**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: Microbiology** | **09/12/12** |
| **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** | | 246 | 250 | 244 | 260 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 102.50% | 104.17% | 101.67% | 108.33% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 1,132 | 1,150 | 1,122 | 1,196 | Weekly Student Contact Hours | |
| **FTES** | | 37.72 | 38.33 | 37.41 | 39.87 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 2.40 | 2.40 | 2.40 | 2.40 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 472 | 479 | 468 | 498 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 1.60 | 1.00 | 2.00 | 1.00 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 0.60 | 1.20 | - | 1.20 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | 0.20 | 0.20 | 0.40 | 0.20 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 0.80 | 1.40 | 0.40 | 1.40 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 33.33% | 58.33% | 16.67% | 58.33% | 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** | | 98.26% | 96.00% | 95.69% | 93.55% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 81.74% | 86.40% | 81.90% | 77.42% | 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** | | - | - | - | 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>) |
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| **Enrollment in this discipline, which consists of four or five Microbiology 200 sections and one Microbiology 110 section is highly impacted with over 100% enrollment load every semester at census. Retention rate had exceeded 93% for every semester. This indicates that students are very motivated to succeed in the highly impacted Microbiology 200 classes. Our strong success rate has dropped recently as we have lost full-time faculty members in the class. The significance of Microbiology 200 is that it is required for admission to extremely competitive health programs such as nursing, pharmacy and dental hygiene.**  **For Spring of 2011 and 2012, this discipline added an additional section of Microbiology 200 as part of the college's strategic growth. All five sections of Microbiology were fully enrolled with waiting lists, again demonstrating that the demand still exceeds capacity. For 2012-2013, the department is only offering four sections due to class cuts and an inability to retain quality adjuncts.**  **Following the retirement of Gary Alderson in the Spring of 2011, this discipline is currently served by only one full-time faculty member who teaches only two or three of eight or nine sections per year. The part-time/(total FTEF)% approaches 80% or more.** |

| **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.**  **The first SLOAC assessment demonstrated that 96.2% of our Microbiology 200 students scored above the national average on a standardized microbiology proficiency test administered by the National League of Nursing (NLN). This outstanding result corroborates the strength and rigor of Palomar's Microbiology 200 course. Assessed Fall 2009.**  **The second SLOAC assessment cycle also garnered a high success rate in a capstone laboratory project that integrates mulptiple foundational laboratory techniques and principles introduced throughout the semester. These data show that students are successful in achieving the SLO goal of proficiency in the laboratory. This assessment result is particularly useful in justifying our supply budget, which aims to fund enough materials so that students perform techniques individually rather than in group settings. Assessed Fall 2010.**  **The third SLOAC assessment cycle which addressed principles of scientific inquiry generated a mixed performance. The analysis indicates that we successfully achieved our objective in five of the seven areas. The areas that were not successful were "designed an appropriate experiment for testing our hypothesis" in which 77.6% of our students completely satisfied the criteria and 22.4% somewhat satisfied the critera and "critically and correctly analyzed their data" in which 69.4% of students "completely satisfied" the criteria, 27.5% of students "somewhat satisfied" the criteria and 3% of students "did not satisfy" this critera. Assessed Fall of 2011 and this SLO is being repeated in the Fall of 2012**  **1.B.2. There are no Program SLO assessments exclusively within the Microbiology discipline. The Life Sciences Program SLOAC #1 (Scientific Method) was conducted in Spring of 2012 and should be attached to the Biology discipline.** |

| **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.**  **The course SLO findings mirror the course success rates in demonstrating that in Microbiology 200, we have slipped a little in student success over the past year. This is most likely attributed to the loss of a senior full-time faculty member dedicated to Microbiology 200 due to retirement. The quality of the adjuncts has not replicated the learning environment that Palomar offered in the 2009 and 2010 academic years.**  **I.C.2 And, please reflect upon the Program SLO findings in Box B beginning on the next line.** |

| **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/> Please include job projections and trends that may influence major curriculum revisions.** |
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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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| **No significant changes have been implemented in regards to the curriculum. However, the National League of Nursing has mandated that students have the capacity to achieve an A.A. in Nursing (RN) with 70 units or less. The Nursing department has collaborated with the Life Sciences department on reducing mandatory pre-requistes to reduce the number of required units. This change, which will begin in 2013, will negatively impact student preparedness for Microbiology courses.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **As discussed in Section IA, all sections of Microbiology 200 continue to be highly impacted, even after the addition of a fifth section. The full waiting lists continue to show that "access to our programs and services" (as per the Strategic Plan 2013) continues to be restricted to only those with priority enrollment.**  **Courses are offered only on the San Marcos campus in two rooms that are exclusively used for the microbiology discipline. Although student demand and room availability support the offering of a sixth section, there are monetary and staffing obstacles.**  **First and foremost, each Microbiology 200 class has a high cost and extensive preparation time for the laboratory component. Thus, each additional section requires funds to purchase disposable laboratory supplies such as media, petri dishes, ect. Historically, we have offered four sections of Microbiology 200; the laboratory preparation has been done primarily by one laboratory technican (@ 80% time) plus multiple student workers. When five sections of Microbiology were offered in Spring of 2011 and 2012, the preparation time increased by almost 20%, which supports a full-time laboratory support position instead of an 80% position.**  **With the cuts in valuable student worker budgets and the retention of only an 80% time laboratory technician, we will have trouble continuing to offer a quality lab experience for four sections, which will continue to restrict student access greatly. See departmental PRP for request.** |

| **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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| **With the loss of a full-time faculty member dedicated to Microbiology 200, the department now retains only one full-time faculty member who teaches Microbiology 200 part-time. This means that 75% or more of the sections are taught by adjuncts and the quality of these adjuncts is mediocre at best. Consequently, success, retention and SLO performances have dropped some. Given the safety issues associated with these labs and the importance of this class for nursing students, we are in great need of hiring a dedicated microbiology instructor.** |

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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.** |  |  |  |  |  |  |  |
| **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.** |  |  |  |  |  |  |  |
| **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.** |  |  | |  | |  | |  | |  | |  | |
| **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.** | **Microscope repair** | **1** | | **Supports Strategic Plan Goal #5; SLO #2** | | **Microscopes are heavily utilized in the Microbiology discipline, and thus are subject to extreme wear and tear, especially by MICRO 200 students who continuously use oil on the lenses for resolution of tiny bacteria. Each microscope needs to be cleaned and lubricated on a yearly basis to ensure functionality. As an example of this need, many microscopes are unusable after just one semester of usage due to oil accumulation on the inside of the lenses.** | | **$2000** | | **Ongoing yearly** | | **No, item is more expensive than our budget category can fund along with other on going expenses. This is a one time request that will not need replacement for many years.** | |
| **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?** |
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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.** |
| **Our Microbiology course continues to move well prepared competent students onto other courses of their educational path. The rigor and professionality maintained by our instructors is admirable. In fact, our lead Microbiology instructor earned the title of distinguished faculty of the year which reflects well her commitment to the success of our students.** |

| **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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| **I wish to stress the impact that the loss of student workers has had on our ability to manage the laboratory preparation for Microbiology 200. With each student worker able to work only 3 hours a week, this also poses a safety hazard since each worker fails to gain the proper experience to work with minimal supervision. For such a measly savings, we have possibly jeopardized safety of student workers and forced the full-time technicians to work above their job duties.** |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Dr. Lesley Blankenship-Williams *Name*** | **Elizabeth Pearson-Department Chair *Name*** | ***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**