**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: Speech** | **03/10/2011** |
| **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** | | 1,914 | 1,883 | 1,844 | 1,778 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 91.72% | 96.68% | 98.68% | 103.32% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 5,675 | 5,625 | 5,832 | 5,631 | Weekly Student Contact Hours | |
| **FTES** | | 189.18 | 187.51 | 194.39 | 187.69 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 13.53 | 12.73 | 12.86 | 11.80 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 419 | 442 | 453 | 477 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 5.60 | 5.60 | 5.40 | 5.60 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 5.40 | 4.80 | 5.26 | 3.80 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | 2.53 | 2.33 | 2.20 | 2.40 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 7.93 | 7.13 | 7.46 | 6.20 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 58.62% | 56.02% | 58.02% | 52.54% | 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** | | 93.17% | 95.28% | 93.28% | 96.60% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 77.60% | 79.20% | 80.30% | 83.60% | 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** | | - | 83.33% | 93.33% | 100.00% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | - | 50.00% | 60.00% | 73.33% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| **Degrees Awarded** | | - | 3 | - | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2010-11) | |
| **Certificates Awarded:** | | - | - | - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |
| **- Under 18 Units** | | - | - | - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |
| **- 18 or More Units** | | - | - | - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) | |

| **I. A. Reflect upon and provide an analysis of the four years of data above (for a sample analysis see** <http://www.palomar.edu/irp/11PRYear1/sampleforIA.pdf>) |
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| **Analysis of the trend data indicates that enrollment has decreased gradually since the Fall 2007 semester. Taking a closer look at the data, there were 23 fewer sections offered in the Fall 2010 compared to the Fall 2007 due to budget cuts- this explains this enrollment decrease. Although enrollment is down, the enrollment load percentage is the highest it has been in 4 years at 103.32 %. This demonstrates that we fill our sections and the demand for more speech sections is high. Part-time FTEF percentage has decreased to 52.54% which is directly related to the reduction of sections, leaving fewer opportunites for Part-Time work. Yet, the combination of adding 8 new sections next year and having 2 full-time faculty take sabbatical leaves in the Spring 2012 will greatly increase Part-Time FTEF. The preliminary data from Fall 2010 also indicates stronger retention and student success although few students have been earning degrees from our discipline. The advent of SB1440 could increase the number of Speech degrees in the future.** |

| **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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| **Speech 100**  **SLO #1- Presentation Skills: 86% of students agreed with the statement, "I am able to deliver a speech with confidence." In fact, over 80% of students ageed with 3 out of the 5 questions related to SLO 1. The two questions where students did not meet the criterion were irrelevant because the questions did not directly assess the SLO.**  **SLO #2- Speech Writing: Between 89%-93% of students agreed with all three questions related to this student learning outcome.** |

| **I. C. Reflect upon the SLO assessment findings in Box B above. Discuss overall observations and any areas of concern or noteworthy trends.**  **(For examples of such analysis, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **The results from the first Speech 100 SLO cycle were promising with the majority of students showing the ability to write, organize, and deliver a speech with confidence. However, we are considering a different assessment tool where the teachers would play more of a role in measuring the student learning outcome since the survey was based solely on the students opinion. In any case, the strong success and retention rates in the trend data coupled with the results from the Speech 100 SLO Assessment could be an indication that the Speech Communications Faculty is doing an exceptional job educating their 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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| **With the advent of SB1440, we are currently reviewing and revising our Speech Communications Degree requirements to keep them aligned with the Speech Communications or Communication Studies major requirements at the 4-year level. A new course, Small Group Communication, is in discussion and could be added to our program within the next 1-2 years. Also, we are discussing the possibilty of changing our department name to Communication Studies to better align ourselves with 4-year institutions; we also see this as a branding strategy to attract more students to our discipline. In all, the streamlined degree and major, along with the new moniker for our discipline could help to increase the number of Speech Degree recipients and the number of transfers to 4-year institutions.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **We adjusted our course offerings to provide more of a balance of day and evening sections and FT1 and FT2 sections. We also balanced the schedule to provide an equal amount of courses offered in the Fall and Spring semesters. The census enrollment percentage (103.32 %,) clearly indicates a demand for more speech sections. The recent approval to add 8 more Speech 100 sections next year will help satisfy that demand.** |

| **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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| **An additional Full-Time professor/Forensics coach is necessary. With an increase in student participation in Forensics in recent years this additional faculty member will strengthen our Forensics program by giving the students a fresh perspective, increase our recruiting, and generate more competitive events. An additional coach would also enhance wellness by redistributing the work load and travel for each member of the coaching staff. With most tournaments on weekends, the coaches have occasional 7-day work weeks and miss quality time away from their home and families.** |

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| **STEP III. RESOURCE REQUESTS FOR DISCIPLINE:** |
| **III. A. Describe the resources necessary to successfully implement the planning described above. Provide a detailed rationale for each request by referring to the analyses of data and SLO assessment results in Step I and/or to any other evidence not apparent in the data or SLO Assessment** results.  NOTE: Do **NOT** include Resource Requests that duplicate requests from other disciplines In your department. Place requests common to two or more disciplines on the form: ACADEMIC DEPARTMENT RESOURCE REQUESTS. |

| **a. Equipment (per unit cost is >$500) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | **Prioritize these requests**  **1,2,3, etc.** | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **a1.** |  |  |  |  |  |  |  |
| **a2.** |  |  |  |  |  |  |  |
| **a3.** |  |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |  |

| **b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | **Prioritize these requests**  **1,2,3, etc.** | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **b1.** | **1 Mac Computer (Faculty)** | **1** | **Goal #6** | **Brandan Whearty's computer is not working and the warranty is expiring this year.** | **2,500.00** | **One-time** | **Not funded** |
| **b2.** | **1 Non-Network printer (Forensics)** | **2** | **Goal #6** | **The current printer in use for the Forensics Team is old and has an expired warranty.The Forensics team needs a high performing and dependable printer for printing mass amounts of documents throughout the year.** | **350.00** | **One-time** | **Not funded** |
| **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.** | **20Small Black Binders (5x7) and 10 packs of Plastic Sheet Covers (51/2x81/2)** | **1** | | **Goal #6** | | **Forensics students need small black booksand plastic sheet protectors for oral interpretation events. Our supply has been used up.** | | **250.00** | | **One-time** | | **Not funded** | |
| **c2.** | **4 Easels and 4 Art Carrying Cases** | **2** | | **Goal #6** | | **Forensics platform speakers need easels and carrying cases for displaying and carrying visual aids. Our supply is limited and many easels and cases have been damaged.** | | **450.00** | | **One-time** | | **Not funded** | |
| **c3.** |  |  | |  | |  | |  | |  | |  | |
| **c4** |  |  | |  | |  | |  | |  | |  | |
| **c5.** |  |  | |  | |  | |  | |  | |  | |

| **d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** | |
| **d1.** |  |  | |  | |  | |  | |  | |  | |
| **d2.** |  |  | |  | |  | |  | |  | |  | |
| **d3.** |  |  | |  | |  | |  | |  | |  | |
| **d4.** |  |  | |  | |  | |  | |  | |  | |
| **d5.** |  |  | |  | |  | |  | |  | |  | |

| **e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **e1.** |  |  | |  | |  | |  | |  | |  | |
| **e2.** |  |  | |  | |  | |  | |  | |  | |
| **e3.** |  |  | |  | |  | |  | |  | |  | |
| **e4.** |  |  | |  | |  | |  | |  | |  | |
| **e5.** |  |  | |  | |  | |  | |  | |  | |

| **f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.** | **Funding for 1 Short Term Hourly Worker (Forensics)** | **1** | | **Goal #2** | | **The growing size of the forensics team requires extra help for event preparation and covering slots at tournaments. We need funding to pay judges and coaches for their time. Without their help, fewer students would be able to participate at tournaments.** | | **3,500.00** | | **On-going** | | **Not Funded** | |
| **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.** |
| **The Palomar Speech and Debate Team China Tour 2010 was a complete success. Five students attended. They were Mark Notarian, Ciaran Downey, Daniel Kastrup, Laura Ross and Alyssa Sambor. The multicultural exchange of debate students was a wonderful opportunity to share ideas on the world economy, climate change, and equality issues. The students attended the 1st Annual China Open hosted by IDEA at Xi’an Xiotong University and the China Cup Invitational at Beijing Foreign Studies University. We are proud to report that both tournaments yielded an international win: Ciaran Downey and his Chinese partner won the Friendship portion of the tournament! In addition, because Ciaran won, his debate partner Cindy won a free trip to the United States to debate at several schools. It should be noted that this is Palomar’s second international win having won the Friendship Tournament back in 2007. Also, at the China Cup Invitational in Beijing, Palomar’s Daniel Kastrup and his Chinese partner won the Split Duo Division Category. It was an exciting trip filled with colorful memories and a wealth of knowledge exchanged between students of both the United States and China.**  **Currently, Michael Meihaus is the top ranked NFA-LD debater in Southern California, Ciaran Downey and Michael Meihaus have been one of the top ranked Community College teams, and they were invited to the prestigious Point Loma Round Robin Invitational where they competed against the top 30 teams in the country. The team has won several sweepstakes awards at tournaments this year, including a 1st place at the Concordia Free Invitational, a 2nd Place in Novice Sweeps at the PSCFA Fall Championship, 3rd place at the Grossmont Griffin Invitational, and a couple of 4th place finishes.** |

| **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:** | | |
| Chris Lowry ***Name*** | Pat Mills ***Name*** | Debbi Brewer ***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**](mailto:jdecker@palomar.edu) **by March 18**