**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: Library Technology** | **03/11/11** |
| **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** | | 166 | 111 | 136 | 125 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 90.71% | 65.29% | 82.42% | 82.24% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 244 | 264 | 317 | 237 | Weekly Student Contact Hours | |
| **FTES** | | 8.13 | 8.81 | 10.58 | 7.90 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 0.77 | 0.80 | 0.73 | 0.71 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 318 | 330 | 433 | 336 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | - | - | 0.07 | - | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 0.47 | 0.53 | 0.40 | 0.20 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | 0.30 | 0.27 | 0.27 | 0.51 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 0.77 | 0.80 | 0.67 | 0.71 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 100.00% | 100.00% | 90.91% | 100.00% | 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** | | 97.16% | 90.91% | 98.39% | 97.44% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 92.91% | 84.85% | 88.71% | 93.16% | 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** | | 6 | 4 | 3 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2010-11) | |
| **Certificates Awarded:** | | 22 | 17 | 14 | 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** | | 22 | 17 | 14 | 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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| **Analysis of the above data indicate that total enrollment has fluctuated over the last four years. Although the Fall 2010 enrollment was lower than Fall 2009, it was not the lowest enrollment during the last four years. Our retention rate remains very high at 97.44% and our success rate was the highest it has been in the last four years at 93.16%. A significant 4.45% increase over last year.** |

| **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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| **Course SLO: LT 110 Creating cataloging records using AACR2 and MARC21 is one of the 3 SLOs we are assessing in this class. For Spring 2010 students were asked to use previously identify bibliographic records as sources for copy cataloging which was completed using paper tagging forms. At least 70% of students were able to use the forms effectively to demonstrate their skills in this area.** |

| **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>) |
| --- |
| **We would like 80% of students to be able to correctly construct MARC records. In evaluating the results of student work it was evident that they were hampered in correctly completing the assignment by not having access to an Integrated Library System (ILS) to input their records. Simulating the work of copy cataloging using a print template is clearly not as effective a learning activity as using an actual ILS product. We should consider purchasing a subscription to an ILS such as Follett Destiny, an ILS widely used in the industry and specifically in the San Diego county area.** |

| **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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| **San Diego County**  **(2008-2018) Estimated employment 1,490 Projected employment 1,620 Numeric change 130 Percent change 8.7 Additional openings due to net replacement 670**  **Orange County**  **(2008-2018) Estimated employment 950 Projected employment 1,000 Numeric change 50 Percentage change 5.3 Additional openings due to net replacement 430** |

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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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| **Changes in the requirements for state funding has prompted us to review our curriculum and to make changes to bring our curriculum in line with the new state funding priorities. In order to maintain the high retention and success rate of the LT program, it is critical that students have access to the most up-to-date facilities and technology. To meet this goal we need to develop, improve and expand the use of technology in the LT program. This includes training to use library technology, which will provide our students with the skills needed to enter the Library Technology field. In addition, our Library Technology Advisory Committee has mentioned that any hands-on experience our students have is highly valuable to employers. The Committee strongly suggested that we increase those opportunities for our students.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **In response to student requests, we would like to explore the possibility of offering more classes online. We are also investigating the possibility of offering classes at the Escondido Center.** |

| **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 faculty leave or retire, they will need to be replaced.** |

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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.** | **E-book readers - various types and brands such as the Sony Reader, Barnes and Noble Nook, Amazon Kindle and the Kobo Wireless.** | **1** | **Goal 2 and Goal 6 Goal 6: Optimize the technological environment to provide effective programs and services throughout the district.** | **It would be useful for LT students to be familiar with the leading e-book reader devices. From Technology Master Plan 2016 (pg. 17), “Access to technology must provide the means for students to achieve their learning/educational goals.” This statement was generated as a result of the Plan Contributor Interview Process conducted to provide full participation in the technology planning effort. In the near future, every library (public, school, academic, or special) will provide access to e-books. LT students need the exposure to the devices to increase the prospects of successful employment.**  **Program SLO for Technology - Technology - Students will be able to identify, evaluate and effectively use library technologies, including emerging and assistive technologies, to inform, educate and serve library patrons.** | **$4347.94 (without tax and shipping)** | **one-time** | **Not funded at this time.** |
| **a2.** |  |  |  |  |  |  |  |
| **a3.** |  |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |  |

| **b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | **Prioritize these requests**  **1,2,3, etc.** | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **b1.** | **Upgrade 30 laptop computers** | **1** | **Goal 5: Ensure that existing and future facilities support learning, programs, and services.**  **Goal 6: Optimize the technological environment to provide effective programs and services throughout the district.** | **Students should have the required technology needed to access specialized library programs and resources.  With the proper equipment, students will be able to complete complex tasks efficiently and effectively.** | **51,325.00** | **on-going - one set of computer laptops should be upgraded each year in order to provide students with an optimal technology environment.** | **Not funded at this time.** |
| **b2.** |  |  |  |  |  |  |  |
| **b3.** |  |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500 supplies) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **c1.** | **Library Tech supplies** | **1** | | **Goal 2** | | **Rollover of current supply budget that is needed for basic Library Tech program operations** | | **8,320.00** | | **on-going** | | **It is currently funded from Lottery (prop. 20).** | |
| **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.** | **Integrated Library System (TLC or Dynasty)** | **1** | | **Goal 5: Ensure that existing and future facilities support learning, programs, and services.**  **Goal 6: Optimize the technological environment to provide effective programs and services throughout the district.** | | **Students should have the required technology needed to access specialized library programs and resources.**  **With the proper equipment, students will be able to complete complex tasks efficiently and effectively.** | | **24,470.00**  **1,410/per year maintenance** | | **One-time**  **On-going** | | **No funding currently available.** | |
| **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.** | **Department Secretary** | **1** | | **Goal 4: Recruit, hire, and support diverse faculty and staff to meet the needs of students.** | | **Christie Bundy retired. At this time this time there is no secretarial support for this department. This has made it more difficult for us to complete the ALA/LSSC process.** | | **TBD** | | **on-going** | | **G** | |
| **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.** |
| **We are extremely pleased that our retention rate remains very high at 97.44% and our success rate was the highest it has been in the last four years at 93.16%. A significant 4.45% increase over last year. We are currently working with the American Library Association sponsored Library Support Staff Certification Program so that our graduates will receive this nationally recognized certification. At this time, five of our six required courses have been approved by the ALA/LSSC.** |

| **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:** | | |
| **Linda D. Morrow *Name*** | **Byung Kang *Name*** | **Tamara Weintraub *Name*** |

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| --- | --- | --- |
| **Katy French *Name*** | **Marlene Forney *Name*** | **Jay Baker *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**