**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: Emergency Med Edu** | **09/04/2012** |
| **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** | | 655 | 655 | 734 | 815 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 82.18% | 85.62% | 91.75% | 114.15% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 2,828 | 2,752 | 3,190 | 3,988 | Weekly Student Contact Hours | |
| **FTES** | | 94.28 | 91.73 | 106.32 | 132.93 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 7.94 | 8.90 | 9.94 | 10.99 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 356 | 309 | 321 | 363 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 2.84 | 3.20 | 3.19 | 2.20 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 4.48 | 5.02 | 5.78 | 7.67 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | 0.61 | 0.69 | 0.98 | 1.12 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 5.09 | 5.70 | 6.75 | 8.79 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 64.17% | 64.09% | 67.91% | 79.96% | 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** | | 98.09% | 99.11% | 96.82% | 98.31% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 67.35% | 64.88% | 69.50% | 75.84% | 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** | | 7 | 9 | 9 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2011-12) | |
| **Certificates Awarded:** | | 3 | 7 | 12 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) | |
| **- Under 18 Units** | | - | - | 1 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) | |
| **- 18 or More Units** | | 3 | 7 | 11 | 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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| **1. Student head count and WSCH has risen.**  **2. Because of faculty/student ratio requirements, WSCH/FTEF continues to be in the low to mid 300's.**  **3. Higher enrollments and the retirement of one of our contract faculty has caused an increase in the number of part-time faculty required to offer even a reduced schedule.**  **4. Retention and success rates follow previous trends but don't seem to align with what we see in the classroom**  **5. Degree and certificates awarded remain low. Faculty discussions of these trends have concluded the following:**  **a. The increase in WSCH is primarily caused by increased class hours ( a recent regulation change). We continually turn away a large number of students and could fill additional First Aid, EMT and Prep classes. We could also offer an additional Paramedic class.**  **b. Our WSCH/FTEF which remains fairly consistent for our department. We have low numbers here due to the state and accreditation standards for instructor to student ratio.**  **c. Remains high as we work toward a balance of full time faculty and part time working EMT and Paramedics. We are hopeful that the budget will allow the hiring of the one professor.**  **d. Remains a concern. Our success rate is high because students stay in the course whether they are passing or failing. We are working on the success rate and will make a plan to compare what we see with what the numbers say.**  **e. Our degree and certification numbers are extremely low. We discussed this issue and realize our students do not value the college certificates since the license they receive is what is needed for the workforce. We will work on educating our faculty and then our students on the significance of getting their degrees and certificates and our goal is to increase the numbers by 50% in the next year and 10 - 20% in the following year.** |

| **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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| **I.B.1 Summarize Course SLO assessment results beginning on the next line.**  **We are just beginning the review process and we are finding that the tools we developed are not specific enough for the assessment for us to go beyond numerical assessments. Our goal is to work on this over the 12 -13 school year.**  **I.B.2 Summarize Program SLO assessment results beginning on the next line.**  **Our main assessments are in the ability of the student to pass the required national testings which we do at a high rate (90 - 100%).** |

| **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 need to develop the new assessment tools that not only satisfy the requirements of our accreditation body and the college.**  **I.C.2 And, please reflect upon the Program SLO findings in Box B beginning on the next line.**  **Continue to maintain the high pass rates that we have.** |

| **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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| **Projections for Employement remain high for this job market. Labor market outlook for the state shows a 42% increase with the average in Southern California being about 15%. Local job market is hard to identify due to continual local economic concerns. Anecdotal comments from Advisory and EMS committes reflect the information that most local agencies are staffed below their needs but can't hire due to budget contraints.** |

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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.)** |
| --- |
| **We have been unable to add classes due to budget constraints and workforce instabiliity. When conditions improve, our priority for adding classes would be:**  **Classes for students entering the workforce**  **• EMT Bridge program as elective for Paramedic Degree**  **• Optional lab and tutoring days for EMT and Paramedic students**  **• Conversion of some of our lectures to online hybrid classes**  **• GIS (Geographic Information System)class for EMS/Fire/Police**  **Classes for workforce professional development or continuing education**  **• Advanced Cardiac Life Support training to our American Heart Association Training Center program**  **• EMT and Medic Continuing education on a regular basis**  **• Tactical EMS class**  **• Recertification for ACLS, PHTLS, PEPP**  **New program necessary for changes in state regulations**  **• Critical care paramedic**  **Online education**  **• EMT and Medic Continuing education on a regular basis**  **• Hybrid ACLS, PHTLS, PALS, PEPP and CPR classes**  **• Hybrid Advanced First Aid Class**  **• Hybrid Paramedic training** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **Our paramedic program needs to have the intersession reinstated. The instructional methodology depends on frequent practice and repetition. The five week interruption is detrimental for this methodology. Students and faculty loose too much momentum and have to start over after the break.**    **We would like to change one of our EMT recertifications to a monthly continuing education class to better meet the needs of students and the incumbent workforce.** |

| **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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| **Our FT/PT ratio is high and will always be high due to the need to have recency in the labor market. Our expection is about 50 - 60% PT to full time FTEF. Last year our % increased to 61.91% and preliminary fall 2011 is at 79.96%. That is too high and we also show almost a 100% in contract overload. This has put an excessive increase in the workload of the faculty. We need to replace the loss of a FT instructor who retired May 2011 and need to continue to evaluate the need to have one more instructor to meet the needs of the department and requirements of our accrediting body.** |

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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.** | **Megacode Kelly Advanced (SImpad capable) x 3**  **$7500 per manikin, $1200 per simpad, 250 for protection plan, $300 total for 8 licenses plus tax and shipping)** | **1** | **Goal 2** | **Our students must be able to read EKG monitors and treat patients in a timely manner as part of the required paramedic training. The manikin provides a realistic training environment for the student. This meets the SLO of successfully treating patients as stated in EME 207L which is “appropriately assess patients based on chief complaint and associated pathophysiology” and EME 200 “Student will recognize and initiate appropriate management of acute coronary and neurological conditions that may result in cardiac arrest or complicate resuscitation outcome according to current American Heart Association Advanced Cardiac Life Support guidelines”.** | **$34,323** | **One time** | **No** |
| **a2.** | **SIm Man G3**  **95,000 with 5 year warranty, 80,000 without waranty** | **2** | **Goal 2** | **Students come into the program with minimal or limited acute patient contacts. Having the simulator manikins can simulate the experiences of real patient contacts making them more successful in the field internship. This meets the SLO of successfully treating patients as stated in “Student will be able to manage any medical emergency in a simulation session” EME 207L and 215** | **95000** | **One time** | **No** |
| **a3.** | **2 Cardiac monitor battery chargers, one for the Zoll monitor and one for the Lifepak monitor**  **$10000 for the Zoll, $1200 for Lifepak 12 and $2000 for Lifepak 15** | **3** | **Goal 2** | **Our students must be able to read EKG monitors and treat patients in a timely manner as part of the required paramedic training. The batteries are used for up to 8 hours at a time and need to have a ready replacement which the battery chargers can supply. This meets the SLO of successfully treating patients as stated in EME 207L which is “appropriately assess patients based on chief complaint and associated pathophysiology” and EME 200 “Student will recognize and initiate appropriate management of acute coronary and neurological conditions that may result in cardiac arrest or complicate resuscitation outcome according to current American Heart Association Advanced Cardiac Life Support guidelines”.** | **12000** | **One time** | **No** |
| **a4.** | **2 Human skeletons**  **$700 for one, $1400 for two.** | **5** | **Goal 2** | **Our skeletons are falling apart and despite the innovations of on line technology they students still benefit from seeing and touching the bones of the body. This aligns with the SLO in EME 106 “Students will be able to verbalize understanding of the pathophysiology, signs and symptoms for medical illnesses and traumatic emergencies and treat patients according to San Diego County protocols.”** | **1400** | **One time** | **No** |
| **a5.** | **Sim Baby** | **6** | **Goal 2** | **Students come into the program with minimal or limited acute patient contacts. Having the simulator manikins can simulate the experiences of real patient contacts making them more successful in the field internship. This meets the SLO of successfully treating patients as stated in “Student will be able to manage any medical emergency in a simulation session” EME 207L and 215.** | **$45,000** | **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.** | **Document camera** | **1** | **Goal 6** | **When we demonstrate small technical skills or use of equipment having these projectors would enable all the students to see the details of the lesson. This aligns with a typical classroom goal as seen in EME 206 “Identify significance and integration of San Diego County Emergency Medical Services into the paramedic practice.”** | **$1500** | **One time** | **No** |
| **b2.** | **3 Video cameras $180 each** | **2** | **Goal 6** | **We currently video tape all the students simulations for education review by them. The only place we have to do this is the TLC and as they become busier we need to have the ability to do this in our own lab rooms. This aligns with a typical lab goal as written in EME 209L “Student will be able to manage any Obstetrical or Pediatric emergency in a simulation session.”** | **$540** | **One time** | **No** |
| **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.** | **Agument budget to purchase paramedic level equipment (IV catheters, IO needles etc)** | **1** | | **Goal 2** | | **This budget line was cut and we desperately need to increase it back to what it was. We have been lucky to get donations but these are hit and miss. We should have the supplies that we use to train the students. This meets the SLO of successfully treating patients as stated in “Student will be able to manage any medical emergency in a simulation session” EME 207L and 215.** | | **$8000** | | **On going** | | **No** | |
| **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.** |  |  | |  | |  | |  | |  | |  | |
| **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.** | **Non faculty skills assitants** | **1** | | **Goal 4** | | **One of the strengths our our program has always been our strong lab portion. We have had our budget cut for our non-faculty skills assistants and need to increase it back to its previous funding to provide the support the students need. Right now several staff members are donating hours of time each week to work with the students. This meets the college’s goal to recruit, hire, and support diverse faculty and staff to meet the needs of students.** | | **$25,000** | | **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?** |
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| **Our facilities are desperately lacking which includes schedule maintenance needs, additional classrooms/labs due to growth, remodeling, etc. We are receiving a remodel in the Escondido Center but will still need to have the following:**  **• 2 permanent classrooms (now have 2.5)**  **• Student library or study room equipped with 2 or 3 computers that would be loaded with NR review questions, EKG interpretation practice strips, etc.** |

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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.** |
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| **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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| **Fully accredited with no recommendations needed. Our next self study is due in June 2013 with an expected site visit of fall 2013** |

| **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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| **Our program has the potential to be a large vibrant program. When we cut funding, classes, equipment and supplies we essentially hand the student over to the for profit training programs.** |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Steve Marovich *Name*** | **Pete Ordille *Name*** | **Michael Finton *Name*** |

|  |  |  |
| --- | --- | --- |
| **Matt Lindsey *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**