**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: GC  - Multimedia and Web** | **03/04/2011** |
| **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** | | 282 | 300 | 349 | 462 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 72.49% | 87.72% | 82.31% | 89.19% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 1,692 | 1,800 | 1,864 | 1,411 | Weekly Student Contact Hours | |
| **FTES** | | 56.40 | 60.00 | 62.13 | 47.04 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 4.50 | 4.33 | 4.60 | 3.67 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 376 | 415 | 405 | 385 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 2.20 | 1.67 | 1.33 | 0.90 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 1.80 | 2.00 | 2.40 | 2.20 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | 0.50 | 0.67 | 0.87 | 0.57 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 2.30 | 2.67 | 3.27 | 2.77 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 51.11% | 61.54% | 71.01% | 75.45% | 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** | | 93.83% | 95.80% | 93.46% | 94.07% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 70.99% | 75.63% | 79.74% | 79.66% | 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** | | 88.12% | 86.00% | 81.68% | 85.42% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 40.59% | 54.00% | 61.83% | 59.38% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| **Degrees Awarded** | | 2 | 4 | 6 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2010-11) | |
| **Certificates Awarded:** | | 3 | 7 | 14 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |
| **- Under 18 Units** | | - | 1 | 4 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |
| **- 18 or More Units** | | 3 | 6 | 10 | 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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| **Enrollments continue to grow (16.6% from Fall 07 to 10) in GCMW. The department continues to focus on student retention and success in the discipline, and as such, has achieved high percentages in each (average 94.29% retention and increase of 8.67% to 79.66% for success for non distance education, and average 85.31% retention and increase of 18.79% to 59.38% for success for distance education).**  **While the discipline has performed well in these areas, Total FTEF has dropped 22% to 3.67. In addition Full-Time FTEF has decreased from 2.20 to 0.90. At the same time, the percent of Total FTEF taught by Part-Time Faculty has risen from 51.11% to 75.45%.**  **The number of degrees and certificates awarded has increased 300% and 467% respectively.** |

| **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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| **100% of our student learning outcomes objectives and assement plans have been enter into curricunet. We are currently in the process of conducting data anyalsis for each discipline to be completed at the end of Spring 2011.** |

| **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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| **Assesment is currently underway for Spring 2011, but trends in the fast paced industry have necessitated more corse refinements. For example, DVD authoring is is becomming less necessary as customers are switching more and more to downloadable content. As such, courses are being modified to keep ahead of trends. Projects in GCMW 165 are being modified to output for moble devices and downloadable content, rather than traditional disc based media.** |

| **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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| **8.8% growth from 2008-2018 for Multi-Media Artists and Animators with Annual Average Openings of 790 positions. Technology changes at such a rapid pace, the GCMW discipline is able to adapt to the needs of industry and better prepare students looking to transfer or enter the job market. GCMW courses prepare students for real world vocations and provide them with the hands on experience they need to succeed in 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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| **Curriculum has to change at a rapid pace in GCMW in order to keep up to date with industry.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **The classes in GCMW are currently in rotation pattern that allows the students to complete certificates in a 2 year span.** |

| **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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| **Web develpoment continues to grow for hand hled devices and social media, along with a graphic need for application devlopment and animation. This is an evolving field and has jobs for those skilled in these areas.** |

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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.** | **PRO Cyc Green Screen**  **OR**  **Get a contractor to build a green screen structure.** | **1** | **6.1**  **Objective 5.2 states that we are to “ensure that projects include space for student engagement in each construction project design.” Finishing MD 119A by building a proper green screen structure will enable that engagement to occur and make the room usable.** | **MD 119A was designed as a green screen studio space for student engagement in various GC and RTV courses. The room has been built, but funds to build an appropriate green screen structure have not been designated. The strange shape of the room works perfect for a green screen setup, but without the actual green screen structure, the room is not being utilized.**  **The structure has to have coved or cyclorama shapes from floor to wall, wall to ceiling, and wall to wall in order to maintain the even lighting that is needed when doing green screen work for visual effects work in video and film production. For example: http://www.virtualsets.com/procyc/pro-cyc-installation-photos-free-standing.htm**  **Strategic Plan 2009: Teaching and Learning Excellence:**  **• Provide up-to-date technology and related technical and equipment support for instructional purposes.**  **Facilities Improvement:**  **Complete the Multidisciplinary Instructional Building**  **Strategic Plan 2013, Optimize the technological environment to provide effective programs and services throughout the district. Access to technology must provide the means to students to achieve their learning and/or educational goals.**  **Such a green screen structure will encourage collaboration** | **$19,600.00**  **($9,500 if contractor builds it.)** | **One-time.** | **No.** |
| **a2.** | **Lighting System for Green Screen** | **2** | **6.1, 5.2** | **See above.** | **$13,000.00**  **8 lights @ $1625.00 ea** | **One-time.** | **No.** |
| **a3.** | **Allen & Heath iLive-T80 digital mixer (for connecting audio from IDR-32 to computer)** | **3** | **6.1. Objective 5.2 states that we are to “ensure that projects include space for student engagement in each construction project design.” Finishing MD 119B by designating funds for proper audio equipment will enable that engagement to occur and make the room usable.** | **MD 119B was designed as the sound room that coincides with the 119A green screen studio. The workstation furniture and high-end computer are installed, but no actual sound equipment has been funded which makes student engagement unlikely to occur. Without any actual audio equipment, the room is not very usable.**  **Strategic Plan 2009: Teaching and Learning Excellence:**  **• Provide up-to-date technology and related technical and equipment support for instructional purposes.**  **Facilities Improvement:**  **Complete the Multidisciplinary Instructional Building**  **Strategic Plan 2013, Optimize the technological environment to provide effective programs and services throughout the district. Access to technology must provide the means to students to achieve their learning and/or educational goals.** | **$9,999.00** | **One-time** | **No.** |
| **a4.** | **Allen & Heath IDR-32 (for connecting mics/audio from studio to mixer)** | **4** | **5.2** | **"** | **$6,999.00** | **One-Time** | **No** |
| **a5.** | **JBL 5.1 Surround Sound System (for surround sound mixing/monitoring)** | **5** | **5.2** | **"** | **$3,800.00** | **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.** | **Blackmagic Multibridge Eclipse (multi converter for various formats)** | **1** | **6.1** | **Students bring in media from various formats. Often they have media that the current equipment in GCMW can not import. This device is a multi converter that would solve such problems and increase student learning.** | **$2,600.00** | **one-time** | **no** |
| **b2.** | **Lectrosonics Wireless mic kit** | **2** | **6.1** | **The FCC changed its regulations on all wireless microphone equipment used in Audio and Video production. As such, this kit will replace outdated and now illegal wireless mics.** | **$2,700.00** | **one-time.** | **no** |
| **b3.** | **Losmandy Protable camera dolly and track** | **3** | **6.1** | **Would allow more complex and real world shots during video production and green screen shoots. Current tripods are only stationary.** | **$2,100.00** | **One-time** | **No.** |
| **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.** |  |  | |  | |  | |  | |  | |  | |
| **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.** | **Nuke compositing software** | **1** | |  | | **Currently have only 10 licenses, while class size for GCMW 206 is 24. This is a capstone course for students in the discipline who have completed most of their other requirements.** | | **$3,045.00** | | **One-time.** | | **The GC Department had enough left in its budget for the original 10 licenses.** | |
| **d2.** | **Logic Studio software (24 licenses)** | **2** | |  | | **This will allow the equipment for MD-119B to be used to it fullest potential. Needed in order to expand GCMW course offerings.** | | **$1,086.41** | | **One-time.** | | **No.** | |
| **d3.** | **Mocha Pro software (10 licenses)** | **3** | |  | | **To compliment other software in GCMW 206 and provide students with more real world experience in the industry.** | | **$2,164.13** | | **One-time.** | | **No.** | |
| **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.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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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| **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.** |
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| **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:** | | |
| ***Name*** | ***Name*** | ***Name*** |

|  |  |  |
| --- | --- | --- |
| ***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**