**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: Radio & TV** | **03/07/2011** |
| **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** | | 446 | 452 | 473 | 427 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 68.62% | 70.40% | 82.98% | 72.99% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 2,115 | 2,405 | 2,614 | 2,193 | Weekly Student Contact Hours | |
| **FTES** | | 70.50 | 80.16 | 87.13 | 73.11 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 5.50 | 5.47 | 5.19 | 4.93 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 385 | 440 | 504 | 445 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 2.00 | 1.00 | 2.00 | 2.00 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 2.93 | 3.73 | 2.59 | 2.33 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | 0.57 | 0.73 | 0.60 | 0.60 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 3.50 | 4.47 | 3.19 | 2.93 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 63.64% | 81.71% | 61.48% | 59.46% | 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** | | 92.62% | 89.79% | 90.85% | 95.51% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 71.19% | 74.35% | 74.18% | 84.17% | 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** | | - | - | - | 100.00% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | - | - | - | 74.07% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| **Degrees Awarded** | | 5 | 2 | 2 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2010-11) | |
| **Certificates Awarded:** | | 5 | 2 | 1 | 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** | | 5 | 2 | 1 | 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 data trends show an increase in enrollment in the Radio and Television classes through 2008. The program has identified low enrolled courses, made changes in schedules and consolidated classes as necessary, such as the TV news program. In 2006 RTV offered two sections of TV news each spring and fall semester. We currently offer just one section each semester. Preliminary results for 2009 show a decrease in overall enrollment. Program faculty attribute this drop due to an exchange in class offerings in Fall 2009 from an introductory RTV 100 class, normally with higher student enrollment, to a radio news class that was dropped due to low enrollment. Additionally, the impact of budget cuts and enrollment practices on the RTV program has resulted in fewer sections offered and reduced access for students in night classes. Some courses required for the degree are now limited to only one offering per year and can create a significant challenge for students to complete the degree in 2 years. The program has a nearly 60% part-time teaching load and is requesting a full time faculty position to replace a full time faculty resignation in May 2006. The RTV program has an excellent reputation in the TV/radio and media industry. We have successful student alumni in all parts of San Diego County, the state, the nation and the world. Our program is technology intensive and getting access to up-to-date equipment is critical to the success of our graduates. We continue to work with an advisory counsel and partner with media for student internship opportunities to expand resources and experiences for our students. We are requesting significant resources to upgrade facilities and equipment to the digital standard as well as provide a safe, modern learning environment for our students. Extreme limitations of the Q-1 studio and KKSM facility and U-lab editing spaces require immediate attention and remodeling. The spaces are not adequate for disabled students or safe for training students in these hands-on learning production spaces.** |

| **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 RTV 220 class is an advanced class in TV production and direction. This course is considered a "cap stone" course and requires a signficant investment in planning, design and production of TV programs. This advanced class is taught in the facilities of PCTV and offers students a variety of hands-on experience with professional industry equipment. A primary SLO of the course is for students to research, plan and compose a broadcast TV proposal including a written script and studio or location plans with necessary audio/video components. This creates a real world goal for students to experience before graduation. Assessment results for Fall 2010 shows that students had the most difficulty in writing clear TV scripts for their proposals. In addition, some students had difficulties effectively organizing and presenting their proposal.** |

| **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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| **Faculty reflection on this SLO assessment has identified additional resources to help students prepare and complete this type of proposal successfully. An additional module on script development and more examples of successful projects will be created for the Fall 2011 class to increase the success rate for all students enrolled. The final production proposal is considered a student's portfolio piece and requires original creative ideas, thoughtful written scripts and clear production plans necessary to convey the plan for "script to screen" completion in the industry. Future observations of student completion and success rates will enable faculty to enhance this learning experience for all students.** |

| **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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| **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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| **RTV completed the change in lecture/lab hours for all of our courses. RTV now offers one class in the distance learning format. RTV 100. We are in process of analyzing the schedule of class offerings to offer students a 2 year graduation cycle. Some advanced classes required for the certificate and degree are now only offered once per year (RTV 220, 230, 240 and 275) In response to changing enrollment trends, RTV has reduced class offerings and is investigating offering one or two additional beginning classes. The TV/video industry is experiencing new growth with internet distribution and video cameras and editing available to many students through phones and laptop computers. With the increased technology, visual storytelling skills are more important than ever and the RTV program plays a crucial role in developing both visual and audio modes of learning. Our students transfer to various state universities including Cal State Northridge, Fullerton, Dominquez Hills, CSUSM and SDSU. The RTV program is recognized for offering students a real-world, hands-on learning environment. Students who go to 4 year schools frequently come to our program to gain these valuable skills. In addition, we look forward to participating in the RTV state transfer agreement.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **As mentioned above, scheduling continues to be a challenge for our courses and students timely completion rates. Also, the industry does not always require a college degree and some students may go from classes into jobs such as editing or videographer without completing their studies. Currently we do not offer classes at other centers. We offered one RTV 100 introductory class at the Escondido center but the enrollments were low and the course was dropped. RTV is interested in exploring new classes at both the South and North centers. This may help introduce new students to the program and encourage more enrollment in the production classes in San Marcos. We see growth in our beginning video editing class and would like to explore offering additional segments of RTV 170. Having a dedicated Mac Lab for RTV classes would help with class scheduling and increase opportunities for students to have this visual storytelling experience in their college curriculum.** |

| **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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| **RTV is requesting a full time professor beginning Fall 2012. That will be 6 years from the day the last professor, Meg Banta, resigned in 2006. We have also submitted the required Faculty Request Form for this position. Our part-time total FTEF is 60% from 2009 and has stayed consistent through the last 4 years, except for Fall 2008 when Pat Hahn was on sabbatical and FTEF taught by part-time spiked to 82%.** |

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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.** | **(4) HDV digital Camera kits with (2) HDV decks and (1) 3D camera kit** | **2** | **Goal 5** | **Complete field camera upgrade to provide students with updated equipment. Offer new 3D technology to advanced production students.Some cameras still being used are 8-10 years old!** | **46,700** | **one time** | **no** |
| **a2.** | **Enco automation upgrade-KKSM** | **1** | **Goal 5 and 6** | **Digital upgrade for KKSM-Enco automation system provides students with updated technology for on-air operations.** | **29,800** | **one time** | **no** |
| **a3.** | **Digital upgrade video/ audio system, camera power supplies, 16x9 monitor system, sets, cycs, and LED lighting for Q-1** | **4** | **Goal 5 and 6** | **Replace analog equipment with digital technology, remodel set areas, add energy efficient lighting kits and replace 25 year old cyclorama backdrops** | **38,950** | **one time** | **no** |
| **a4.** | **Character Generator , (4) flat screens- PCTV** | **3** | **Goal 6** | **Provide reliable graphics playback and set additions in PCTV for live programming of news/sports and production needs for advanced TV students.** | **36,995** | **one time** | **no** |
| **a5.** | **Digital upgrade for KKSM including new studio furniture, microphones and audio boards.** | **5** | **Goal 5** |  | **23,750** | **one time** | **no** |

| **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.** | **Request for Macintosh computers to support a Media Lab on the Communications PRP-Joint Cinema/RTV request** | **1** | **Goal 5** | **Create joint Cinema/RTV lab for digital editing classes and open lab use. Supports student learning of Objective 5.2 to create space for student engagement and interaction and allows for critical collaboration among students.** | **See Comm PRP** | **See Comm PRP** | **no** |
| **b2.** | **PC computers for faculty, staff, KKSM and Q-1** | **2** | **Goal 6** | **Update computers for studio use and instructional support** | **7,500** | **one time** | **no** |
| **b3.** | **PC laptop computers for news/production** | **3** | **Goal 5** | **provides students with portable access to research, write, plan and script news stories and production in the field.** | **3,000** | **one time** | **no** |
| **b4.** | **teleprompter monitor for Q-1** | **5** | **Goal 5** | **Updates all cameras in Q-1 for studio teleprompter use in labs and production work.** | **600.00** | **one time** | **no** |
| **b5.** | **16x9 monitors for U-edit** | **4** | **Goal 5** | **Updates all monitors to the proper aspect ratio of HDTV.** | **3,220** | **one time** | **no** |

| **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.** | **headsets for truck (5) at 450.00 ea.** | **4** | | **Goal 5** | | **Improve communications for production crew on truck tapings.** | | **2,250** | | **one time** | | **no** | |
| **c2.** | **Video/Audio/office supplies-videotape, DVDs, cables, batteries, ink, paper, folders, etc.** | **1** | | **Goal 5** | | **Required for videotaping and saving, storing digital files, connecting equipment and crucial supplies to support equipment/facilities operations,** | | **4,000 est** | | **on going** | | **currently in budget** | |
| **c3.** | **Supplies for lighting, computers, storage,mic flags, camera lights, etc.** | **2** | | **Goal 5** | | **Lottery funds used to support RTV instructional program** | | **10,000 combined** | | **on going** | | **currently in budget/lottery** | |
| **c4** | **KKSM speakers - 450 ea** | **3** | | **Goal 5** | | **Used for audio playback in studio** | | **900.00** | | **one time** | | **no** | |
| **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.** | **Request for Software to support a Media Lab on the Communications PRP-Joint Cinema/RTV request** | **1** | | **Goal 5** | |  | |  | |  | |  | |
| **d2.** | **Production Truck repair and maint.** | **3** | | **Goal 6** | | **Truck in currently non-operational. Must be repaired and then have regular maintenance. Students use to produce sports and news shows, plays, parades, concerts and other long form programming.** | | **3,000 est** | | **on-going** | | **no** | |
| **d3.** | **KKSM engineer contract service and attorney fees** | **2** | | **Goal 6** | | **Provides attorney services for FCC issues and critical engineering and maintenance for KKSM am signal, FCC Emergency broadcast system and tower.** | | **18,000** | | **on-going** | | **in current budget** | |
| **d4.** | **KKSM Sound xchange, tower rent and maint.** | **4** | | **Goal 5** | | **provides for streaming of KKSM radio and crucial repairs/maint. to tower** | | **7,500 est** | | **on going** | | **wasn't budgeted 2010** | |
| **d5.** | **Printing** | **5** | | **Goal 5** | | **Cover costs to print handouts, student internship/KKSM timesheets and paperwork and program printing needs.** | | **2,000 est** | | **on going** | | **in current budget** | |

| **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.** | **Request for a classified position on the Communications PRP-RTV and Cinema request.** |  | |  | |  | |  | |  | |  | |
| **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.** | **RTV student and hourly workers for labs and instructional support** | **1** | | **Goal 4** | | **Provides crucial student support in production lab classes and assists instructor in maintaining safe lab conditions in TV studios and field produciton work. Also provides instructional support for classroom needs;-copying, filing, distributing and posting of learning materials.** | | **27,800** | | **on going** | | **2010 budget reduced to 13,500** | |
| **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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| **The TV/video industry has recently transitioned to digital signal processing and we must meet this requirement for our facilities in both Q-1 and KKSM. The Digital Arts/Communication building is #18 on the Master Plan 2022 document and our facilities are currently not meeting safety, accessibility and technology standards. In addition, the current edit rooms in the U building are insufficient for student editing needs. The building was recently treated for mold and the portable building is not condusive for recording sound. RTV programs are housed thoughout campus in the U-building, Q building, P building and PCTV and recently the MD building for Mac Lab classes. Since a new Digital Arts building is many years out and we must upgrade facilities for the industry's current digital needs, we propose a remodel of the Q building to accommodate RTV student learning needs for the next decade. The goal would include larger work spaces for radio and TV students in the studios, editing suites to reasonably accommodate students working in teams, and a combined Cinema/RTV Media Lab that would house Macintosh work stations with software to support multiple lab classes. These crucial upgrades would meet the immediate safety and accessibility needs while providing a shared learning environment for RTV and Cinema students, all meeting District Goal 5 of ensuring that exisiting and future facilities support learning, programs and services. Specifically Objective 5.2, consider space for student engagement and interaction in the design of new and renovated buildings. Our students deserve such a space that supports their learning needs for the next decade.** |

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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.** |
| **The Radio and TV students receive numerous awards every year for their work. From Emmy awards to California State 3C Media awards and local San Diego Fair awards, our students consistently are recognized for their outstanding achievements. Students also write, produce and edit San Diego broadcast ads for radio and TV spots for the Farmers Insurance Golf Tournament. Many students work as interns in San Diego communities each year doing television, media, radio and production work for the industry. Our program is consistently recognized by industry leaders as a quality program where students gain first-hand knowledge and experience. Additionally, RTV produces live programming, Prep Sports Live and North County News, on the PCTV channel with special distribution to all of San Diego County. KKSM radio students also work on local community events such as Earth Fair and the Helen Woodward animal fundraiser.** |

| **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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| **The remodel of the Q-1 TV and KKSM studios, along with the relocation of U editing labs, is critical to creating a successful, safe and accessible learning environment for our RTV students. Facilities have not had adequate maintenance over the years (floor tiles in Q-1 may have asbestos tiles like the ones removed from Photo and Q-2 in recent years) and are not conducive to students working in teams to create their production work. The U building is not sound proof and has insufficient work space for student lab work. In addition, storage of equipment for cameras, tripods, audio, and lighting is extremely limited. As proposed in the Communications PRP, a multi-purpose lab for Final Cut editing, Pro-Tools and Avid would benefit our RTV and Cinema students significantly by providing a central lab for classroom work and lab hours. The joint spaces shared with Graphics and CSIS in the new MD building is an improvement but does not meet the specific needs of our students. The RTV program requests consideration of these critical facility needs and looks forward to working on solutions that support an improved student learning environment.** |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Lisa Faas *Name*** | **Pat Hahn *Name*** | **Gregg Baker *Name*** |

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| --- | --- | --- |
| **Zeb Navarro *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**