**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: Microbiology** | **10/03/2011** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)** | **Please Add Date (00/00/2011)** |

**STEP I. ANALYSIS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |  |  |  | **<<Prelim>>** | ◄▬ Preliminary Fall 2010 data are as of 1/30/2011 |   |
|   |   | **Fall 2007** | **Fall 2008** | **Fall 2009** | **Fall 2010** | **Definitions** |
| **Enrollment at Census** | 245 | 246 | 250 | 244 | *Self Explanatory* |
| **Census Enrollment Load %** | 102.08% | 102.50% | 104.17% | 101.67% | Enrollment at Census Divided By Sum of Caps (aka "Seats") |
| **WSCH** | 1,131 | 1,132 | 1,150 | 1,122 | Weekly Student Contact Hours |
| **FTES** | 37.71 | 37.72 | 38.33 | 37.41 | One Full-Time Equivalent Student = 30 WSCH |
| **Total FTEF** | 2.40 | 2.40 | 2.40 | 2.40 | Total Full-Time Equivalent Faculty |
| **WSCH/FTEF** | 471 | 472 | 479 | 468 | WSCH Generated per Full-Time Equivalent Faculty Member |
| **Full-time FTEF** | 1.00 | 1.60 | 1.00 | 2.00 | FTEF from Contract Faculty |
| **Hourly FTEF** | 1.20 | 0.60 | 1.20 | - | FTEF from Hourly Faculty |
| **Overload FTEF** | 0.20 | 0.20 | 0.20 | 0.40 | FTEF from Contract Faculty Overload |
| **Part-Time FTEF** | 1.40 | 0.80 | 1.40 | 0.40 | Hourly FTEF + Overload FTEF |
| **Part-Time/(Total FTEF) %** | 58.33% | 33.33% | 58.33% | 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** | 95.45% | 98.26% | 96.00% | 95.61% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades |
|  **● Success Rate** | 85.45% | 81.74% | 86.40% | 83.33% | 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** |  - |  - |  - | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2010-11) |
| **Certificates Awarded:** |  - |  - |  - | 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** |  - |  - |  - | 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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| **Enrollment in this discipline, which consists of four Microbiology 200 sections and one Microbiology 110 section is highly impacted with over 100% enrollment load every semester at census (F07, 102%, F08, 102%, F09, 104%, F10 102%). Retention rate exceeded 95% for every semester, which indicates that students are very motivated to succeed in the highly impacted Microbiology 200 classes. The strong success rate reflects favorably on our dedicated support staff and faculty; it is also suggestive of the high student demand for this class. The high retention rate and success rate suggest that students are taking these classes very seriously due to the significance of Microbiology 200 in admission to extremely competitive health programs such as nursing, pharmacy and dental hygiene.****For Spring of 2011, this discipline added an additional section of Microbiology 200 as part of the college's strategic growth. All five sections of Microbiology were fully enrolled with full waiting lists, again demonstrating that the demand still exceeds capacity. Five sections of Microbiology 200 will continue being offered in the Fall of 2011.****This discipline is currently served by two full-time faculty members. However, the impeding retirement of one faculty member (Dr. Alderson has signed and processed his paperwork) in the Spring of 2011 will reduce this discipine to one full-time faculty member to serve five sections of Microbiology 200 and one section of Microbiology 110. In Fall of 2011, the total FTEF will be reduced to 1.2, with associate (or hourly) faculty carrying the remaining FTEF of 2.2. Part-time/(Total FTEF)% will be 64.7%.** |

| **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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| **The first SLOAC assessment demonstrated that 96.2% of our Microbiology 200 students scored above the national average on a standardized microbiology proficiency test administered by the National League of Nursing (NLN). This outstanding result corroborates the strength and rigor of Palomar's Microbiology 200 course.** **The second SLOAC assessment cycle also garnered a high success rate in a capstone laboratory project that integrates mulptiple foundational laboratory techniques and principles introduced throughout the semester. These data show that students are successful in achieving the SLO goal of proficiency in the laboratory. This assessment result is particularly useful in justifying our supply budget, which aims to fund enough materials so that students perform techniques individually rather than in group settings.** |

| **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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| **The SLO assessment findings of Microbiology 200 (conducted in both 2009 and 2010) corrobrate the success rate described on Page 1. SLO assessments also show a high degree of success in achieving course learning outcomes.**  |

| **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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| **N/A/** |

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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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| **No significant changes have been implemented in regards to the curriculum or programs.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **As discussed in Section IA, all sections of Microbiology 200 continue to be highly impacted, even after the addition of a fifth section. The full waiting lists continue to show that "access to our programs and services" (as per the Strategic Plan 2013) continues to be restricted to predominately those with priority enrollment. These enrollment trends are unfortunate as many well prepared students are unable to enroll while other lesser prepared priority students enroll and sometimes re-enroll a second term after dropping the course the previous term.** **Courses are offered only on the San Marcos campus in two rooms that are exclusively used for the microbiology discipline. Although student demand and room availability support the offering of a sixth section, there are monetary and staffing obstacles.** **First and foremost, each Microbiology 200 class has a high cost and extensive preparation time for the laboratory component. Thus, each additional section requires funds to purchase disposable laboratory supplies such as media, petri dishes, etc. Historically, we have offered four sections of Microbiology 200; the laboratory preparation has been done primarily by one laboratory technican (@ 80% time) plus multiple student workers. With the current five sections of Microbiology, the preparation time has increased by almost 20%, which supports a full-time laboratory support position instead of an 80% position.****A possible solution would be reinstating the summer section of Microbiology (either over eight or ten weeks); this should be evaluated as a possible option to address enrollment demand. The rapid pace of a summer course may negatively impact student learning.** |

| **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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| **As noted in Section 1A, the part-time/(Total FTEF) % will be 64.7% beginning Fall of 2011. The loss of a full-time faculty member dedicated to microbiology leaves only one faculty member in charge of the entire discipline. A full-time replacement hire in this discipline is needed to maintain the outstanding quality of our education (as demonstrated by the excellent SLO assessments) and general safety in the lab. Because these labs have thirty students using heavy equipment, chemicals, bunsen burners, and pathogenic microbes, safety is of paramount importance. Consequently, one full-time instructor managing three or four associates (at least two of which will be new beginning Fall 2011) is a problematic situation in terms of maintaining high safety standards in the laboratory.****A full-time faculty hire teaching two sections of microbiology would restore the part-time/(Total FTEF) to 29%.**  |

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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.**  |  |  |  |  |  |  |  |
| **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.**  |  |  |  |  |  |  |  |
| **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.**  | **Hotplates** | **1** | **Supports Strategic Plan Goal #5; SLO #2** | **The hotplates are used to heat liquids during many laboratory experiments. The current set of hotplates are in need of replacement for student safety (wires have eroded through in many of them).**  | **$200 x 16 (eight for each room)** **= $3,200**  | **on-going** **(on 5-7 year cycle)** | **No, item is more expensive than our budget category can fund along with other on going expenses. This is a one time request that will not need replacement for many years.**  |
| **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.**  |  |  |  |  |  |  |  |
| **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.**  |  |  |  |  |  |  |  |
| **e2.**  |  |  |  |  |  |  |  |
| **e3.**  |  |  |  |  |  |  |  |
| **e4.**  |  |  |  |  |  |  |  |
| **e5.**  |  |  |  |  |  |  |  |

| **f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*** |
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| **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.**  |  |  |  |  |  |  |  |
| **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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| **No** |

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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.** |
|  **Please see the addendum set for the first SLO assessment that demonstrates the amazing success rate of our students on a national standardized exam.** |

| **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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| **Please identify faculty and staff who participated in the development of the plan for this department:** |
| **Dr. Lesley Blankenship-Williams*Name*** | **Dr. Gary Alderson*Name*** | **Ralph E. Ferges - Department Chair*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** **by March 18**