**Palomar College – Program Review and Planning**

**Academic Department Resource Requests**

**(Do Not Include Discipline Specific Requests)**

**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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| **Department: Physics & Engineering** | **09/14/2012** |
| ***Academic Department Reviewed (Each department is required to complete a Program Review)*** | **Please Add Date (00/00/2012)** |
| **Department Chair****:** | |

| **a. Equipment (per unit cost is >$500) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | **Department Priority** | **Strategic Plan 2013 Goal/ Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your department’s plan, analysis of data, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **a1.** | **Maytag M1TXEGMYQ Refrigerator** | **1** | **SP 2, 5, & 6** | **Replacement of poor conditioned refrigerator. The door does not close completely. It was damaged by Facilities, but was never fixed. It is needed for PHSC 100/101L and Physics 100L for lab experiments.** | **$ 1000** | **One time (regular replacement required every 10 years)** | **No** |
| **a2.** | **Ohaus Adventurer™ Pro Precision Balances, 2100g x 0.1g $1600**  **Ohaus® Triple Beam Balance TJ611**  **$1500**  **12" digital calipers**  **$2600**  **Tape measures$180**  **12" steel rulers $130**  **Digital angle gauges $200**  **12-feet by 1/2-inch PowerLock Tape Ruler $150**  **105 piece tool set with boxes $750**  **16 piece precision screwdriver sets $75.50**  **56 piece precision knife sets $180**  **Ryobi drill press $170**  **Urrea 10" bench vise $420**  **CHICAGO-LATROBE Jobber Drill Set, Aircraft, 115 PC, HSS $720** | **2**  **3**  **4** | **SP 2, 5, & 6** | **Shared equipment among PHSC 100/101 and Physics 101L (three different courses) courses in NS-255**  **Basic mass measuring tools**  **Basic length measuring tools**  **Basic cutting/building tools** | **9,675.50** | **Replacement very 8 years** | **No** |
| **a3.** |  |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |  |

| **b. Technology (printer for the department office, copiers, computers, data projectors, document readers, etc.) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
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| **b1.** | **Printers:**  **Lab/Lab prep rooms (NS-248 & NS-255) $1,500 X 2 = $3,000** | **1** | **SP 1,2,5,& 6** | **Instructional Services request to cycle all computers on a 5 year basis - they are 8 - 10 years old. Currently there is no working printer in those rooms.** | **$3,000** | **on-going** | **Information Services** |
| **b2.** | **Document cameras** | **2** | **SP 1,2,5,& 6** | **Detailed 3D diagrams are impossible to drawn on a whiteboard + time consuming. Document camera will make better and accurate diagrams to help students to visualize the problems. We need document cameras in NS-255 and NS-258, which is used by PHSC, Phsyics, and Engineering courses.** |  | **on-going** | **Information Services** |
| **b3.** |  |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500) (shared office supplies) *Enter requests on lines below.*** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **c1.** | **Budget increase to purchase new and updated demo equipment to replace old and some disfuntional equipment** |  | **SP 2 & 6** | **Please compare division 4000 budget vs. our department budget. Our department 's WSCH is roughly 10% of the division's total WSCH. We ask for fair share.** | **$21,000** | | **on-going** | | **No** | |
| **c2.** |  |  |  |  |  | |  | |  | |
| **c3.** |  |  |  |  |  | |  | |  | |
| **c4** |  |  |  |  |  | |  | |  | |
| **c5.** |  |  |  |  |  | |  | |  | |

| **d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **d1.** | **Budget increase for printing costs (Physics & Engineering)** | **1** | **SP 2 & 6** | **Please compare division 5000 budget vs. our department budget. Our department 's WSCH is roughly 10% of the division's total WSCH. We ask for fair share.** | **$3,000** | | **on-going** | | **no** | |
| **d2.** | **Toner Cartridges** | **2** | **SP1, 2, 5, & 6** | **Needs Regular Replacement** | **$ 600** | | **on-going** | | **no** | |
| **d3.** |  |  |  |  |  | |  | |  | |
| **d4.** |  |  |  |  |  | |  | |  | |
| **d5.** |  |  |  |  |  | |  | |  | |

| **e. Classified staff position (contract) *Enter requests on lines below.*** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **e1.** | **Instructional Support Assistant III** | **1** | **SP 2,5, & 6** | **Currently we have a 50% share of this position with EarthSciences. We need a full time assistant to help labs, to develop labs, to maintain equipment, and to help our very active engineering students' projects.** |  | | **on-going** | | **No** | |
| **e2.** |  |  |  |  |  | |  | |  | |
| **e3.** |  |  |  |  |  | |  | |  | |
| **e4.** |  |  |  |  |  | |  | |  | |
| **e5.** |  |  |  |  |  | |  | |  | |

| **f. Classified staff position (temporary or student workers) *Enter requests on lines below.*** | | | | | | | | | | |
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| **f1.** |  |  |  |  |  | |  | |  | |
| **f2.** |  |  |  |  |  | |  | |  | |
| **f3.** |  |  |  |  |  | |  | |  | |
| **f4.** |  |  |  |  |  | |  | |  | |
| **f5.** |  |  |  |  |  | |  | |  | |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Takashi Nakajima *Name*** | **Daniel Finkental *Name*** | **Art Gerwig *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**