**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: Library Technology** | **09/14/2012** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)** | **Please Add Date (00/00/2012)** |

**STEP I. ANALYSIS**

|  |  |  |  |  |  |  |  |
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|   |   |  |  |  | **<<Prelim>>** | ◄▬ Preliminary Fall 2011 data are as of 1/31/2012 |   |
|   |   | **Fall 2008** | **Fall 2009** | **Fall 2010** | **Fall 2011** | **Definitions** |
| **Enrollment at Census** | 104 | 136 | 125 | 97 | *Self Explanatory* |
| **Census Enrollment Load %** | 61.18% | 82.42% | 82.24% | 74.05% | Enrollment at Census Divided By Sum of Caps (aka "Seats") |
| **WSCH** | 264 | 317 | 237 | 217 | Weekly Student Contact Hours |
| **FTES** | 8.81 | 10.58 | 7.90 | 7.24 | One Full-Time Equivalent Student = 30 WSCH |
| **Total FTEF** | 0.80 | 0.73 | 0.71 | 0.67 | Total Full-Time Equivalent Faculty |
| **WSCH/FTEF** | 330 | 433 | 336 | 326 | WSCH Generated per Full-Time Equivalent Faculty Member |
| **Full-time FTEF** | - | 0.07 | - | - | FTEF from Contract Faculty |
| **Hourly FTEF** | 0.53 | 0.40 | 0.20 | 0.27 | FTEF from Hourly Faculty |
| **Overload FTEF** | 0.27 | 0.27 | 0.51 | 0.40 | FTEF from Contract Faculty Overload |
| **Part-Time FTEF** | 0.80 | 0.67 | 0.71 | 0.67 | Hourly FTEF + Overload FTEF |
| **Part-Time/(Total FTEF) %** | 100.00% | 90.91% | 100.00% | 100.00% | 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** | 90.91% | 98.39% | 97.48% | 95.18% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades |
|  **● Success Rate** | 84.85% | 88.71% | 92.44% | 93.98% | 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** | 4 | 3 | 5 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2011-12) |
| **Certificates Awarded:** | 17 | 14 | 19 | 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** | 17 | 14 | 19 | 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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| **Analysis of the above data indicate that total enrollment has fluctuated over the last four years. Although the Fall 2011 enrollment was the lowest during the last four years, there are many factors involved. In this economic environment, it is difficult to get a position. It is also difficult to take courses becaue of the increase in tuition, the high cost of gas and the increase in travel time to attend our completely face-to-face program. Our retention rate, however, remains very high at 95.18% and our success rate was the highest it has been in the last four years at 93.98%. An increase over the already high success rate we had last 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.****Analyze Reference Sources : Students will be able to analyze reference sources for content, accuracy, timeliness and usefulness.  Pathfinder - given a specific topic, students will prepare a pathfinder which analyzes content, accuracy and usefulness of reference sources.**** Plan, prepare and create a pathfinder on a specific topic that the student has chosen.** ** The pathfinder is intended for a targeted audience.  Weeks 1 and 2** **Majority of students:****- had little or no experience in preparing, planning and creating a pathfinder****- had little or no knowledge in preparing, planning and creating a pathfinder.** ** Week 12****100% of students:****- recognized the need for planning and preparation in order to ensure a successful pathfinder.****- Created a topic specific pathfinder that was age appropriate.** **I.B.2 Summarize Program SLO assessment results beginning on the next line.****Program SLO - Students will be able to apply the basic principles of reference, information literacy, information services, and collection development in order to select appropriate resources and assist patrons.** **The assessment was built into LT120.****The results were: Week 12****100% of students:****- recognized the need for planning and preparation in order to ensure a successful pathfinder.****- Created a topic specific pathfinder that was age appropriate.**  |

| **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.****As a result of this assessment, the pathfinder project will remain in LT120 and continue to be used to assess the course SLO.** **I.C.2 And, please reflect upon the Program SLO findings in Box B beginning on the next line.** **As a result of this assessment, the pathfinder project will remain in LT120 and continue to be used to assess the Program SLO.** |

| **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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| **San Diego County****(2008-2018) Estimated employment 940 Projected employment 1,081 Numeric change 140 Percent change 14.9 Additional openings due to net replacement 390****Orange County****(2008-2018) Estimated employment 990 Projected employment 1,070 Numeric change 80 Percentage change 8.1 Additional openings due to net replacement 410** |

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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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|  **Changes in the requirements for state funding has prompted us to review our curriculum and to make changes to bring our curriculum in line with the new state funding priorities. In order to maintain the high retention and success rate of the LT program, it is critical that students have access to the most up-to-date facilities and technology. To meet this goal we have continued to develop, improve and expand the use of technology in the LT program. We have purchased new software which will provide our students with hands-on experience and the skills needed to enter the Library Technology field. In addition, our Library Technology Advisory Committee recommended that we change the title of our program to Library and Information Technology. We made this change in April 2012. This title change more closely aligns our program with the Master degree programs at most major universities including UCLA and SJSU.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **In response to student requests, we have begun to offer classes online. Although this has increased enrollment, it is too early to tell if it will increase retention rates.**  |

| **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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| **As faculty leave or retire, they will need to be replaced.**  |

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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.*** |
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| **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.**  | **E-book readers - various types and brands such as the Sony Reader, Barnes and Noble Nook, Amazon Kindle and the Kobo Wireless.** | **1** | **Goal 2 and Goal 6 Goal 6: Optimize the technological environment to provide effective programs and services throughout the district.**  | **It would be useful for LT students to be familiar with the leading e-book reader devices. From Technology Master Plan 2016 (pg. 17), “Access to technology must provide the means for students to achieve their learning/educational goals.” This statement was generated as a result of the Plan Contributor Interview Process conducted to provide full participation in the technology planning effort. In the near future, every library (public, school, academic, or special) will provide access to e-books. LT students need the exposure to the devices to increase the prospects of successful employment.** **Program SLO for Technology - Technology - Students will be able to identify, evaluate and effectively use library technologies, including emerging and assistive technologies, to inform, educate and serve library patrons.**  | **$495.00 each****Request to purchase 4 units =** **$1,980.00** | **one-time** | **not funded** |
| **a2.**  |  |  |  |  |  |  |  |
| **a3.**  |  |  |  |  |  |  |  |
| **a4.**  |  |  |  |  |  |  |  |
| **a5.**  |  |  |  |  |  |  |  |

| **b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*** |
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| **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.**  |  |  |  |  |  |  |  |
| **b2.**  |  |  |  |  |  |  |  |
| **b3.**  |  |  |  |  |  |  |  |
| **b4.**  |  |  |  |  |  |  |  |
| **b5.**  |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500 supplies) *Enter requests on lines below.*** |
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| **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.*** |
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| **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.*** |
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| **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.*** |
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| **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?** |
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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.** |
| **We are extremely pleased that our retention rate remains very high at 95.18% and our success rate was the highest it has been in the last four years at 93.98%. An increase over last year.**  |

| **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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| **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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| **Please identify faculty and staff who participated in the development of the plan for this department:** |
| **Linda D. Morrow*Name*** | **Byung Kang*Name*** | **Tamara Weintraub*Name*** |

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| --- | --- | --- |
| **Katy French*Name*** | **Marlene Forney*Name*** | **Jay Baker*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**