**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: Recreation** | **Date 2/6/2014** |
| **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.**  **Robert Vetter, Lacey Craft, Dan Early , Kelly Falcone and Hugh Gerhardt** |
| **State your program’s or discipline’s mission statement. If you don’t have one, create one.**  **The mission of the department of Health, Kinesiology and Recreation Management is to facilitate wellness among individuals through the study and application of human movement principles through the management and the participation in health, physical activity, exercise and sport. As a part of a comprehensive, diversified and well balanced educational experience, our health, kinesiology and recreation programs provide students opportunities to enhance their overall health, physical and mental abilities. Students engage in training and coursework to prepare them for certification, transfer and career opportunities, specializing in fields of health, sport, recreation, fitness and exercise while developing healthful living skills, cultural enrichment, lifelong wellness, critical thinking and problem solving skills for future success. The department is committed to serve the community's special needs population by providing a series of exercise courses encouraging improvement to quality of life promoting activities for therapy and mobility.** |
| **Explain how your program’s or discipline’s mission is aligned with the Palomar College Mission Statement.**  **The Health, Kinesiology and Recreation Management Department mission aligns with the College mission statement by addressing the importance of meeting the needs of students from diverse backgrounds, special needs and abilities. We are a part of the colleges comprehensive program in preparing students for transfer readiness through our coursework and training to prepare them for certification and career opportunities in specific health related fields. While the college is supportive of providing student lifelong education, our mission reflects that by providing students an educational experience promoting lifelong wellness and improvement in quality of life.** |

**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.)**   **No changes in the Recreation curriculum. We continued to offer the three course we have in the Recreation curriculum.**   1. **How did you implement and evaluate those curriculum changes?**   **There were no changes.**  **Class Scheduling (Step II.B. of Year 1 PRP)**   1. **Summarize the plans you made regarding class scheduling?**   **In summer 2013 we offered Rec 120 for the 1st time. We used to offer it in the Fall along with Rec 110.**   1. **How did you implement and evaluate those class scheduling changes?**   **We now offer Rec 110 in the Fall, Rec 115 in the Spring and Rec 120 in the Summer sessions. This has helped enrollment and his afforded students the opportunity to complete their Recreation courses in one academic year.**  **Faculty Hiring (Step II.C. of Year 1 PRP)**   1. **What faculty needs did you articulate for this discipline?**   **No need for an increase in faculty in this discipline.**   1. **What is the current status of the plan you articulated?**   **Currently have a full time faculty member assigned to the Recreation Management program.** |
| 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>   **$21,000 - Foundation Account**  **$ 6,500 - Technology Request**   1. **How were those funds spent?**   **$20,000 - Exercise machines for Wellness Fitness Center (Short $800 which was funded from Kine 4000 account**  **$ 1,500 - AED Masks for HE 104, Advance First Aid, First Responder courses.**  **$ 5,000 - Copier for O-10 office.**  **$ 1,500 - Computer for O-10C**   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>   **N/A**   1. **Describe the impact of these funds received from IPC on:** 2. **Curriculum (courses, SLOs)**   **Allowed students to fullfill their course goals and achieve their outcome for their respective course. These funds provided the department the ability to add levels of courses and increase facility usage to meet the increased demand of the student.**   1. **Number of students affected**   **Total of 3,800-4000 students affected:**  **Exercise Machines in the Wellness Center:**  **Kine 128 (Fall/Sp/Su) - 2500 students**  **Health labs (12 sections @ 42/section) - 500 students**  **Members - 350 members**  **Recreation Student Intern in WFC - 50**  **AED Masks for Advanced First Aid First Responder:**  **Health 104 - 500 students**   1. **Other**   **N/A**   1. **Describe unmet funding requests as they apply to your planning and priorities.**   **$1500 - Storage cabinets for CT Bldg. Was purchased with Kinesiology supply monies. Cabinets were needed to secure newly purchased instructional supplies for conditioning and Weight training courses.**  **$35,000 - Necessary equipment for instruction which was cut from the original plans for the baseball field relocation.** |

**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.**  **Considering changes in trends with enrollment, our goal has focused on continuing to find creative ways to take such a small discipline and increase the opportunities for students to become career ready. Adjusting the rotation of course offerings will enhance our Recreation Certificate AA degree programs. We are continuing to expand student opportunity outside the classroom whether it be community based, college involvement with Service Learning and exploring Campus Recreation Services. Creating a diverse learning environment will allow students to engage in a comprehensive way to evercise their talents, skills, demonstrate their creativity and gain hands on experience and acquire career training skills.**  **It is clear from the data that Recreation has shown a slight decrease in Census load % from 61.9% in 2011-12 to 57.1% in Fall of 2013-14 do directly to offering fewer sections of the discipline in Fall 2013. Total FTEF in Fall 2013 at 3.88, WSCH/FTEF at .35 and Part Time/Total FTEF at 0.00%. Although Recreation being a small discipline that serves a select group of satudents, they are still provided with a diverse learning environment.**  **Does this data reflect your planning, goals, and activities? If not, why?**  **Yes. The recreation discipline adjusted the course offerings to improve the enrollment by offering only one section/semester. This will allow the student opportunities year round to support their educastional goals while expanding intern opportunities at existing sites. Recreation will continue the intern program with our Wellness Fitness Center and looks to expand opprtunities by creating a Campus Recreation Services. This will allow student to broaden their experience to other areas on campus. This has proven to be a cost savings measure for the WFC and could for other areas on campus while giving students practical experience in the field of Recreation Management.** |
| 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.**   **Courses in the Recreation discipline have not been assessed as of yet. We have not collected any data or entered any data into the TracDat program to be able to assess these courses. Our goal is to develop an assessment cycle for these courses this Spring 2014.**   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 have no current data to review or evaluate. A plan has been created which addresses the assessment cycle for the Recreation courses. The first course for assessment is scheduled for Spring 2014, second course in Fall 2015 and third course in Summerof 2015.**   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 not completed a formal assessment on our program SLO. Our goal is to implement an assessment plan that we will be able to execute in Spring 2014.** |
| 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).**   **N/A**   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.**   **N/A** |
| 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.)**   **N/A** |
| 1. **Discipline/Program Assessment:** **Based on Steps I and II above, describe your discipline’s or program’s:** 2. **Strengths**   **We have formatted a cycle of our recreation offerings within our discipline that allows students to successfully complete the program requirements and become transfer ready in a timely maner. Our faculty continues to provide an engaging learning environment despite the lack of safe maintained, or current equipment or facilities.**   1. **Weaknesses**   **We will create a better plan for assessment and input of data into TracDat for course SLOACs and program SLOACs. We also will discuss the possibility of changing our assessment method from an indirect method to instead gather direct data to help broaden our program review data.**   1. **Opportunities**   **With the growing career opportunities in Kinesiology that are expected in the San Diego area, we would like to offer new curriculum that would prepare students both for transfer as well as certificate programs that could immediately qualify them to enter the workforce.**   1. **Challenges**   **Faculty and students have identified the lack of equipment, quality of equipment and out-of-date fixed equipment as a challenge, a safety issue and inadequate for their learning environment. Faculty and students have identified many examples of poor facilities, lack of maintenance of facilities, distance of facilities (in some cases) and even environment of facilities (lack of air conditioning, heat & ventilation) as an inadequacy of our courses and program. It is a continued challenge to teach skills & fundamentals without proper functioning equipment, in a safe environment that encourages an active/engaging learning environment and exposure to new and current equipment that directly prepares students for transfer-readiness and technical skills necessary to enter the workforce and careers that relate to our field of Recreation and or Kinesiology. The district needs to recognize the facility and equipment meeds for our discipline in order for the department to align with the college mission.** |

**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** | **Create a Campus Recreation Services** |
| **Plans/Strategies for implementation** | **Provide services for other departments on campus through structuring a program of providing recreation students for internship experience.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Students to expand their skills in different facets of management services with activities. This could also improve discipline enrollment.** |
| **GOAL #2** | |
| **Program or discipline goal** | **Provide students a pathway for career opportunities in Recreation and related fields. Implement SLO assessment cyle for the program.** |
| **Plans/Strategies for implementation** | **Offer the necessary courses applicable to achieving certification in Recreation in a more timely manner. Implement program SLO assessment** |
| **Outcome(s) expected (qualitative/quantitative)** | **Increase our transfer rate, certificate preparation and provide students the basic training in Recreation and its related areas such as Management, Outdoor Leadership and Community Recreation services.** |
| **GOAL #3** | |
| **Program or discipline goal** | **Update and revise the Kinesiology, Health and Rec Mgmt website.** |
| **Plans/Strategies for implementation** | **Assign a faculty workgroup to work with Academic Technology in designing the site with the completion goal of Spring semester.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Provide students valuable information regarding the department, contact information,our academic programs, AA-T degree curriculum, facilities etc.** |
| **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?**   **Our goals align with the college mission in that they reflect a comprehensive program within the Kinesiology Department by providing Recreation opportunities to students who are preparing to transfer to further their educastional career and/or enter the workforce. Also a discipline that provides a learning environment for students of diverse origins and distinct leves of abilities.**   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>   **Objective 1.6 - Define career pathways for all disciplines and programs: Offer certificate programs in Recreation Management and Outdoor Leadership.**   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.**   **N/A** |

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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.)** |
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| **a1.** | **Refer to Department Report** |  |  |  |  |  |
| **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) | | | | | | |
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| **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.** | **Refer to Department Report** |  |  |  |  |  |
| **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) | | | | | | | | |
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| **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.** | **Refer to Department Report** |  |  |  |  |  |
| **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) | | | | | | | | |
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| **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.** | **Refer to Department Report** |  |  |  |  |  |
| **d2.** |  |  |  |  |  |  |
| **d3.** |  |  |  |  |  |  |
| **d4.** |  |  |  |  |  |  |
| **d5.** |  |  |  |  |  |  |

| **Budget Category e. Funds for temporary or student workers (230010/240010) Enter requests on lines below** | | | | | | | | |
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| **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.** | **Refer to Department Report** |  |  |  |  |  |
| **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.** | **Refer to Department Report** |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**