**Palomar College – Program Review and Planning**

**Instructional Programs**

**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.)

|  |  |
| --- | --- |
| **Discipline: Sociology** | **09/12/2012** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)** | **Please Add Date (00/00/2012)** |

**STEP I. ANALYSIS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **<<Prelim>>** | ◄▬ Preliminary Fall 2011 data are as of 1/31/2012 |  |
|  |  | **Fall 2008** | **Fall 2009** | **Fall 2010** | **Fall 2011** | **Definitions** | |
| **Enrollment at Census** | | 1,524 | 1,563 | 1,675 | 1,646 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 100.66% | 104.48% | 104.56% | 100.98% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 4,706 | 4,835 | 5,202 | 5,133 | Weekly Student Contact Hours | |
| **FTES** | | 156.88 | 161.16 | 173.41 | 171.11 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 8.40 | 8.20 | 9.20 | 8.80 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 560 | 590 | 565 | 583 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 2.20 | 2.20 | 2.80 | 2.00 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 5.80 | 5.00 | 5.00 | 6.00 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | 0.40 | 1.00 | 1.40 | 0.80 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 6.20 | 6.00 | 6.40 | 6.80 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 73.81% | 73.17% | 69.57% | 77.27% | 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** | | 95.77% | 95.07% | 96.76% | 96.79% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 70.77% | 67.92% | 73.32% | 70.97% | 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** | | 86.74% | 93.08% | 88.00% | 90.15% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 63.13% | 60.38% | 62.13% | 62.77% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| **Degrees Awarded** | | - | 1 | 1 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2011-12) | |
| **Certificates Awarded:** | | - | - | - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) | |
| **- Under 18 Units** | | - | - | - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) | |
| **- 18 or More Units** | | - | - | - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) | |

| **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>) |
| --- |
| **Our enrollment in the Sociology discipline within Behavioral Sciences has increased by 9% over the last three years. For the past three years, our enrollment load has exceeded 100% . Our part time FTE continues to increase; in 2011 it was 6.80. Adjunct instructors carry a large FTE percentage (77.27%). Our retention rate has increased for non distance education courses (97%) and is high in our distance education courses (90%) Our success rate in distance education courses has increased to 63% and remains high in non distance education courses (71%).** |

| **I. B. Please summarize the findings of Course AND Program SLO assessments conducted by your discipline. (For examples, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
| --- |
| **CourseSLO#1 (Soc. 110) Identify Social Problems: Identify current social problems and the social and historical factors influencing them. Students in two classes were given a choice of essays to write: either inequality which demonstrated an understanding of historical changes in income and wealth or on historical patterns in housing assistance and homelessness and the ways in which housing reproduces inequality. Of the 66 students who wrote an essay, 84% passed. They were able to bring in historical data and present an organized analysis using the data.**  **Program SLO #3 Critical Thinking and Research Methods: Demonstrate the ability to think critically about knowledge, how it is defined, generated, and interpreted, and understand the basic principles of quantitative and qualitative scientific research methods. In our two core courses, Soc. 100 and Soc. 110, students have been successful. In Soc. 100 students were able to answer multiple choice questions about research methods with a 78% success rate. In Soc. 110, 84% of students were able to demonstrate critical thinking by applying scientific data to interpret and analyze social problems** |

| **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>) |
| --- |
| **I.C.1 Please reflect upon the Course SLO findings in Box B (above) beginning on the next line.**  **This SLO was previously assessed in Spring 2011 and at that time it had a much lower pass rate. Efforts were made to refocus lectures and readings to develop factual knowledge. In addition, more practice writing assignments were incorporated to build students' ability to use facts to develop an analysis.**  **I.C.2 And, please reflect upon the Program SLO findings in Box B beginning on the next line.**  **Faculty emphasize critical thinking and research methods throughout our courses. We have included more primary source documents and devoted more lecture time to helping students interpret data. We continue to be very concerned about our students' level of preparedness in the areas of Math and English.** |

| **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.** |
| --- |
|  |

|  |
| --- |
| **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.)** |
| --- |
| **Sociology has developed an AA-Transfer degree. We continue to work to complete SLO assessment cycles in all of our courses including the courses in the Womens Studies program. Several full-time and adjunct faculty have integrated service learning into courses as a means of addressing the college's mission and strategic plan (lifelong education, basic skill development, retention). Meeting the needs of students in the area of writing (reaction papers, essays, term papers) is an ongoing concern.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
| --- |
| **Our primetime and online courses continue to fill. Budget cuts have resulted in a reduction in courses we offer at the Escondido Center and other satellite locations. We strive to protect our "golden four" courses and to offer the electives students need to meet the AA-T requirement and GE/transfer requirements. Our course rotation considerations include providing access to students via day, night, summer, and distance education courses.** |

| **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.)** |
| --- |
| **We have a pressing need to hire two more fulltime faculty members. We have experienced the retirement of two faculty members. Our enrollment numbers continue to grow, and our percent of total FTEP taught by part-time faculty has jumped from 70% in 2010 to 77% last year. The ratio of full-time to part-time faculty is well above the state-mandated 75-25 ratio. Our enrollment load is 101% , and our weekly contact hours have continued to increase.** |

|  |
| --- |
| **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.** | **Samsung Document Projectors in Room MD 130 and MD 390.** | **1** | **Goal 2,5,6** | **These document printers are excellent teaching tools. They will allow us to work through problems in Statistics, to mark student papers so that students can understand the process. These Projector's update and replace the old fashioned overheads. Ultimately this investment would save money by eliminating the need for overhead slides. It could also cut printing costs by allowing us to share and disseminate information.** | **2 @ 500.00 each for a total of $1,000.0** | **One time** |  |
| **b2.** | **Computer Replacement for Susan Miller** | **2** | **Goal 2 Objectives 2.5, 2.6, 2.7**  **Goal 5,6** | **Professor Miller's computer was on the list to replace. Due to budget constraints, computers are not being regularly replaced. Prof. Miller's computer is extremely slow and needs either refurburshing or replacement.** | **1 @ approx. $500.00** | **one time** |  |
| **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.** | **Travel to Conferences** | **1** | | **Goal 2,5,6** | | **It is incredibly important to maintain currency in the field of Sociology. Given the massive economic and technological changes in society over the past 10 years, it is critical that faculty attend conferences to update knowledge in our field. We believe that conference attendance at least once per year would greatly benefit our students and keep our knowledge base relevant. Sociology is a fast moving discipline because it analyzes and describes the impact of the social world on daily life. We need contact and dialogue with other experts in our field to keep our own knowledge current.** | | **$1,000.00 each to attend at least one conference per year. Total for 3 fulltime faculty is $3000.00** | | **Ongoing** | | **Currently we are allotted $27.00 each for travel. We need to increase that amount.** | |
| **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.** |  |  | |  | | **d.** | |  | |  | |  | |
| **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.** |  |  | |  | |  | |  | |  | |  | |
| **f2.** |  |  | |  | |  | |  | |  | |  | |
| **f3.** |  |  | |  | |  | |  | |  | |  | |
| **f4.** |  |  | |  | |  | |  | |  | |  | |
| **f5.** |  |  | |  | |  | |  | |  | |  | |

| **III. B. Are there other resources (including data) that you need to complete your discipline review and planning?** |
| --- |
|  |

|  |
| --- |
| **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 were one of the first disciplines to develop an AA-Transfer degree. We have developed a comprehensive website for our discipline which provides students with information about four year programs, career planning, ways to get involved in their community, and much more. We have created a new class, Gender and Society, which is part of our AA-T degree in Sociology. Our instructors have been instrumental in leadership roles throughout the college including: programming for Women's History Month, a break-out session for the Fall 2012 plenary, on-going PD workshops on Service Learning, coordination of the Service Learning program, attendance and presentation of scholarly papers at professional conferences, and involvement in various non-profits in the community. We are currently organizing a voter registration drive and student forum on women's participation and representation in the political process.** |

| **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.** |
| --- |
|  |

| **STEP VI. COMMENTS Other comments, recommendations: (Please use this space for additional comments or recommendations that don’t fit in any category above.)** |
| --- |
| **We desperately need to hire two full-time faculty. In addition, we need travel funds to allow us to attend professional conferences to keep current in the field. We also need continuing access to a service learning program as this has become integrated into many of our courses.** |

|  |  |  |
| --- | --- | --- |
| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Kathleen Grove  *Name*** | **Kalyna Lesyna *Name*** | **Susan Miller *Name*** |

|  |  |  |
| --- | --- | --- |
| ***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**](mailto:jdecker@palomar.edu) **by September 28, 2012**