**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: History** |  |
| **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** | 3,282 | 3,333 | 3,350 | 3,231 | *Self Explanatory* |
| **Census Enrollment Load %** | 100.77% | 103.42% | 103.94% | 101.86% | Enrollment at Census Divided By Sum of Caps (aka "Seats") |
| **WSCH** | 10,210 | 10,310 | 10,416 | 10,056 | Weekly Student Contact Hours |
| **FTES** | 340.34 | 343.68 | 347.20 | 335.19 | One Full-Time Equivalent Student = 30 WSCH |
| **Total FTEF** | 16.00 | 16.00 | 15.80 | 15.80 | Total Full-Time Equivalent Faculty |
| **WSCH/FTEF** | 638 | 644 | 659 | 636 | WSCH Generated per Full-Time Equivalent Faculty Member |
| **Full-time FTEF** | 5.40 | 3.40 | 3.40 | 5.40 | FTEF from Contract Faculty |
| **Hourly FTEF** | 9.60 | 11.60 | 11.40 | 9.40 | FTEF from Hourly Faculty |
| **Overload FTEF** | 1.00 | 1.00 | 1.00 | 1.00 | FTEF from Contract Faculty Overload |
| **Part-Time FTEF** | 10.60 | 12.60 | 12.40 | 10.40 | Hourly FTEF + Overload FTEF |
| **Part-Time/(Total FTEF) %** | 66.25% | 78.75% | 78.48% | 65.82% | 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** | 94.88% | 95.24% | 94.01% | 92.49% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades |
|  **● Success Rate** | 65.42% | 67.51% | 70.44% | 66.25% | 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** | 93.23% | 92.91% | 94.24% | 83.09% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades |
|  **● Success Rate** | 75.94% | 67.38% | 59.71% | 70.59% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades |
| **Degrees Awarded** |  - |  - |  - | 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>) |
| --- |
| **Over the past four years the History discipline has shown a sustained position in all major categories, including enrollment census, WSCH, FTES, Total FTEF, and WSCH/FTEF. We have seen some downturn related to the heavy cuts the discipline has had to endure. Our census enrollment load percentage has remained over 100% as a result of a willingness of some history instructors to take on extra students. Our Full-time FTEF has improved with the addition of two new full-time facutly, but our Part-time as a percentage of total FTEF remains an unsatifactory 65%. Our retention rate is well above 90% although we would like to keep our success rate closer to 70%. We have maintained a strong and consistent position in spite of the devestating cuts and hope to gain additional sections and faculty when the budget crisis lifts.** |

| **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>) |
| --- |
| **I.B.1 Summarize Course SLO assessment results beginning on the next line.****The history discipline has worked hard to assist Palomar College in its accreditation demands in the area of SLOs and SLOACs. We have completed a comprehensive SLAOC for all course in history writing, reported on the effort, and are preparing to revisit the SLO soon. We have completed a California Government and Politics SLOAC for History 102 courses. Analysis of the this SLOAC has led us to revise the process for analyzing the California Government and Politics SLO.** **I.B.2 Summarize Program SLO assessment results beginning on the next line.****Most recently, we ran the Analyze Historical Primary Sources SLO. We were able to complete an SLO for many courses (History 101, 102, 105, 106, 107, 130), and we are working to complete the SLO for the other history courses (121, 140, 141, 150, 141) this semester. Results are prelimary at this time though suggestive of a successful learning outcome in the primary source area. Our next SLO focus is to create a method to analyze the U.S. Constitution SLO. We are discussing ways to create a mutually acceptable assessment.** |

| **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.****We are planning a minor revise to the rubric for the History Writing SLO. We will run our second History Writing SLO in 2013-14. We are still trying to find a way to create a way to effective analyze the California Government and Politics SLO. We have a variety of method that are used by instructors and we struggle to create one uniform process. This remains a work in progress.**  **I.C.2 And, please reflect upon the Program SLO findings in Box B beginning on the next line.** **We see positive results with our presentation of Primary Sources but will look to improve and perhaps create a more demanding assessment for our next SLOAC. While we have done a good job with our discipline wide SLOs and SLOACs, we will work to implement the course specific SLOs in a more systematic way. History instuctors are all actively engaged in an ongoing discussion to implement and conduct our learning outcome assessments.** |

| **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.)** |
| --- |
| **We seek, first of all, to maintain the integrety of our discipline in the face of destructive section cuts. We seek to keep our main American History and Institution courses strong and available. We wish to promote World History and move it to a more central role in our offerings (perhaps with a somewhat lesser role for the Western Civilization courses). While maintaining our History of the Americas and our Womens History and California history, we wish to expand our cirricula with a new Gay history course. We have updated our history CORs to the approval of UC and will work to maintain all matriculation agreements. We will strive to maintain our retention rates and work to improve the success rates. We are addressing the issues and impacts to history resulting from the Student Success iniative.**  |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
| --- |
| **Like all disciplines at Palomar College, history is reeling from the substantial and seemingly unending budget cuts which have resulted in over 20 history sections lost over the last four years. We have had to pull back from our satilite offerings to maintain the San Marcos and Escondido offerings. We are ready, willing, and able to add more sections at either the South Campus or the North Campus when they become active. With our current history classes bursting at the seams, we are hoping to be able to add more sections. Currently, we are reworking our schedule to better balance our History 101 and 102 offerings for both Fall and Spring semesters. We are also refiguring the World and Western Civilization sections to add more History 108 courses, especially in the Spring and to promote World history as our primary non-American history offering (to reflect the emphasis placed on World history at the University of California and other universities).** |

| **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.)** |
| --- |
| **History at Palomar College remains largely taught by adjuncts, with almost 66% of FTEF taught by part-time. The full-time faculty struggle under the burden of SLOACs, adjunct evaluations, PRP documents, Hiring rationales, etc. History is still one full-time faculty short of it largest expression. The department will continue to make requests for one more American history professor and one more World/Western Civilization professor.** |

|  |
| --- |
| **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.**  | **New office computors** | **1** | **2.5,2.6,2.7** | **Excepting 2 new faculty, all history professors have aging computors with old software.** | **8000.00** | **one-time** | **no** |
| **b2.**  | **6 i-pads (model, MC744LL/A** | **2** | **2.5,2.6,2.7** | **To be used in an out of classrooms for instructional purposes, graphics, grading, e** | **5000.00** | **one-time** | **no** |
| **b3.**  | **1 microphone for classroom** | **3** | **2.5** | **Instructor has difficulty projecting to classroom.**  | **500.00** | **one-time** |  |
| **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.**  |  |  |  |  |  |  |  |
| **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.**  | **Printing resources** | **1** | **2.5,2.6** | **Need help to maintain printing needs for instruction. We have cut printing to the bone and it is impacting instruction.** | **500.00** | **on-going** | **no** |
| **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.**  | **hsitory tutors** | **1** | **2.5,2.6,2.7** | **Need to provide tutors associated with the new TLC, for the large number of history students.** | **200.00** | **on-going** | **no** |
| **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.** |
| **History is very proud this year to welcome two new full-time faculty, Wendy Kinsinger and Dr. Travis Ritt. Wendy gives us strenght in U.S. and women's history and Travis brings a middle eastern focus to our World and Western Civilization history. Dr. Ritt was also a finalist for the Distinquished Faculty Award. Bill Jahnal has created the foundation for a new and exciting Gay history course. The discipline has completed three rounds of SLOACs.**  |

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

|  |
| --- |
| **Please identify faculty and staff who participated in the development of the plan for this department:** |
| **Christopher Johnson*Name*** | **MIchael Arguello*Name*** | **Willliam Jahnal*Name*** |

|  |  |  |
| --- | --- | --- |
| **Matt Estes*Name*** | **Travis Ritt*Name*** | **Wendy Kinsinger*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**