | |  | |  | |  | |
| **d4.** |  |  | |  | |  | |  | |  | |  | |
| **d5.** |  |  | |  | |  | |  | |  | |  | |

| **e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **e1.** | **N/A** |  | |  | |  | |  | |  | |  | |
| **e2.** |  |  | |  | |  | |  | |  | |  | |
| **e3.** |  |  | |  | |  | |  | |  | |  | |
| **e4.** |  |  | |  | |  | |  | |  | |  | |
| **e5.** |  |  | |  | |  | |  | |  | |  | |

| **f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **f1.** | **N/A** |  | |  | |  | |  | |  | |  | |
| **f2.** |  |  | |  | |  | |  | |  | |  | |
| **f3.** |  |  | |  | |  | |  | |  | |  | |
| **f4.** |  |  | |  | |  | |  | |  | |  | |
| **f5.** |  |  | |  | |  | |  | |  | |  | |

| **III. B. Are there other resources (including data) that you need to complete your discipline review and planning?** |
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| **None at this time.** |

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| **STEP IV. SHARE YOUR ACCOMPLISHMENTS (AKA Brag, Toot your horn) Please include at least one discipline accomplishment that you’d like to share with the college community.** |
| **While we have reduced the program, we still offer training and credit leading to private, intrument and commercial pilot certificates. and a seamless transition for a BS degree from SIU.** |

| **STEP V. ACCREDITATION For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.** |
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| **STEP VI. COMMENTS Other comments, recommendations: (Please use this space for additional comments or recommendations that don’t fit in any category above.)** |
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| **We anticipate continuing the program on an hourly basis for the next few years during which time we judge the demand for pilots, enrollment trends and other data in order to make decisions on future changes to the program.** |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Doug key *Name*** | **Jerry Houser, Emeritus *Name*** | ***Name*** |

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| --- | --- | --- |
| ***Name*** | ***Name*** | ***Name*** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**

* **Provide a hard copy to the Division Dean no later than March 11**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by March 18**
* **Email an electronic copy to** [**jdecker@palomar.edu**](mailto:jdecker@palomar.edu) **by March 18**