**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: Anthropology** | **3/11/2011** |
| **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** | 1,114 | 1,265 | 1,333 | 1,353 | *Self Explanatory* |
| **Census Enrollment Load %** | 87.67% | 97.98% | 103.19% | 102.76% | Enrollment at Census Divided By Sum of Caps (aka "Seats") |
| **WSCH** | 3,487 | 3,937 | 4,193 | 4,212 | Weekly Student Contact Hours |
| **FTES** | 116.23 | 131.23 | 139.78 | 140.39 | One Full-Time Equivalent Student = 30 WSCH |
| **Total FTEF** | 7.07 | 7.13 | 7.27 | 7.33 | Total Full-Time Equivalent Faculty |
| **WSCH/FTEF** | 493 | 552 | 577 | 574 | WSCH Generated per Full-Time Equivalent Faculty Member |
| **Full-time FTEF** | 3.80 | 3.80 | 2.80 | 3.80 | FTEF from Contract Faculty |
| **Hourly FTEF** | 2.40 | 2.60 | 3.80 | 2.80 | FTEF from Hourly Faculty |
| **Overload FTEF** | 0.87 | 0.73 | 0.67 | 0.73 | FTEF from Contract Faculty Overload |
| **Part-Time FTEF** | 3.27 | 3.33 | 4.47 | 3.53 | Hourly FTEF + Overload FTEF |
| **Part-Time/(Total FTEF) %** | 46.23% | 46.73% | 61.47% | 48.18% | 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** | 94.04% | 95.49% | 97.09% | 96.63% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades |
|  **● Success Rate** | 70.98% | 73.41% | 74.30% | 75.47% | 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** | 88.56% | 91.70% | 90.94% | 95.64% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades |
|  **● Success Rate** | 58.21% | 63.76% | 63.78% | 64.36% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades |
| **Degrees Awarded** | 4 | 2 | 4 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2010-11) |
| **Certificates Awarded:** | 7 | 12 | 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** | 7 | 12 | 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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| **Based on the above numbers, the ANTHROPOLOGY discipline has been at near or over full capacity for the last three years cited above. Except when impacted by a sabbatical leave (Fall 2009), part-time instructors carry nearly 50% of the total FTEF%. High enrollments (98-103% for the last three years) indicate the degree of discipline impaction. Part-time instructor FTEF% will shift dramatically upwards (ca. 62% as in Fall 2009) and the average preps/semester for full-time faculty will increase from 2.75 to 3.33, if retiring Dr. O'Neil is not replaced. Retention rates have been excellent for the discipline, ranging between 95-96% in the last three years; and the success rate has steadily climbed from 71% in 2008 to 75% in 2010. These trends are also mirrored in distance education classes. Sections of ANTH 100 (and related courses ANTH 100L and 101) represent about 50% of our discipline's courses each semester. It is therefore imperative that Dr. O'Neil be replaced after his retirement in May 2011.** |

| **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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| **ANTH 100: SLOs entitled Scientific Method and Natural Selection. Both SLOs were assessed by full and part-time faculty using two embedded multiple choice exam questions for each SLO, selected from a pool of questions. The criterion for successs was a minimum 70% pass rate among students, which was achieved for both SLOs.** |

| **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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| **Staff is satisfied with the current SLO results, and no further action is needed at this time. Retention and success rates have been trending upward in the discipline over the last four years. The discipline faculty consensus is that the Biological Anthropology and Archaeology Laboratory segments have particularly helped to increase our enrollment and success rate trends. We have continually improved the lab materials available to students in both Biological Anthropology and Archaeology, which conjoined with the new labs in the MD building have produced a visible excitement among faculty, staff and students. Representatives from other colleges are increasingly visiting Palomar College as a model for developing their own Archaeology Program. A group from Minnesota is scheduled to visit the lab and program on April 1, 2011.** |

| **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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| **The discipline faculty with experience in archaeology have extensive experience in Cultural Resource Management (CRM), which is applied archaeology. We constantly update our curriculum content to reflect changes and we have added two classes, e.g., the new class in CRM (ANTH 121) and Historical Archaeology (ANTH 225) to better meet the needs of the marketplace.** |

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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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| **Reflections on the above suggested the following actions: 1) Actively promote and track students towards their completion of the Archaeological Excavation and Surveyor and Lab Analysis Certificates and/or the A.A. Degree in Archaeology. Forms will be provided to each student so that they can track their own progress toward their certificates and/or A.A Degree. Students will also be reminded each semester about deadlines for obtaining certificates and/or the A.A. Degree for graduation. This will include the provision of the forms that must be filed with Admissions and Records to be sure these diplomas are obtained. 2) The Anthropology Discipline will actively pursue the development of an Archaeology AA-T Transfer Degree as well as the adoption of an Anthropology AA-T transfer degree. This will be facilitated by our close relationship with Cal State San Marcos and agreements relating to course transfers in Anthropology, especially from Archaeology. The sucessful development of an Archaeology AA-T Transfer Degree for CSUs will also provide better avenues for success for our students.**  |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **1) We will actively encourage the teaching of our most common courses, ANTH 100 (and 100L and 101) and ANTH 105, at the satellite campuses, where they used to be taught in the past. This should encourage more students to continue at Palomar College, as opposed to say, Miramar, Mesa or Mira Costa colleges. 2) We will attempt to increase the number of ANTH 105 (Cultural Anthropology) sections taught per semester.** |

| **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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| **It is absolutely imperative that we get a replacement position as soon as possible for Dr. O'Neil when he retires in May 2011. Dr. O'Neil regularly taught 7 sections of our bread-and-butter course, ANTH 100 (Biological Anthropology). Furthermore, the remaining full-time faculty have expertise primarily in Cultural Anthopology and Archaeology, not Biological Anthropology (ANTH 100, 100L, and 101). Without a replacement, the course preps/semester for full time faculty will jump from 2.75 to 3.33 and part-time FTEF% will jump from ca. 48% to ca. 62%. As noted in II.B above, we need to add ANTH 100 and 105 classes at the satellite campuses as well as offer more specialized offerings, such as ANTH 107 and 137 (Language and Culture and Medical Anthropology).** |

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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.**  | **Disarticulated human skeleton** | **1** | **5.2** | **We currently have two articulated human skeletons for demonstration purposes, but have none that can be examined piece by piece for certain lab exercises.** | **$1,000** | **one-time** | **no** |
| **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.**  | **Multifunctional printer/fax/scanner** | **1** | **5.2/6.1** | **For use by students, lab staff and the Archaeology Club for copying, archiving and disseminating site forms, field records and report sections and for use in lab activities and exercises in ANTH 110, 210, 215 & 225** | **$400** | **one time** | **no** |
| **b2.**  | **Hanging screen for Archaeology Lab with code ceiling mounting brackets** | **2** | **6.1** | **A screen was originally slated for the archaeology lab but was dropped from the final plans. We are currently borrowing a portable screen from AV.** | **$4,000** | **one-time** | **no** |
| **b3.**  | **Ceiling mounted projector** | **2** | **6.1** | **Full AV capability was originally slated for the lab but was dropped from the final plans. Currenty we are borrowing an old projector from AV** | **$1,000** | **one-time** | **no** |
| **b4.**  |  |  |  |  |  |  |  |
| **b5.**  |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500 supplies) *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?** |
| **c1.**  | **Ardipithecus ramidus skull** | **2** | **5.2** | **The materials listed from c1-c8 are required to expand learning opportunities in ANTH 100, 100L & 101** | **$379** | **one-time** | **no** |
| **c2.**  | **Atapuerca Homo heidelbergensis skull** | **3** | **5.2** | **"** | **$305** | **one-time** | **no** |
| **c3.**  | **Male gibbon skull** | **4** | **5.2** | **"** | **$180** | **one-time** | **no** |
| **c4** | **Tamarin skull** | **5** | **5.2** | **"** | **$98** | **one-time** | **no** |
| **c5.**  | **Pygmy marmoset skull** | **6** | **5.2** | **"** | **$98** | **one-time** | **no SEE ATTACHMENT WITH ADDITIONAL ITEMS FOR THIS SECTION: c6, c7 and c8.** |

|  **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.*** |
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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?** |
| **e1.**  | **Full-time anthropology professor** | **1** | **4.0** | **see attached Faculty Position Rationale Form with a focus on someone who can teach ANTH 100, 100L, 101 ( as well as ANTH 105)** | **variable** | **ongoing** | **yes, given it is a replacemernt position** |
| **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.**  | **Archaeology Lab Assistant** | **1** | **4.0** | **Maintain the quality staffing we have had in the past, by restoring 30% in cuts from our original budget which has led to reduced field and lab staff hour, thereby reducing the quality of instruction. It also led to the near cancellation of ANTH 220 in 2010, which was only offered thanks to volunteer efforts by part-time and full-time staff. If funding is not restored, it will have to be cancelled in 2012.** | **$2,100** | **ongoing** | **in part; funding cut by 30%****SEE Detailed Rationale column for explanation as to why current funding is insufficient.** |
| **f2.**  | **Archaeology Field Assistant** | **1** | **4.0** | **Maintain the quality staffing we have had in the past, by restoring 30% in cuts from our original budget which has led to reduced field and lab staff hour, thereby reducing the quality of instruction. It also led to the near cancellation of ANTH 220 in 2010, which was only offered thanks to volunteer efforts by part-time and full-time staff. If funding is not restored, it will have to be cancelled in 2012.**  | **$800** | **ongoing** | **in part; funding cut by 30%****SEE Detailed Rationale column for explanation as to why current funding is insufficient** |
| **f3.**  | **Archaeology Field Assistant** | **1** | **4.0** | **Maintain the quality staffing we have had in the past, by restoring 30% in cuts from our original budget which has led to reduced field and lab staff hour, thereby reducing the quality of instruction. It also led to the near cancellation of ANTH 220 in 2010, which was only offered thanks to volunteer efforts by part-time and full-time staff. If funding is not restored, it will have to be cancelled in 2012.** | **$800** | **ongoing** | **in part; funding cut by 30%****SEE Detailed Rationale column for explanation as to why current funding is insufficient** |
| **f4.**  |  |  |  |  |  |  |  |
| **f5.**  |  |  |  |  |  |  |  |

| **III. B. Are there other resources (including data) that you need to complete your discipline review and planning?** |
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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.** |
| **1) The Archaeology Program has successfully moved into the new lab and its associated storage room, MD-121 and MD-123; this has included the availability of new equipment which could not be used before due to lack of space, e.g., photographic stand, drying racks, adequate map drawers, additional book shelves, and multiple ultrasonic cleaners. The addition of additional work tables has allowed for the teaching of ANTH 215 in the lab. 2) Steady increase in archaeology class enrollments and an increase in popularity in our Archaeology Certificate and Degree Programs; 3) Began a comprehensive prehistoric AND historic archaeological excavation program at the Rancho Penasquitos Adobe site which has faculty and staff very excited; it is an area rich in 7,000 years of prehistory and historic occupation since 1823; 4) Phil de Barros won the 2010 Research Award for multiple upcoming publications in referreed journals and books; 4) Jim Eighmey was succesfully granted tenure in 2011. 5) The discipline has successfully moved into the new Biological Anthropology Lab in MD-124 which provides abundant space for the storage of skeletal collections. 6) Exploring Darwin 2010 was successfully carried out thanks to the help of Naomi Lowe, as Dr. de Barros was away at a Panafrican Prehistory Congress in Senegal, West Africa where he gave a paper on African ironworking.** |

| **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 are very concerned about current funding for Archaeology Program student field and lab assistants. The program cannot be adequately maintained with any more cuts and it cannot be restored to a viable program for all existing courses without restoration of some funding.** |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** |
| **Philip de Barros*Name*** | **Anne-Marie Mobilia*Name*** | **James Eighmey*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**