**Palomar College – Program Review and Planning**

**Academic Department Resource Requests**

**(Do Not Include Discipline Specific Requests)**

**YEAR 1**

**Academic Year** **2012-13**

**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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| **Department: Communications** | **09/27/2012** |
| ***Academic Department Reviewed (Each department is required to complete a Program Review)*** | **Please Add Date (00/00/2012)** |
| **Department Chair****: Pat Hahn** |

| **a. Equipment (per unit cost is >$500) *Enter requests on lines below.*** |
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| **Resource**  | **Describe Resource Requested** | **Department Priority**  | **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 department’s plan, analysis of data, 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.**  | **Storage Cabinets for RTV/Cinema Production Equipment** | **1** | **Goals 5 & 6** | **Storage cabinets are needed to adequately contain the production equipment owned by the department. As we have been fortunate enough to gain additional equipment over the past several years, and hopefully into the future, space and cabinets to house this equipment have become extremely limited. The safety of the equipment and the college's investment is at risk. As well, with not having a proper place to store cameras, tripods, lighting kits, monitors, etc., it can be difficult to retrieve something quickly and therefore keeps the students from having the best and most efficient access to the tools they need to complete their work. This situation hinders student success.** | **$4,000** | **One-time** | **No** |
| **a2.**  |  |  |  |  |  |  |  |
| **a3.**  |  |  |  |  |  |  |  |
| **a4.**  |  |  |  |  |  |  |  |
| **a5.**  |  |  |  |  |  |  |  |

| **b. Technology (printer for the department office, copiers, computers, data projectors, document readers, etc.) *Enter requests on lines below.*** |
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| **Resource**  | **Describe Resource Requested** | **Department Priority**  | **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 department’s plan, analysis of data, 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.**  | **A Media Lab with 25 work stations for Non-Linear Editing + 1 Teaching Station** | **1** | **Goals 5 6** | **It has become all too apparent that a great need exists for a Media Lab that will be used for classroom instruction, workshops and open lab time for students to complete course assignments. Student learning has been affected by the lack of such a facility in our department. Cinema and RTV production courses have struggled with finding available time to have in existing labs, i.e. Graphic Communications. We do not have priority in such spaces and must make due with the leftover times. Open lab times are shared with courses in other departments. Thus, we are not able to schedule our courses in a way that allows students to complete their degrees in a four- semester rotation. In addition, without a media classroom/lab we are unable to offer production courses as often as we need to and therefore our curriculum and the students suffer. The basic skills and career technical training that students need are greatly hindered by this situation. Having this production facility and its equipment allows for student success, retention, an advantage in the job market (career technical) and high transferability. Students gain basic and career technical skills that will ensure success in their on-going education, for additional degrees and for job prospects. It is our program's goal, in line with the college, to provide training, access, technology and services that will enhance student learning. In our teaching we strive to do so with excellence, a sense of integrity in all we do with a focus on equity of our diverse student population.**  | **$120,000** | **One-time** | **No** |
| **b2.**  | **Video Projection System and Screen for above Media Lab** | **2** | **5.2, 6.1** | **The projector is needed in the above lab to allow instructors to teach editing skills to the entire class. It is a necessary component of instruction and greatly enhances student learning and success.** | **$5,000** | **One-time** | **No** |
| **b3.**  |  |  |  |  |  |  |  |
| **b4.**  |  |  |  |  |  |  |  |
| **b5.**  |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500) (shared office supplies) *Enter requests on lines below.*** |
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| **Resource**  | **Describe Resource Requested** | **Department Priority**  | **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 department’s plan, analysis of data, 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.*** |
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| **Resource**  | **Describe Resource Requested** | **Department Priority**  | **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 department’s plan, analysis of data, 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.**  | **Final Cut Pro licenses** | **1** | **Goal 6** | **This software is the core component of the teaching that will be done in the above Media Lab and the non-linear editing program that students must use to complete their projects. It serves as training for use in the film and television industries where it is commonly and routinely used.**  | **$13,000** | **On-going** | **No** |
| **d2.**  | **Faculty travel** | **2** | **2.4, 5.2, Goal 6** | **Travel expenses for Full-time Cinema, Communications, Journalism, Photography and Radio/Television faculty to attend yearly conferences, symposiums, film festivals, awards ceremonies, exhibits, etc. These events are significant for faculty to stay current in their fields and acquire the latest knowledge of their various disciplines. They also meet with colleagues and industry professionals to establish relationships that benefit their students. Meeting with these skilled artists and technicians provide students with contacts while at Palomar, i.e. for internships, and upon graduation, with jobs in their fields of study. The information faculty acquire on these occasions directly influence their curriculum by utilzing it in their courses. Incorporating such material allows for more success in each program's Student Learning Outcome Cycle.**  | **$2,000** | **On-going** | **A small percentage of district money when available. During the current climate, little has been available ($47 per faculty)** |
| **d3.**  |  |  |  |  |  |  |  |
| **d4.**  |  |  |  |  |  |  |  |
| **d5.**  |  |  |  |  |  |  |  |

|  **e. Classified staff position (contract) *Enter requests on lines below.*** |
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| **Resource**  | **Describe Resource Requested** | **Department Priority**  | **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 department’s plan, analysis of data, 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 Permanent PT classified position for the Media Studies Dept. RTV and Cinema request.** | **1** | **2** | **Provides crucial evening hour student support in the U-building production lab/facility. 84 students use the facility from 9am-9pm Monday thru Friday. Only 5 edit suites so facility must be open 12 hours a day for students to complete their class assignments.**  | **$24,000 per yr.** | **On-going** | **No** |
| **e2.**  |  |  |  |  |  |  |  |
| **e3.**  |  |  |  |  |  |  |  |
| **e4.**  |  |  |  |  |  |  |  |
| **e5.**  |  |  |  |  |  |  |  |

| **f. Classified staff position (temporary or student workers) *Enter requests on lines below.*** |
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| **Resource**  | **Describe Resource Requested** | **Department Priority**  | **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 department’s plan, analysis of data, 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.**  |  |  |  |  |  |  |  |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** |
| **Pat Hahn*Name*** | ***Name*** | ***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 September 14, 2012**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by September 28, 2012**
* **Email an electronic copy to** **jdecker@palomar.edu** **by September 28, 2012**