**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: Cabinet & Furniture** |  |
| **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** | | 744 | 890 | 913 | 1,306 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 92.10% | 93.37% | 100.78% | 84.53% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 4,129 | 4,291 | 4,154 | 3,829 | Weekly Student Contact Hours | |
| **FTES** | | 137.64 | 143.02 | 138.46 | 127.62 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 9.78 | 10.06 | 9.11 | 9.78 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 422 | 427 | 456 | 391 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 3.89 | 3.89 | 2.60 | 2.60 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 5.22 | 5.44 | 5.75 | 6.47 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | 0.67 | 0.72 | 0.76 | 0.71 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 5.89 | 6.17 | 6.51 | 7.18 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 60.23% | 61.33% | 71.41% | 73.42% | 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** | | 98.35% | 98.69% | 96.41% | 98.11% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 91.33% | 93.34% | 88.70% | 91.35% | 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** | | - | 2 | 6 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2011-12) | |
| **Certificates Awarded:** | | 9 | 17 | 26 | 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** | | 9 | 17 | 26 | 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 has increased the last three years with a large jump in 2009 and 2011 probably due to the current economy and high unemployment climate placing more demand on specialized career training.**  **Our FTEF taught by houly and FTEF % taught by part time instructors continues to rise as two full time insructors have retired without replacement instructors hired.**  **The CFT retention rate is extreemly high averaging about 98% for the last four years. While the success rate is also very high averaging over 90% for the last four years.** |

| **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.**  **Course Outcome:CFT135 Stringed Guitar Making: Apply quality control methods to individual and production work.**  **Assesment was self directed as students worked in teams to set up machinery, jigs and fixtures in order to produce quality guitar part blanks. Each team worked to produce all the parts blanks needed to fabricate a guitar for each team member. In each production station team members would test set up prior to actual production run using separate test pieces in order to assure quality within tolerances needed.**  **I.B.2 Summarize Program SLO assessment results beginning on the next line.**  **Program outcome: Guitarmaking: Students will be able to work with client to create and construct a desired/specific instrument.**  **Although program is still being review by State chancelors office a numbers of students have nearly completed required coursework in order to receive degree. Students have been constructing instruments to given specs simulating a client/luithier relationship. The success rate measured in completed instruments is aprox. 60%. When Students repeat specific course the success rate goes up to aprox. 80%** |

| **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.**  **Based on interviews, informal student feedback and evaluation of parts during final week evaluations, students were very pleased with the outcomes of the production work. Working in teams allowed for immediate and direct feedback from team members to one another on all issues from quality of cut, to accuracy of cut, to time efficiency. etc. Students commented that in the end there was 100% success rate because any issues arising from improper set ups were corrected in order to produce usable parts. Students were motivated to produce usable parts because they themselves needed them in order to proceed making their individual instruments.**  **I.C.2 And, please reflect upon the Program SLO findings in Box B beginning on the next line.**  **Although coursework seems quite challenging for students as evidence by the need for some to repeat some coursework, there is no lack of enthusiasm about a career as a luthier and the potential for livelyhood in the workplace or as an entrepreneur.** |

| **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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| **In San Diego county there is a projected need increase of 20% for woodworking machinist from 2008 to 2018 and a 9.8% increase in demand during the same period for bench carpenters and cabinetmakers. The demand is greatest in specialized fields.**  **CFT has 7 new specialized programs and 1 revised program pending to meet the needs of the changing market and changing economy which will streamline the path for student completion.** |

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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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| **The CFT faculty has worked to identify students who could achieve degrees and certificates, and worked to help more students to apply for degrees and certificates each year. (And apply for them properly). As a result the certificate totals doubled in 2008, and almost doubled again in 2009. The 2010 totals show almost a 50% increase over 2009. We recognize the need to continue to improve in this area. As part of this plan to increase the number of certificates completed the CFT faculty has explored the need for specialized certificates and has added 7 new AA/certificates which are currently pending.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **The CFT faculty has/and will work to increase enrollment and job related relevancy by:**  **-Creating new AA/certificate programs**  **-Creating new classes to complement new and existing programs**  **In developing our schedule the CFT faculty works to meet the needs of the student by rotating courses needed for completion of degrees/certificates into all of the scheduled time slots.**  **Course sequencing has been identified as a potential problem with the implementation of 7 new AA/certificate programs**  **and limited full time staff. Discipline will work to schedule and sequence courses so that students can potentially enter any fall semester and complete in two years. Again limited full time staff may be a deterent to success here.** |

| **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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| **Based on a 75/25 staffing model for full time/parttime faculty, this discipline would have to hire four new faculty to achieve the ideal staffing ratio. Currently, more than 73% of full time equivalent faculty hours are taught by part time faculty. While these part time faculty are talented experts who make a valuable contribution to our program, they aren't available to participate extensively in curriculum development, facilities planing, student advising, and other campus activities and committees. This puts an extreme burden on the three contract faculty.**  **The 3 full time faculty oversee and facilitate courses for the 25 part time faculty, as well as their own. These courses are extremely diverse and each of them requires specialized tools, specialized materials, and up to date technology.**    **The CFT discipline is in need of two more full time faculty members imeediately. Currently CFT is less two fulltime position due to retirement. In the next 3 years, CFT will have 2 more faculty retire (one full timer recently anounce his retirement as of December 2012). Unless this is addressed with urgency, the CFT program will suffer tremendous setbacks.** |

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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.** | **2 CNC Machines , 1 panel, 1 smaller** | **3** | **1.1** | **recommended by the advisory comittee** | **$120,000** | **one-time** | **no** |
| **a2.** | **laser engraver** | **5** | **1.1** | **supplement all programs** | **$16,000** | **one-time** | **no** |
| **a3.** | **Saw Stop Table Sawaa** | **1** | **1.1** | **safety new technology, perhps mandated by state** | **$19,200** | **one-time** | **no** |
| **a4.** | **Lathes** | **5** | **1.1** | **replace current lathes which are wearing out** | **$20,000** | **one-time** | **no** |
| **a5.** | **6 jointers 3 @8", 3@12", all with carbide spiral cutting heads** | **2** | **1.1** | **Supplement all programs** | **$25,000** | **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.** | **4 laptop computers** | **1** | **6.1** | **will allow all intructors to use in classroom with data projectors.. used by 28 instructors** | **$6,000** | **one-time** | **no** |
| **b2.** | **4 demonstration video cameras** | **2** | **6.1** | **needed in classrooms/labs so that students can view close up on tv monitor or data prjector demonstration given by instructor** | **$700** | **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.** | **student supplies-sandpaper,dowels screws,hardware, sharpening** | **1** | | **1.1** | | **needed on hand for all programs** | | **$3000** | | **on going** | | **yes- with over 900 students current level is only $1.62 per student** | |
| **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.** | **printing -printing maintenance, brochures, schedules** | **1** | | **goal 1, 6.1** | | **needed to support each course and each program** | | **15,000** | | **on-going** | | **yes** | |
| **d2.** | **general machcine maintenance** | **1** | | **goal 1, 6.1** | | **needed to support each course and each program** | | **15,000** | | **on-going** | | **yes** | |
| **d3.** | **specific maintenance of large planers** | **2** | | **goal 1, 6.1** | | **needed to support each course and each program** | | **2,000** | | **on-going** | | **no -in house maintenance has proved to be inadaquate** | |
| **d4.** | **specific maintenance of CNC machine** | **3** | | **goal 1, 6.1** | | **when machine is purchase will need specialized maintenance** | | **2,000** | | **on-going** | | **no** | |
| **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.** | **1 full time instructional support assistant** | **1** | | **4.2** | | **curently supports all courses and programs** | | **$44000** | | **on-going** | | **yes** | |
| **e2.** | **1 full time tool room assistant/urban wood assistant** | **2** | | **4.2** | | **needed to support labs/urban wood utilization/milling** | | **$40,000** | | **on-going** | | **no** | |
| **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.** | **teacher assistants** | **1** | | **4.2** | | **needed to support courses and programs** | | **$50,000** | | **on-going** | | **partial** | |
| **f2.** | **teacher assistants** | **2** | | **4.2** | | **need more of above to adaquatly monitor safety** | | **$5,000** | | **on-going** | | **no** | |
| **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.** |
| **-CFT has written curriculum for 7 new AA/cerificate programs. These new programs are in specialized woodworking career areas. The new programs are more focused and streamlined than our current programs and will better help prepare our students to make a living at woodworking. As always we will prepare our students to not only be the highest quality employees but also, and perhaps more importantly, our students will be prepared to start and run their own woodworking business and be able to evaluate and hire other woodworkers as employees. CFT Woodworking at Palomar College is poised to become the national leader in woodworking career education.** |

| **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:** | | |
| ***Name*** | ***Name*** | ***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**