**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: American Indian Studies** | **09/14/2012** |
| ***Academic Department Reviewed (Each department is required to complete a Program Review)*** | **Please Add Date (00/00/2012)** |
| **Department Chair****: Patricia A. Dixon** | |

| **a. Equipment (per unit cost is >$500) *Enter requests on lines below.*** | | | | | | | |
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| **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.** | **Lab/Service Carts (4), Westco Industrial** | **1** | **5.2** | **For use in MD-131 and MD-104 for class projects, artifact/art display, and for MD-132A lab use** | **$649.00** | **one-time** | **No** |
| **a2.** | **Archival Artifact Storage Cartons, 20, various sizes (University Products)** | **2** | **5.2** | **Art object and artifact storage in MD-132A lab--includes baskets/textiles/**  **feathers that need archival, acid-free storage** | **230.00** | **one-time** | **No** |
| **a3.** | **View boxes and dividers, various sizes, 20 (University Products)** | **2** | **5.2** | **Art object and artifact storage in MD-132A lab and for classroom use** | **309.00** | **one-time** | **No** |
| **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.** | **2 CPUs and monitors, Dell** | **5** | **6** | **Need to replace outdated computers in MD-132 reception area and MD-132A lab** | **3000.00** | **one-time** | **No** |
| **b2.** | **4 iPads** | **4** | **6** | **Replace outdated department laptops** | **2300.00** | **one-time** | **No** |
| **b3.** | **MAC Laptop** | **3** | **6** | **Replace outdated, surplused laptop, better for diverse coursework in the classroom, particularly music and art** | **2000.00** | **one-time** | **No** |
| **b4.** | **Bose Sound System** | **2** | **6** | **For classroom MD-131 for music classes in AIS and also American Studies classroom presentations** | **1000.00** | **one-time** | **No** |
| **b5.** | **Network color printer** | **1** | **6** | **To enable instructors to print color copies of flyers, student work, and documents** | **464.00** | **one-time** | **No** |

| **c. Budget for 4000s (per unit cost is <$500) (shared office supplies) *Enter requests on lines below.*** | | | | | | | | | | |
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| **c1.** | **DVDs for classroom and for distance learning** | **2** | **2.5** | **For distance learning and classroom use for students to enhance learning, retention, and analysis of documentary media** | **1000.00** | | **One-time** | | **No** | |
| **c2.** | **Paper and toner cartridges** | **1** | **6** | **Increased department needs and decreased budget allotment make it difficult to keep technology, such as printers and copiers, operational.** | **500.00** | | **on-going** | | **Yes, but budget cuts have continually decreased funds for supplies.** | |
| **c3.** | **Speakers for annual CA Indan Day** | **3** | **2** | **We find it increasingly difficult to fund special campus-wide events because of continuing budget cuts. This annual celebration includes Native speakers, music and dancers, and attracts hundreds of students, as well as members of the community.** | **1000.00** | | **on-going on a yearly basis** | | **No** | |
| **c4** |  |  |  |  |  | |  | |  | |
| **c5.** |  |  |  |  |  | |  | |  | |

| **d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*** | | | | | | | | | | |
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| **d1.** | **Map Software: languages, geographic regions, tribal lands** | **1** | **2.5** | **To enhance distance and classroom learning and to generate and edit maps of USGS for Native American monitor work and Cultural Resource Management; useful in AIS and AMS** | **2200.00** | | **one-time** | | **No** | |
| **d2.** |  |  |  |  |  | |  | |  | |
| **d3.** |  |  |  |  |  | |  | |  | |
| **d4.** |  |  |  |  |  | |  | |  | |
| **d5.** |  |  |  |  |  | |  | |  | |

| **e. Classified staff position (contract) *Enter requests on lines below.*** | | | | | | | | | | |
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| **e1.** | **Increase ADA from 60% to 100%** | **1** | **4.2** | **Increases in the work load and continuing additions to the ADA job description require increased time for data inputting, processing forms, and other administrative work. In addition the increased number of adjuncts due to inability to replace retired contract faculty requires more time and work. Office management has increased as well in our new building, and we continue to frustrate students seeking help because our ADA is only part-time.** | **20,186.87** | | **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.** | **Temporary Worker, 40%** | **1** | **4.2** | **This department would benefit from having full-time office coverage and availability of staff to help students, adjuncts and contract faculty. A temporary worker would free the ADA to focus on administrative work. 16 hours per week, 10-month, @ $11 per hour** | **7040.00** | | **On-going** | | **No** | |
| **f2.** |  |  |  |  |  | |  | |  | |
| **f3.** |  |  |  |  |  | |  | |  | |
| **f4.** |  |  |  |  |  | |  | |  | |
| **f5.** |  |  |  |  |  | |  | |  | |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Patricia A. Dixon *Name*** | **Linda R. Locklear *Name*** | **Alan Lechusza Aquallo *Name*** |

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| --- | --- | --- |
| **Martha Collins *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**