**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).

|  |  |
| --- | --- |
| **Discipline: Emergency Med Edu** | **Date 1/27/2014** |
| **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.

|  |  |
| --- | --- |
| **Department and Program Mission** | |
| **List everyone who participated in completing this Year 2 Program Planning and Review Document.** | **Pete Ordille, Michael Finton, Sarah DeSimone, Debi Workman, Mary Reed** |
| **State your program’s or discipline’s mission statement. If you don’t have one, create one.** | **The mission of the EME department is to provide a dynamic education for students of diverse origins, experiences, needs, and abilities. We prepare safe, caring, and culturally sensitive graduates whose professional practice encompasses legal and ethical decision making. We provide empowerment that allows them to engage, and provide patient centered care to a diverse population in a global society. We are committed to support our students in their career and educational goals to help them become life long learners in an interdependent and ever changing world. Our overall goal is to prepare competent entry-level Emergency Medical Service providers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.** |
| **Explain how your program’s or discipline’s mission is aligned with the Palomar College Mission Statement.** | **We provide career and technical education to students who want to pursue a career in Emergency Services. We provide a diverse education using classroom, lab, clinical and field experiences/education. Our ability to provide some continuing education helps support the college's mission of providing lifelong educational opportunities.** |

**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 the 2012-13** [YEAR 1 PRP document http://www.palomar.edu/irp/PRPCollection.htm](http://www.palomar.edu/irp/PRPCollection.htm).

|  |
| --- |
| 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.)**   **Because of budget reductions, we were unable to meet the workforce training needs of the agencies we serve. Our primary plan for last year to was to reinstate some of the needed class sections and increase the number of trained/certified emergency medical workers for these agencies. We also planned to add ACLS recertification for current workers in the field and have been able to do this as requested by agencies or personnel.**   1. **How did you implement and evaluate those curriculum changes?**   **We scheduled the classes and are in the process of comparing the number of successful completions for the past two years. We have offered the ACLS recertification class and are keeping track of number of uses and need.**  **Class Scheduling (Step II.B. of Year 1 PRP)**   1. **Summarize the plans you made regarding class scheduling?**   **Last year we identified a need to decrease the time off due to intersession in the paramedic program as this hurts the educational process, and skills degradation based on our observations and exit interviews with graduating students. We have requested to reinstate the paramedic classes during the intersession to decrease the break between blocks to prevent loss of cognitive and psychomotor abilities.**   1. **How did you implement and evaluate those class scheduling changes?**   **We began intersession classes with Academy 43 in January 2014. The students came back better prepared after a shorter time off. We will continue to track and monitor the students successes, graduation rates, and comments through testing and exit interviews.**  **Faculty Hiring (Step II.C. of Year 1 PRP)**   1. **What faculty needs did you articulate for this discipline?**   **Based on our high full time to part time ratios we identified the need for a new full time faculty member.**   1. **What is the current status of the plan you articulated?**   **We hired one new faculty member who started August 2013, but we continue to feel the need to have a minimum of one more FT faculty, and ideally have 2 additional FT faculty. We need 2 FT faculty for the Paramedic program, 1 FT faculty for the EMT program, and 1 FT faculty for the rest of the programs. These are in addtion to the FT Faculty/Director postion.** |
| 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>   **$ 34,323**   1. **How were those funds spent?**   **We have puchased, and received, 3 Megacode Kelly Advanced (SIm Pad capable) manikins, Sim Pad protection plan, and licenses. These will be used beginning in the spring of 2014 and we will track not only student improvement, but also tracking of skills use.**   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>   **We requested replacement of our clinical coordinator with an increase in assignment to 100%. This position has just been opened and we hope to hire by the end of the calendar year.**   1. **Describe the impact of these funds received from IPC on:** 2. **Curriculum (courses, SLOs)**   **We were able to enhance our paramedic students' classroom experiences, and to align our curriculum with industry standards by incorporating the use of the new equipment into our SLO's.**   1. **Number of students affected**   **We have 60 paramedic students and will have the ability to serve the current workforce with needed certifications through continuing education.**   1. **Other**   **We received other funding from Perkins to augment PRP funds.**   1. **Describe unmet funding requests as they apply to your planning and priorities.**   **We requested a Sim Man 3G x 3 and Sim Baby x 2. These items were not received and are still high priorities for us. Studies have shown that the use of these high fidelity simulators improve student learning outcomes and abilities, better preparing our students for employment.** |

**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.**

|  |
| --- |
| 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) (<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) (<http://www.palomar.edu/irp/PRP_Success_Retention.xlsx>**). Note, this file is very large and there will be a delay in loading and after you initiate the first search.**    * [Degrees and Certificates](http://www.palomar.edu/irp/PRP_Degrees_Certs.xlsx) **(http://www.palomar.edu/irp/PRP\_Degrees\_Certs.xlsx)**   **Describe your analysis and observations**  **Over the past five years, the number of students enrolled has declined by approximately one third. This has been in response to the budget and reduction of classes. Between 2008-2011, our WSCH increased because we added instructional hours to comply with national standards and protocols. The construction at the Escondido Center had a large negative impact on our instruction and our census load over the 2012-13 academic year.**  **Does this data reflect your planning, goals, and activities? If not, why?**  **No. We had planned to serve more students however, we had no control over budget and construction conditions. This actually had a negative impact on the number of students we could serve but enrollment numbers are trending up as we are able to add more sections.** |
| 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.html> 2. **Summarize your SLOAC activities during the 2012-2013 academic year.**   **We have updated our course SLO's for paramedic, EMT and first respnder lecture classes. We learned that we either have to continue to look at a selection of sections, or combine all sections together. It would be more accurate to evaluate all sections, and would be more in allignment with our annual report to our accrediting body. We will discuss this as a team and update the SLO's as needed.**   1. **Course SLOACs: What did you learn from your course SLO assessments? What will you maintain and/or change because of the assessment results?**   **We are learning that we need to expand our classroom experiences to meet the needs of the changing student population and learning styles. We also need to update our paramedic SLOAC's to our annual accreditation report to streamline the processes in both areas.**   1. **Program SLOACs: What did you learn from your program SLO assessments? What will you maintain and/or change because of the assessment results?**   **We have recently expanded the use of technology in the classroom and lab to help the students become more successful. We are using FISDAP skills tracking and predictive testing, and will monitor and evaluate the results over the next year. We are also encorporating the use of MyBrady Lab for testing and remediation to improve overall class success and National Registry written performance.** |
| 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).**   **Our program is accredited by a national body (CoAEMSP). Their standards are integrated into our curriculum and operational procedures. Our students are required to pass a national exam to become nationally registered EMT's and paramedics. The pass rates are considered as we measure our accomplishments. Our pass rates at the EMT and paramedic level remain in the top 10% in both state and national levels. Our self study is due this year and we anticipate the site visit later this year or early 2015.**   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.**   **Our students are highly successful (over 98% pass rate) but we continue to evaluate the results as well as the changes we have made, to ensure contiunual student success. The state regulations have changed, and we had to increase our course hours and change curriculum at the EMT level in order to meet that requirement. We have included 2 FISDAP tests for our current paramedic class to prepare them for the national test and are using MyBradyLab as part of the remediation process.** |
| 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 Department, Labor Market Information for Educators/Trainers at:** <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.)**   **In San Diego County, the number of Emergency Medical Technicians and Paramedics is expected to grow faster than average growth rate for all occupations. Jobs for Emergency Medical Technicians and Paramedics are expected to increase by 25.2 percent, or 270 jobs between 2010 and 2020 (it is estimated to grow from 1070 positions to a projected 1340 positions). Wages for this occupation are also increasing to reflect higher levels of education requirements.** |
| 1. **Discipline/Program Assessment:** **Based on Steps I and II above, describe your discipline’s or program’s:** 2. **Strengths**   **We continue to see a high pass rate for our final skills testing at the national level. Our Paramedic results of 86% and EMT of 84 on first attempt. Both are higher than the national averages of mid 60's and higher than the local averages.**   1. **Weaknesses**   **This has been a very chaotic year with construction interruptions, Internet/Blackboard failures, and inadequate staffing making it hard to identify what our true weaknesses are. One area we did identify is the need to use more online testing through FISDAP and MyBradyLab.**   1. **Opportunities**   **The construction is almost complete and we have an improved facility. We hired a new full time instructor and are hiring a full time clinical coordinator. We anticpate this year will be a year of review and planning.**   1. **Challenges**   **Time and staffing to plan and provide the necessary changes and updates. Money to support the equipment needed in our labs.** |

**STEP III. Updated Goals & Plans**

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

|  |  |
| --- | --- |
| 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** | **Develop and use innovative hybrid classes at all levels of training.** |
| **Plans/Strategies for implementation** | **Send all full time faculty, and selected adjunct instructors to POET training. We have 8 FT/Adjunct faculty taking the training now and plan to send all adjunct instructors over the next 2 years. This will assist us in the development of our hybrid/online course development plans.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Provide opportunity for students to spend more classroom time on critical thinking scenarios and activities.** |
| **GOAL #2** | |
| **Program or discipline goal** | **Develop and offer new classes (Tactical Combat Casuality Care, Advanced EMT, Community Paramedic, and Paramedic Refresher course), as well as expand our continuing education classes (PreHospital Trauma Life Support, Advanced Cardiac Life Support, Pediatric Education for Prehospital Professionals, Pediatric Advanced Life Support). An additional goal includes becoming an American Heart Association ACLS training center.** |
| **Plans/Strategies for implementation** | **Develop classes, timeline, and instructor educational plan for the core instructors for above programs.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Have a strong and active training center for not only initial training but also for continuing education.** |
| **GOAL #3** | |
| **Program or discipline goal** | **Update and upgrade high fidelity simulators.** |
| **Plans/Strategies for implementation** | **Develop master goal plan, identify costs and look for grants and funding to support this goal. Not only do we need to have the high fidelity simulators we need better cabinets and storage equipment.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Have a fully functional simulation lab for adult medical and trauma, infant and child simulations.** |
| **ADDITIONAL GOAL (*if needed*)** | |
| **Program or discipline goal** | **Develop an Emergency Medical Education Club.** |
| **Plans/Strategies for implementation** | **Recruit students and submit appropriate paperwork for formation of the club.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Develop an active group of interested students who are interested in a career in public safety. This club will provide students the opportunity to interact with local fire, police, and EMS agencies in an attempt to stimulate their interest and expand their career development. They will also work with the EME department to aid in student recruitment for the Palomar College EME Program, and to provide local community service activities.** |

|  |
| --- |
| 1. **Alignment with College Mission and Strategic Plan Goals.** 2. **How do your goals align with the Palomar College Mission?**   **Our goals support the overal mission of Palomar College by providing support and enouragement for students pursuing career technical education (Emergency Medical Services). We provide excellent education, job readiness skills and preparation tailored to a diverse core of students preparing them to perform as competent EMTs and paramedics. This career will enable our students to have the means to live responsibly and contribute to society.**   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>   **Our department goals are specifically aligned with Objective 1.6 by providing students a defined pathway from basic emergency to advanced emergency care.**  **Our department goals also align with Objectives 2.1 and 2.2 as the Paramedic Advisory Committee meets with business and community leaders to ensure our training is meeting the needs of the community we serve. Our new EME club in addition to our articulation agreements with local high schools provide curriculum alignment and student transition.**   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.**   **We work closely with Kinesiology to provide joint Emergency Medical Responder training to ensure the curriculum is standardized. We would like to work more with basic skills education to enhance the abilities and success rates at all levels of training.** |

|  |
| --- |
| **STEP IV. Resources Requested for Academic Year 2013-2014:** |
| **Now that you have completed steps I – III, identify the resources needed to achieve the goals and plans identified in Step III. Categorize resource requests as noted below. Provide rationale for requests to get better information. Please note that all resources allocated are for one year only.  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 (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) | **Prioritize these requests**  **1,2,3, etc.** | **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, tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **a1.** | **SIM Man 3G x 3** | **Goal 2 and 3** | **1.6 and 1.8** | **1** | **Our students come into the program with minimal, or limited acute adult patient contacts. Numerous studies have proven that the high fidelity simulator manikins can simulate the experiences of real patient contacts which directly enhances student performance and success. This meets the SLO of successfully treating patients as stated in “Student will be able to manage any medical emergency in a simulation session” EME 207L and 215** | **$352,000.00 for all 3** |
| **a2.** | **Sim baby x 2** | **Goal 2 and 3** | **1.6 and 1.8** | **2** | **Our students enter the pediatric block with minimal or limited experience with infants and children. Numerous studies have proven that having the pediatric high fidelity simulator manikins can simulate the experiences of real patient contacts which directly enhance student performance and success. This meets the SLO of successfully treating patients as stated in “Student will be able to manage any medical emergency in a simulation session” EME 207L and 215** | **$129,000 for 2** |
| **a3.** | **Cardiac monitor (1 Zoll, 1 Life Pack 15, 1 Philips MRX)** | **Goal 2 and 3** | **1.6 and 1.8** | **3** | **Our students must be able to interpret cardiac rhythms, and operate multiple brands of EKG monitors currently used in this county in order to treat patients in a timely manner. This meets the SLO of successfully treating patients as stated in EME 207L, which is “appropriately assess patients based on chief complaint and associated pathophysiology” and EME 200 “Student will recognize and initiate appropriate management of acute coronary and neurological conditions that may result in cardiac arrest or complicate resuscitation outcome according to current American Heart Association Advanced Cardiac Life Support guidelines”.** | **$19,000 - $30,000 each for new.** |
| **a4.** | **Skeleton x 2** | **Goal 2** | **1.6 and 1.8** | **4** | **Our skeletons have fallen apart, and despite the innovations of on line technology the students still benefit from seeing and touching the bones of the body. This aligns with the SLO in EME 106 “Students will be able to verbalize understanding of the pathophysiology, signs and symptoms for medical illnesses and traumatic emergencies and treat patients according to San Diego County protocols.”** | **$1,300 for 2** |
| **a5.** |  |  |  |  |  |  |
| **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) | **Prioritize these requests**  **1,2,3, etc.** | **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, tax, shipping, etc.)** |
| **b1.** | **25 lap top computers for EMT classes** | **Goal 1 and 2** | **1.6 and 1.8** | **1** | **Despite the age of our current computers, the Mac computers are more compatible with the learning management systems that we currently utilize. Our PC computers do not meet our needs, and we are unable to perform simple functions such as printing a quiz or exam off of blackboard for student retaking exams. This meets the goals by increasing our ability to track and improve student success as listed on our SLO's.** | **$20,000** |
| **b2.** | **Updated iMac computers for all faculty** | **Goal 1** | **1.6 and 1.8** | **2** | **As we move towards online testing for EMT's, we will require additional computers to meet the needs of the students testing. Computer labs in Escondido are not consistently available for our class times. This meets the goals by increasing our ability to track and improve student success as listed on our SLO's.** | **$2,500** |
| **b3.** | **Go Pro Video Cameras x 3** | **Goal 1 2, and 3** | **1.6 and 1.8** | **3** | **We currently video tape all the students simulations for education review by them. Our cameras are breaking and unable to keep up with our usage. This aligns with a typical lab goal as written in EME 209L “Student will be able to manage any Obstetrical or Pediatric emergency in a simulation session.”** | **$1050 for 2** |
| **b4.** |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |

| **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***](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) | **Prioritize these requests**  **1,2,3, etc.** | **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, tax, shipping, etc.)** |
| **c1.** | **EZ Up with Palomar EME Logo X 2** | **Goal 3** | **Goal 2** | **1** | **In order to meet the goal of improving community partnerships, our department is heavily involved in community service and recruitment at various events throughout the county. This EZ up would provide protection from the outdoor elements as well as identifing our college and program for improved marketability.** | **$250 each** |
| **c2.** | **Locking drawer cabinet for medication security** | **Goal 1** | **1.8 and 1.9** | **2** | **In order to provide appropriate learning opportunities for our students we need to have appropriate and safe storage, for medication and needles. This is a huge safety issue and liability concern for the student and the college.** | **$90,000.00 for 4, $31,000 for 1** |
| **c3.** | **Metal Cabinets x 10 for lab rooms** | **Goal 1** | **1.8 and 1.9** | **3** | **In order to provide appropriate learning opportunities, and safety, for our students we need to have a secure and organized place for supplies and equipment. This also provides the student the experience of checking equipment on a daily basis as they will in the workforce.** | **$3020.00 for all 10** |
| **c4.** | **IV supplies (tubing, catheters, saline bags)** | **Goal 1** | **1.8 and 1.9** | **4** | **In order to provide appropriate learning opportunities for our students we need to have appropriate and current, supplies and equipment. This is also a safety issue for the student.** | **$5,000** |
| **c5.** |  |  |  |  |  |  |

| **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) | **Prioritize these requests**  **1,2,3, etc.** | **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, tax, shipping, etc.)** |
| **d1.** | **Educational travel for PHTLS roll out/EMS World conference** | **Goal 1 and 2** | **3.3 and 3.4** | **1** | **In order to meet the goal of student learning faculty must be current on the latest updates and changes in the local, state and national levels, as well as maintaining accreditation standards. PHTLS will have the first roll out of their new curriculum, and they mandate all PHTLS instructors attend one roll out.** | **$2100 per person x 4** |
| **d2.** | **TCCC instructor training** | **Goal 1 and 2** | **3.3, 3.4** | **2** | **In order to meet the goal of student learning faculty must be current on the latest updates and changes in the local, state and national levels. TCCC is part of our training goals, and has been identified by NAEMT as one of the most in demand courses with the fewest qualified available instructors and training centers. In order to begin this program we need to certify a cadre of instructors to teach the class.** | **$4000** |
| **d3.** | **CoAEMSP Conference** | **Goal 1 and 2** | **3.3, 3.4** | **3** | **In order to meet the goal of student learning faculty must be current on the latest updates and changes in the local, state and national levels. These meetings and programs allow the instructors to network, but more importantly, to remain current and be part of the changes necessary for the accreditation process.** | **$1500 per instructor** |
| **d4.** | **Educational travel for local conferences such as CFED, California Paramedic Program Directors meeting,** | **Goal 1-3** | **3.3, 3.4** | **4** | **In order to meet the goal of student learning, faculty must be current on the latest updates/changes in the local, state, and national levels; as well as maintaining accreditation standards. These meeting/programs allow the instructors to network at the local, state, national and international levels, but more important, to remain current and be part of the changes necessary in the discipline.** | **$5000 per year** |
| **d5.** | **Fisdap Research Summit in Minneapolis in February 2015.** | **Goal 1-3** | **3.3, 3.4** | **5** | **In order to meet the goal of student learning faculty must be current on the latest updates and changes in the local, state and national levels. These meetings and programs not only allow the instructors to network, but more importantlt, to be a part of the EMS research community as required by accreditation. Fisdap is recognized by CoAEMSP as one of the leading tools in tracking student skills performance as well as research on predicting student performance. These summits allow our staff to perform research of our choice under the guidance of Fisdap ressearch specialists.** | **$1200 per person** |

| **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) | **Prioritize these requests**  **1,2,3, etc.** | **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, tax, shipping, etc.)** |
| **e1.** | **Non faculty skills assistants** | **Goal 2, 3, and 4** | **Goal 1** | **1** | **One of the strengths our our program has always been our strong lab portion. We have had our budget cut for our non-faculty skills assistants and need to increase it back to its previous funding to provide the support the students need. Right now several staff members are donating hours of time each week to work with the students. This meets the college’s goal to recruit, hire, and support diverse faculty and staff to meet the needs of students.** | **$5000 per semester** |
| **e2.** |  |  |  |  |  |  |
| **e3.** |  |  |  |  |  |  |
| **e4.** |  |  |  |  |  |  |
| **e5.** |  |  |  |  |  |  |

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

**f. Enter requests on lines below. These requests will be used by IPC to develop its annual Staffing Plan priorities.**

| **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) | **Prioritize these requests**  **1,2,3, etc.** | **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, tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **f1.** |  |  |  |  |  |  |
| **f2.** |  |  |  |  |  |  |
| **f3.** |  |  |  |  |  |  |
| **f4.** |  |  |  |  |  |  |
| **f5.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**