**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.)

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| **Discipline: Drafting Technology** | **09/08/2012** |
| **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** | | 335 | 352 | 476 | 451 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 107.07% | 112.34% | 108.18% | 115.05% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 1,360 | 1,518 | 1,518 | 1,443 | Weekly Student Contact Hours | |
| **FTES** | | 45.32 | 50.61 | 50.61 | 48.09 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 3.20 | 3.31 | 3.60 | 3.27 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 425 | 459 | 422 | 442 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 0.98 | 1.00 | 1.17 | 2.00 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 2.22 | 2.16 | 2.44 | 1.15 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | - | 0.15 | - | 0.11 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 2.22 | 2.31 | 2.44 | 1.27 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 69.44% | 69.79% | 67.61% | 38.74% | 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** | | 95.63% | 96.19% | 94.35% | 95.37% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 81.66% | 82.20% | 84.78% | 83.33% | 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** | | 12 | 12 | 14 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2011-12) | |
| **Certificates Awarded:** | | 18 | 16 | 17 | 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** | | 18 | 16 | 17 | 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>) |
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| **Census: Census is growing steadily, even with the break away from Architecture. We are filling our classes beyond capacity as noted. During the past few years drafting has taken the "Hit" for loss of sections. When we were with Architecture, Drafting cut two 2 class sections (DT-125), while Architecture did not cut any classes. Drafting also "Lost" a section when we were told to cancel a DT-126 class one week before school started when we had 17 students enrolled. Over the next two years we have seen Interior Design run a class with 11 students and Architecture run two classes with 11 and 15 students. We would like to have that DT-126 section back.**  **WSCH: The WSCH average over the last 4 years is about 1460. We have come up in 2009 and 2010, but we dropped a little last year. We are still right at the average over the last 4 years.**  **FTEF: across the board FTEF is fairly distributed, with the exception of the Hourly and Part-Time numbers, which reflect the new full time drafting position, filled in Fall 2011.**  **Student Achievement: The Retention Rate average is well above 95% over the time period, and the student Success Rate average is about 83%, which is well above our projected SLOs.**  **Certificates: Our certificate numbers average 17 per year. This directly reflects the student enrollment of DT-111, which is usually just at the border line of getting canceled. We were worried the number of certificates would drop when we split from Architecture, but checking, they only awarded 1 over the last two years.** |

| **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>) |
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| **Course SLOs:**  **1. At least 70% success rate: we have accomplished beyond that, showing about 83% average over the last 4 years.**  **2. Project entries at the and competition at the San Diego County Fair: Most of our students recieved first, second, and a few third place ribbons. These drawing are judged by San Diego County drafting teachers and drafting professionals in industry.**  **Program SLOs:**  **1. Three of our four programs (Technical, Computer Assisted, and Electro-Mechanical) require that the students are able to produce documentation and drawings using AutoCAD, and SolidWORKS. Looking at the weekly assignments, final projects, and the placement of the student work at the San Diego County Fair we have done very well in these programs.**  **2. Our Multi Media program concentrates on the 3D modeling and technical animation of mechanical assemblies. The final projects/animations of the students were outstanding.** |

| **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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| **I.C.1 Please reflect upon the Course SLO findings in Box B (above) beginning on the next line.**  **We did an excellent job with the success rate of our students.**  **Our students did excellent at the fair. We held top honers with many "Best of Class" and "Best of Show" awards.**  **I.C.2 And, please reflect upon the Program SLO findings in Box B beginning on the next line.**  **The competition simulates a job interview test. The test is designed with the input from industry, and taking first and second is a great accomplishment.** |

| **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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| **According to the EDD (Employment Development Department) State of California documentation (Drafters and all others) the hourly mean is $26.95 per hour. The occupational projections from 2008 to 2018 are projected at 2400 jobs. This is down 4% state wide. However, San Diego County has a 0% change and a projected employment at 140 with additional 30 openings due to replacements. According to "Jobcentral National Labor Exchange Documentation, there are 14 jobs available right now within a 50 mile radius of Palomar College. A quick check on "Craig's List" for San Diego showed 22 drafting jobs requiring AutoCAD or SolidWORKS.** |

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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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| **1. Drafting and Welding programs have partnered to provide the following high level technical classes.**  **A. CAD/CAM Machining which uses MasterCAM to program tool paths for CMC machining on the Mill and Lathe. This teaches students to take the 3D Model generated in AutoCAD or SolidWORKS to product the true product on the machines. These machines will not be available to the Drafting Department when Welding is relocated.**  **B. Geometric Dimensioning and Tolerancing includes actual measuring and inspection of manufactured parts for quality control.**  **C. We are also going to partner with the Engineering Department to dual list most of our classes. Engineering has seen the value of our classes for their students. Having dual listed will add students to our program, and provide transfers to universities in engineering.**  **2. Industrial Technology: We have approval to move into the Trade and Industry Department. We would like to expand the existing "Industrial Technology" to provide the following:**  **A. Offer an AA Degree in Industrial Technology**  **B. Offer a transfer agreement with CSULA in Industrial Technology for students wanting a BS and MS in Industrial Technology. Students earning these degrees will be able to teach Industrial Technology in their specific areas (Drafting, Welding, Auto, Wood,etc.) or further their employment opportunities.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **We have been offering classes that have historically filled. We are reluctant to offer advanced classes in Electro-Mechanical Drafting and Multi-Media. Engineering is interested in the Electro-Mechanical drafting class, and they are looking forward to the dual listing.**  **Over the last 3 semesters we have offered a class at the Escondido Center. The time slot is from 3-6 two days a week and we have targeted the area high schools that are dismissed at 2:30. The classes have beeb the last to fill, but they have filled by the time class starts.** |

| **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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| **We have just hired a new full time faculty member. Everything seems fine. We have a great adjunct staff.** |

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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.** | **Mamnufacturing Machinery (Mill and Lathe)** | **1** | **1** | **Provide advanced manufacturing techniques to our students. When Welding moves to the new location we will not have assess to these machines. We need our lab close to the machines. We would like the same area with our machines.** | **$50,000** | **One time** | **No** |
| **a2.** | **Measuring and Inspection Tools** | **2** | **1** | **We have two stations for 20-22 students to measure. We would like 5 complete measuring stations so students would not be to crowded.** | **$18,000** | **One time** | **No** |
| **a3.** | **3D Printer** | **3** | **2** | **Provide "Rapid Protyping" for student projects** | **$18,000** | **One time** | **No** |
| **a4.** | **Printer (8 1/2 x 11)** | **4** | **1** | **We have one 8 1/2 x 11 printer for both rooms.** | **$5,000** | **One time** | **No** |
| **a5.** | **Large Format Printer** | **5** | **4** | **Provide large professional drawings for the "Fair" projects.** | **$10,000** | **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.** | **Computers (Work Stations) New computrers are now installed. They will need to be replaced in 3 years.** | **1** | **1** | **Industry Standards as recommended by the Advisory Committee** |  | **On-going** | **No** |
| **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.** | **Students pay for the printing of their drawings, but the cartridges are very expensive. It would be nice to have back up cartridges for each printer.**  **8 Cartridges at $250.00 each** | **1** | | **1** | | **Print student work for the San Diego County Fair** | | **2000** | | **Yes** | | **Yes, by "Go Print"** | |
| **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.** | **Software:**  **AutoCAD**  **3D StudioMAX**  **MasterCAM**  **SolidWORKS**  **AutoDESK products: Unknown right now. (25,000 last 3 years). It should be cheaper now that we have paid the third installment of our subscription.**  **SolidWORKS $3,500 per year**  **MasterCAM $3,500 per year.** | **1** | | **1** | | **Industry Standards as recommended by the Advisory Committee** | | **7000** | | **On-going** | | **No** | |
| **d2.** | **Printing** | **2** | | **2** | | **Current hand outs** | | **$1,000** | | **on-going** | | **No** | |
| **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.** | **Not required at this time** |  | |  | |  | |  | |  | |  | |
| **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.** | **Not Required at this time** |  | |  | |  | |  | |  | |  | |
| **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.** |
| **1. 48 certificates awarded over the last 3 years.**  **2. We have many "Best in Class" and "Best in Show" awards at the San Diego County Fair.**  **3. At our last Advisory Committee Meeting, a company stated that they have hired 15 of my our students, many of which are still employed at the company.**  **4. We have had one student transfer to CSULA prusuing a teaching career in Industrial Technology** |

| **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.** |
| --- |
| **Not Required** |

| **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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| **The carpet in rooms E-10 and E-13 is held together with Duct Tape. It is unsafe, unprofessional, and needs to be replaced. We have to compete with other colleges in the area and the carpet is totally unacceptable.** |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Dennis Lutz *Name*** | **Anita Talone *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**](mailto:jdecker@palomar.edu) **by September 28, 2012**