**YEAR 2**

**ACADEMIC YEAR 2013-14**

Program Review and Planning Year 2 form is an evaluation of the progress on last year’s goals (Year 1 PRP) and is also planning of goals and activities for the current year (2013-2014).

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| **Discipline: Alcohol & Other Drug Studies** | **Date 02/05/2014** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review.)** | **Add Date (00/00/2014)** |

**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.).

**DEFINITION**

Program Review and Planning is the means by which faculty, staff, and/or administrators complete a self-evaluation of an academic discipline, program, or service.  The self-evaluation includes an analysis of both quantitative and qualitative data on how the academic discipline, program, or service is supporting the mission and strategic planning of Palomar College in meeting the educational and career interests of students.  Through the review of and reflection on key program elements, such as program data and student learning outcomes, Program Review and Planning defines the curriculum changes, staffing levels, activities, and/or strategies necessary to continue to improve the academic discipline, program, or service in support of student success.  The Program Review and Planning process also ensures short-term and long-term planning and identification of the resources necessary to implement identified goals and priorities.

[**Palomar College Mission**](http://www.palomar.edu/about/goals.aspx)

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

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| **Program/Discipline Mission** |
| **List everyone who participated in completing this Year 2 Program Review and Planning Document.**  **Jim Fent, Alvin Feliciano, Constance Collins, David Gray, Traci Chester and Lisa Romain.** |
| **State your program’s or discipline’s mission statement. If you don’t have one, create one.**  **The mission of the Alcohol and Other Drug Studies Program is to prepare students with academic training and hands on experience for employment in various substance abuse treatment settings and obtain California state certification as a drug and alcohol counselor. The Alcohol and Other Drug Studies Program facilitates and enhances student learning in a supportive environment, through comprehensive education, utilizing academic courses and field placement experiences.** |
| **Explain how your program’s or discipline’s mission is aligned with the Palomar College Mission Statement.**  **By offering courses in alcohol and other drug studies within a program accredited by CAADE, California Association of Alcohol/ Drug Educators, the Alcohol and Other Drug Studies Program is aligned with the college’s mission to pursue career and technical training, and lifelong learning. The academic courses and field placement opportunities are designed to fulfill a variety of student needs including; diverse origins, experiences, needs, abilities and goals which upholds the College’s mission. Our learning outcomes actively seek to help our students contribute to society as individuals and global citizens.** |

**STEP I. Review and Evaluation of Year 1  
In this section, evaluate the program plans you described in last year’s Program Review and Planning Document.   
Refer to “STEP II: PLANNING” in your 2012-13 YEAR 1 PRP document at:** <http://www.palomar.edu/irp/PRPCollection.htm>.

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| 1. **Progress on Current Plans. For each planning area below, summarize your program plans as documented in the Year 1 form (last year’s form) and evaluate your progress on completing them.**   **Curriculum (Step II.A. of Year 1 PRP)**   1. **Summarize the plans you made regarding curriculum? (Consider how SLO assessment results influenced curriculum planning.)**   **Palomar College's AODS curriculum is directed by the California Association of Alcohol and Drug Educators (CAADE) accreditation standards. Looking to the future, the AODS program should consider preparing students to transfer to a CSU program, as a bachelor's degree may be the minimum educational requirement for being certified as a alcohol and drug counselor. The program coordinator and department faculty plan to be actively involved in professional organizations and certifiying agencies in order to be aware and prepare for any changes.**   1. **How did you implement and evaluate those curriculum changes?**   **At this time, no specific changes to the curriculum are necessary. The AODS Program Coordinator and several faculty members have participated in continuing education and policy meetings related to program accreditation and certification requirements.**  **Class Scheduling (Step II.B. of Year 1 PRP)**   1. **Summarize the plans you made regarding class scheduling?**   **2013 was the first year AODS offered an online course. AODS 150, Introduction to Chemical Dependency Counseling, was offered online during the 2013 summer semester. The course offering was viewed as successful evident by over 87% of the students enrolled in the course completing with a passing grade. The PRP for academic year 2012-2013 identified the need to offer AODS 255 and AODS 160 every semester. The addition of these courses was not implemented and will again be requested. Need for additional courses evident by 95.9% census load % for the past two years.**   1. **How did you implement and evaluate those class scheduling changes?**   **There is a high demand for AODS courses often exceeding enrollment capacity. AODS 160 enrollment cap set at 42 and is a tri listed class. Spring of 2013 actual enrollment was 53 and this has been the average enrollment for past several years.**  **Faculty Hiring (Step II.C. of Year 1 PRP)**   1. **What faculty needs did you articulate for this discipline?**   **The former AODS Program Coordinator was scheduled to retire May 2013. The program accreditation through CAADE requires a full time faculty coordinator. A full time faculty coordinator position was recommended.**   1. **What is the current status of the plan you articulated?**   **A new full time faculty coordinator was hired and began Fall Semester 2013.** |
| 1. **Analysis and Impact of Resources Received (Step III – Year 1 – Resource Requests for Discipline)** 2. **What is the dollar amount you received from IPC last year (2012-2013)? You can access the 2012-13 IPC PRP allocations by clicking on this link:** <http://www.palomar.edu/irp/201213resourceallocations.pdf>   **No funds requested or allocated.**   1. **How were those funds spent?**   **N/A**   1. **Identify permanent employees requested and prioritized by IPC, i.e., classified/CAST/administrative. You can access this information by clicking on this link:** <http://www.palomar.edu/irp/staffingplan.pdf>   **No employees requested.**   1. **Describe the impact of these funds received from IPC on:** 2. **Curriculum (courses, SLOs)**   **N/A**   1. **Number of students affected**   **N/A**   1. **Other**      1. **Describe unmet funding requests as they apply to your planning and priorities.**   **N/A** |

**STEP II. Evaluation of Program & SLOAC Data**

**In this section, review and analyze updated program data, the results of SLOACs, and other factors that could influence your program plans for this upcoming year.**

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| 1. **Program Data. Provide an analysis of the past six years (2007-08 through 2012-13) of your discipline’s data. Consider trends in the data and what may be causing them. (For enrollment, WSCH, & FTEF data, use Fall term data only). The links below will take you to the three sets of data to analyze.**     * Enrollment, Enrollment Load, WSCH, and FTEF (<http://www.palomar.edu/irp/PRP_WSCH_FTEF_Load.xlsx>) **(Use Fall term data only).**    * Course Success and Retention rates (<http://www.palomar.edu/irp/PRP_Success_Retention.xlsx>**). Note, this file is very large and there will be a delay both when you open the file and again when you initiate the first search.**    * Degrees and Certificates (<http://www.palomar.edu/irp/PRP_Degrees_Certs.xlsx>).   **Describe your analysis and observations.**  **2012-2013 enrollment at census was 6.5% less than previous year however, census load % remained constant at 95.9% for academic years; 2011-2012 and 2012-2013 and seems to support our courses are impacted.**  **2012/2013 WSCH was down 72 compared to 2011-2102 however total FTEF remained at 2.20 which resulted in 509 WSCH/FTEF compared to 2011-2012 WSCH/FTEF of 541. Looking forward, enrollment numbers appear to be higher for students registering Spring 2014.**  **Overall pass rates have slightly decreased over past 3 years. We identified that "First time" semester students represented the lowest percent pass rate averaging 67% over the past 5 years. This may be due to lack of prerequistes for AODS courses. With the exception of Psych 100 and AODS 299 the curriculum currently does not require prerequisit courses.**  **Students achieving AODS certificate were the highest in past 5 years.**  **Does this data reflect your planning, goals, and activities? If not, why?**  **The census enrollment load at 95.9% for past two years supports the request for additional course offerings. Recommend offering AODS 160 and AODS 255 every semester. The overall pass rate may reflect a need for prerequisite courses. At this time Psych 100 and AODS 299 are the only courses in the certificate program with prerequisites. Currently first semester students may begin their college career with more advanced courses (with the exception of Psych 100).** |
| 1. **SLOACs. Using the comprehensive SLOAC reports and faculty discussions as a guide, provide a summary and analysis of Student Learning Outcome assessments at the course and program level. Link to SLOAC resources:** <http://www2.palomar.edu/pages/sloresources/programreview/> 2. **Summarize your SLOAC activities during the 2012-2013 academic year.**   **Review of the SLOAC AODS course results:**  **AODS 140: 78% students successfully completed SLO's, 20% failed and 12% given a grade of incomplete (awaiting completion of intern hours)**  **1.Analyze his or her experience as a participant in a field placement course.**  **2. Develop a one-page functional resume targeted at securing an internship position.**  **3. Demonstrate effective helping skills in a five-minute role-play.**  **4. Create a professional portfolio that includes all course assignments and field experience documentation.**  **5. Evaluate his or her workplace behaviors: punctuality, participation, respectful communication, and a willingness to learn.**  **AODS 150: Not formally assessed**  **1. Evaluate personal knowledge and awareness about alcohol and other drug use**  **2. Deliver a clear, well-organized, verbal presentation describing the behavioral, psychological, physical, and social effects for one class of psychoactive substances**  **3. Discuss research findings related to genetic, psychological and sociological factors related to substance use and abuse**  **4. Compare the self-help model utilized for substance abuse treatment with one other treatment approach**  **5. Participate in a group research project and discuss the physiological and behavioral consequences of drug use for one class of drugs**  **AODS 155: 92% of students successfully met SLO's.**  **1. Demonstrate mastery of psychoactive drugs by chemical and brand names in the appropriate categories of: stimulant, depressant, psychedelic and other substances.**  **2. Identify and describe 3 factors involved in the development of addiction and describe how each operates to create addiction.**  **3. Define physiological mechanisms as well as environmental factors and effects of using psychoactive drugs in the process of abuse and dependence.**  **AODS 260:**  **1. Describe basic techniques of chemical dependency family systems counseling.**  **2. Design and implement a psycho-educational group session on a topic related to addiction and the family.**  **3. Use a family map to describe family relationships and connections.**  **4. Define their family-of-origin through writing an analysis of family roles, rules, and traditions.**  **5. Write and present an in-depth family case history report.**  **AODS 298: 95% successfully meet SLO goals. One student - "I", pending completion of intern hours.**  **1. Develop a one-page functional resume targeted for entery-level employment.**  **2. Articulate how his/her cultural background has contributed to his/her worldview.**  **3. Demonstrate effective motivational interviewing skills.**  **4. Create a professional portfolio.**  **5. Evaluate workplace behaviors (ethical practice).**  **AODS 260: 98% successfully met goals of SLO's.**  **Discuss the key concepts and techniques of one psychotherapeutic theory applied to groups.**  **Demonstrate effective group leadership skills during a simulated group counseling session.**  **Specific Skills:**  **1. Demonstrate a procedure for opening the group session.**  **2. Review the group ground rules.**  **3. Demonstrate appropriate group facilitation skills: active listening, restating, clarifying, reflecting feelings, questioning, providing feedback, suggesting, linking, modeling, and summarizing.**  **4. Demonstrate a procedure for closing the group.**  **SLO's were measured by students receiving a grade of "C" or greater.**  **Overall the results were excellent with the majority of students meeting student learning outcomes.**  **The review process identified the following problem: AODS 255 does not have clearly defined SLO's.**  **Specic Plan: Meet with Katie Townsend-Moreno to review and revise all AODS SLO's. Make necessary and appropriate recommendations to improve the SLO's for the AODS program. Have clearly written SLO's for AODS 255.**     1. **Course SLOACs: What did you learn from your course SLO assessments? What will you maintain and/or change because of the assessment results?**   **It appears appropriate to review, update and increase the number of SLO's per AODS course. Particular attention to review Program SLO: "Students will pass the Substance Abuse Counselor State Certification Exam. Recommend review for appropriateness of tracking/measuring number of students who pass certification test due to the fact that students have graduated from Palomar when they take this exam. It may be difficult to attain complete and accurate information.**   1. **Program SLOACs: What did you learn from your program SLO assessments? What will you maintain and/or change because of the assessment results?**   **Also recommend review appropriateness of courses required for obtaining certificate versus CAADAC and CAADE requirements. Action plan: review program course outcome and curriculum for accreditation. Requiring 11 courses for the certificate may not be best meeting student needs as only 8 courses are required for State exam.** |
| 1. **Other Relevant Data and Information.** 2. **Describe other data and/or information that you have considered as part of the assessment of your program. (Examples of other data and factors include, but are not limited to: external accreditation requirements, State and Federal legislation, four-year institution directions, technology, equipment, budget, professional development opportunities).**   **In a follow up of students who achieved Palomar College's AODS certificate, 60% of the students had found employment in the field of alcohol and drug treatment. Most of the students obtained employment at facilities where they acquired internship hours and experience. 20% of the students who achieved the certificate were continuing their education including; A.A., bachelors and graduate degrees.**   1. **Given this information, how are your current and future students impacted by your program and planning activities? Note: Analysis of data is based on both quantitative (e.g., numbers, rates, estimates, results from classroom surveys) and qualitative (e.g., advisory group minutes, observations, changes in legislation, focus groups, expert opinion) information.**   **Employment data will be used in the AODS Orientation presentation as well as academically; specifically AODS 298 and AODS 299. Highlight the importance of preparedness and professionalism.** |
| 1. **Labor Market Data. For Career/Technical disciplines only, provide a summary of the current labor market outlook. This data can be found on the CA Employment Development website at** [**http://www.labormarketinfo.edd.ca.gov/**](http://www.labormarketinfo.edd.ca.gov/) **. Go here and search on Labor Market Information for Educators and Trainers (http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=112). Click on summary data profile on right side of page to search by occupation. (Check other reliable industry or government sources on Labor Market Data websites that support findings and are relevant to Region Ten – San Diego/Imperial Counties. Include job projections and trends that may influence major curriculum revisions.)**   **The State of California, Employment Development Department, Labor Market Information, reports there will be a need for 1,800 drug and alcohol counselors over the next 10 years. The majority of counselors are employed in residential mental health facilities and indvidual and family services. Wage ranges were reported from a low of $10.00/hour/ median of $16.60/ hour and high of $33.0/hour. The government reports the outlook for substance abuse counselors is projected to grow faster than average careers through 2020. The U.S. Dept. of Labor reports the average salary for substance abuse counselors is $41,030.00 a year.** |
| 1. **Discipline/Program Assessment:** **Based on Steps I and II above, describe your discipline’s or program’s:** 2. **Strengths**   **Steady increase in students successfully completing AODS certification. High rate of students obtaining employment at time of graduation. Strong industry growth projected.**   1. **Weaknesses**   **Over the next several years State certification as an alcohol and drug counselor may require bachelors degree.**   1. **Opportunities**   **Increased enrollment by students with advanced degree earning certificate prior to change in State requirements.**   1. **Challenges**   **Several new local private pay educational institutions offering training/preparation for AODS. Expense is greater than Palomar College but may be completed in a much shorter time frame.** |

**STEP III. Updated Goals & Plans**

**Taking the analyses you completed in Steps I and II, describe your program’s goals and plans.**

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| 1. **Goals and Plans: What are your goals for 2013-14? When establishing goals, consider changes you are making to curriculum, schedule, and staffing as a result of the assessments you completed in STEPS I and II above. Goals should reflect your program/discipline’s top priorities for the coming academic year.**   **For EACH goal provide the following:** | |
| **GOAL #1** | |
| **Program or discipline goal** | **Evaluate: SLO's for AODS program: Assess appropriateness of current SLO's and add more than one SLO per course. In order to College and State requirements.** |
| **Plans/Strategies for implementation** | **Collaborate with part time faculty teaching AODS courses and full time faculty in the Behavioral Sciences Department. Develop or modify current SLO's and establish more than one SLO per course.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Current and relevant SLO's for each AODS course.** |
| **GOAL #2** | |
| **Program or discipline goal** | **Develop and implement prerequiste courses for Alcohol and Other Drug Studies Certificate Program. In order to better meet Program accreditation standards (CAADE and CAADAC).** |
| **Plans/Strategies for implementation** | **Collaborate with part time faculty teaching in AODS and Behavioral Science Chair and Dean to establish prerequiste courses for the AODS internship courses. Present to Curriculum Committee for approval.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Prequistie courses for AODS internship courses.** |
| **GOAL #3** | |
| **Program or discipline goal** | **Establish on campus substance abuse counseling for students enrolled at Palomar College, provided by advanced students in the AODS Certificate Program at Palomar college.** |
| **Plans/Strategies for implementation** | **Meet with all parties involved to determine if this is needed and can be accomplished.** |
| **Outcome(s) expected (qualitative/quantitative)** | **On campus substance abuse counseling for currently enrolled Palomar students.** |
| **ADDITIONAL GOAL (*if needed*)** | |
| **Program or discipline goal** |  |
| **Plans/Strategies for implementation** |  |
| **Outcome(s) expected (qualitative/quantitative)** |  |

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| 1. **Alignment with College Mission and Strategic Plan Goals.** 2. **How do your goals align with the Palomar College Mission?**   **1. By reviewing and revising the AODS course SLO's we are aligned with Palomar College's Mission: "We are committed to promoting the learning outcomes necessary for our students, as individuals and global citizens, to live responsibly, effectively, and creatively in an interdependent and changing world". 2. By establishing prerequiste courses we are aligned with the college's mission; "to provide an engaging and supportive learning**  **environment". 3. On campus substance abuse counseling provided by advanced students in the AODS Certificate Program aligns with Palomar College's mission; " we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education".**   1. **How do your goals align with the College’s Strategic Plan Goals? See the College’s Strategic Plan 2016 Goals at:** <http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf>   **Goal 1: Objective 1.8: "Objective 1.8: Place SLOACS and SAOACS at the center of Program Review and Planning, strategic planning, and resource allocation processes.**  **Objective 1.9: Improve the understanding of the role and value of Institutional Learning Outcomes among faculty, staff, administration and students. The AODS department's #1 goal is to review and modify the certificate courses SLO's which aligns perfectly with the Palomar College's Goal 1. The AODS department goal # 3 aligns with Palomar College's strategic plan goal 1; Objective 1.1: Implement a coordinated outreach plan that employs internal and external outreach strategies.**   1. **Based on your program review and planning, describe any issues/concerns that have emerged that require interdisciplinary or College-wide dialogue and/or planning.**   **Not an issue or concern however, the plan to provide on campus substance abuse counseling will require interdisciplinary dialogue, collaboration and planning.** |

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| **STEP IV. Resources Requested for Academic Year 2013-2014:** |
| **Now that you have completed Steps I – III, Step IV requires you to identify all additional resources you will need to achieve your Goals and Plans/ Strategies (Step III).  First, identify all resource needs in each budget category.  You may have up to five (5) requests per budget category.  Provide a meaningful rationale for each request and how it links to your Goals, Plans, and Strategies.   \*Second, ALL your resource requests must be prioritized as one group; not prioritized within each budget category.  This means, you could have your #1 priority in Technology, your #2 priority in Short-term Hourly, and your #3 priority in Equipment, etc.  If you actually have five (5) requests in each of the five (5) budget categories, you would end up with 25 prioritized requests. IPC will not consider any requests that are not prioritized. Resource requests to simply replace budget cuts from previous years will not be considered.   PLEASE NOTE THAT ALL FUNDING ALLOCATED BY IPC IS ONE-TIME AND MUST BE SPENT WITHIN THE DEFINED TIMELINE. RESOURCE REQUESTS THAT SUPPORT MORE THAN ONE DISCIPLINE SHOULD BE INCLUDED ON THE ‘ACADEMIC DEPARTMENT RESOURCE REQUESTS” PRP FORM ONLY.** |

**Budget category a. Equipment (600010) (per unit cost is >$500). *Enter requests on lines below. Click here for examples of equipment:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **a1.** | **None** |  |  |  |  |  |
| **a2.** |  |  |  |  |  |  |
| **a3.** |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |

| **Budget category b. Technology (600010) (computers, data projectors, document readers, etc.). Enter requests on lines below. *Click here for examples of technology:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **b1.** | **None** |  |  |  |  |  |
| **b2.** |  |  |  |  |  |  |
| **b3.** |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |

| **Budget Category c. Funds for Supplies (400010) (per unit cost is <$500 supplies) *Enter requests on lines below. Click here for examples of Supplies:***  [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](%20http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **c1.** | **None** |  |  |  |  |  |
| **c2.** |  |  |  |  |  |  |
| **c3.** |  |  |  |  |  |  |
| **c4.** |  |  |  |  |  |  |
| **c5.** |  |  |  |  |  |  |

| **Budget Category d. Funds for Operating Expenses (500010) (printing, travel, maintenance agreements, software license, etc.). *Enter requests on lines below. Click here for examples of Operating Expenses:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **d1.** | **CAADE and CAADAC Conference/Travel** | **AODS Program Accreditation** | **Goal 1: Objective 1.9: Improve the understanding of the role and value of Institutional Learning Outcomes among faculty, staff, administration and students.** | **1** | **The AODS Certificate Program is accredited through CAADE and CAADAC. In an effort to maintain accreditation, remain current in the field and know what the current standards and requirements are for accreditation, the program coordinator needs to attend these conferences.** | **$1,200.00** |
| **d2.** |  |  |  |  |  |  |
| **d3.** |  |  |  |  |  |  |
| **d4.** |  |  |  |  |  |  |
| **d5.** |  |  |  |  |  |  |

| **Budget Category e. Funds for temporary or student workers (230010/240010) Enter requests on lines below** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include benefits)** |
| **e1.** | **None** |  |  |  |  |  |
| **e2.** |  |  |  |  |  |  |
| **e3.** |  |  |  |  |  |  |
| **e4.** |  |  |  |  |  |  |
| **e5.** |  |  |  |  |  |  |

**STEP V. Classified and administrative (contract) positions requests for academic year 2014-2015**

**Classified, CAST, or Administrator positions:  Enter each position request on the lines below.  You may request up to five (5) positions and they must be prioritized to be considered by IPC.  Contract position requests may include vacancies due to retirements, resignations, lateral transfers, etc., as well as any new positions to be considered.  Please note that only these position requests will be prioritized by IPC when developing the annual Staffing Plan for Instruction.**

| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **Priority Number for Position Requests in Step V Only** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include benefits)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **None** |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**