**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: Physics** | **Date 01/11/2014** |
| **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.**  **Takashi Nakajima**  **Art Gerwig** |
| **State your program’s or discipline’s mission statement. If you don’t have one, create one.**  **The mission of Physics Program is to prepare students for transfer in various Physics, Engineering, and related fields of study at four-year-universities by educating them in fundamental concepts, knowledge, critical thinking, and hands-on skills using industry standard equipment and laboratory techniques and skills of physics.** |
| **Explain how your program’s or discipline’s mission is aligned with the Palomar College Mission Statement.**  **The Physics & Engineering Department’s mission is aligned with the Palomar College Mission Statement through our commitment to providing students of diversity with a comprehensive program of basic skills, as well as advanced critical thinking skills necessary to foster their success as individuals striving to complete general education, and transfer readiness. Our focus is on the development of skills and self-concept needed for the individual to be successful in the global arena and in life-long learning.** |

**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.)**   **To meet one of the SLO assessments for physics 230 series, we planned to introduce computer acquisition system (Pasco GLX). To introduce how to write a scientific lab report, we planned to give workshops.**   1. **How did you implement and evaluate those curriculum changes?**   **Both plans were implemented by getting STEM I grant funds. The curriculum was changed for students to understand pros and cons of modernization of equipment.**  **Class Scheduling (Step II.B. of Year 1 PRP)**   1. **Summarize the plans you made regarding class scheduling?**   **We have been trying to schedule our courses such that they do not conflict with other departments. We noticed that there are less students who experience conflicts. However, we still have one or two students who cannot avoid the conflict per year. We will keep working on this matter.**   1. **How did you implement and evaluate those class scheduling changes?**   **Close communication with other departments to avoid 200 level class overlaps is essential. We do not have any students who encountered major schedule conflict.**  **Faculty Hiring (Step II.C. of Year 1 PRP)**   1. **What faculty needs did you articulate for this discipline?**   **At this point, our Part time/Full time ratio is low. However, we anticipate the ratio will increase as our department increases the number of class offerings.**   1. **What is the current status of the plan you articulated?**   **Finding qualified instructors is very difficult. The complication is added by offering off-campus classes because regular adjunct instructors do not wish to teach at distant locations.** |
| 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>   **$19,000**   1. **How were those funds spent?**   **1. $18,000 - Lab eqipment and supplies for physics for life science majors (Physics 120 and 200 series)**  **2. $1,000 - 231 lab equipment - optics - Helium neon lasors**   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 were not included in Top 20 of the list.**   1. **Describe the impact of these funds received from IPC on:** 2. **Curriculum (courses, SLOs)**   **Three optics labs out of fifteen labs (20% of the labs) were upgraded and broken equipment was replaced. The measurements are more accurate and student friendly. The results help students to understand interference and diffraction better.**   1. **Number of students affected**   **All of students in Physics 231 were affected positively by this purchase.**   1. **Other**      1. **Describe unmet funding requests as they apply to your planning and priorities.**   **We reevaluated and request a new list in Step IV a section with priority numbers. This includes equipment wears and tears.** |

**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.**  **Although we were forced to cut the number of offerings significantly, WSCH and FTES were maintained rather constant.**  **Does this data reflect your planning, goals, and activities? If not, why?**  **We need to bring back to the same number of offerings or more since the demand in both life science majors and physics & Engineering majors is increasing.** |
| 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.**   **The current cycle is in progress.**   1. **Course SLOACs: What did you learn from your course SLO assessments? What will you maintain and/or change because of the assessment results?**   **Implementation of modernized lab equipment was very successful in some lab activities, but proved to be detrimental to student success in other labs. On going adjustments are being made every semester to optimize student learning outcome.**   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 will keep modernizing lab equipment and comparing with existing equipment.** |
| 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).**   **The total number of students enrolled increased steadily since 2007 even though we were forced to cut some physics classes according to Retention rate data. However, we believe the number of students in physics and engineering will increase more dramatically due to the current/future need of qualified engineers.**   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.**   **Data clearly shows learning is greatly improved by hands-on activities which requires continuous development and implementation. In our recent co-listed schedule with Drafting showed positive impact.** |
| 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.)** |
| 1. **Discipline/Program Assessment:** **Based on Steps I and II above, describe your discipline’s or program’s:** 2. **Strengths**      1. **Weaknesses**      1. **Opportunities**      1. **Challenges** |

**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** | **Increase the number of offerings in 230 (Physics & Engineering Majors) series and 200 (life science majors) series.** |
| **Plans/Strategies for implementation** | **We will keep asking the dean to add more sections.** |
| **Outcome(s) expected (qualitative/quantitative)** | **We expect more sections and increase of FTES.** |
| **GOAL #2** | |
| **Program or discipline goal** | **Create Engineering Coordinator Position** |
| **Plans/Strategies for implementation** | **We will try to get the dean's support to create the position.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Engineering Coordinator oversees the program, outreach community, 4 year university for smooth student transfers, and local high schools to promote.** |
| **GOAL #3** | |
| **Program or discipline goal** | **Reclaim priority scheduling right of NS-259** |
| **Plans/Strategies for implementation** | **We already explained the current dean that the last dean gave the priority right to the Math Department WITHOUT asking Physics & Engineering Department. We will keep asking current dean's support to change it back to our department.** |
| **Outcome(s) expected (qualitative/quantitative)** | **We will get priority scheduling right of NS-259 back** |
| **ADDITIONAL GOAL (*if needed*)** | |
| **Program or discipline goal** | **We need lecture rooms to hold 48 students to parallel with the 24 student lab room** |
| **Plans/Strategies for implementation** | **A new building for Physics & Engineering** |
| **Outcome(s) expected (qualitative/quantitative)** | **Maximize facility usage** |

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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 Palomar College's mission, which is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive department, 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.**   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 goal #1 aligns with Palomar College's Goal #1, "Student Connections, Pathways, Learning, and Success: Integrate and implement effective pathways, academic programs, and support services to improve student access, progress, learning, and achievement of goals".**  **Our goal #2 aligns with Palomar College's objective 1.1 "Implement a coordinated outreach plan that employs internal and external outreach strategies", objective 1.5"Increase the percentage of students beginning remediation in their first year at the college and completing their remediation within three years", and objective 2.1 "Establish a faculty council(s) with a high school partner to improve alignment of curriculum and student transition".**  **Our goal #3 aligns with Palomar College's Goal #1, "Student Connections, Pathways, Learning, and Success: Integrate and implement effective pathways, academic programs, and support services to improve student access, progress, learning, and achievement of goals". (As we increase the number of classes offered, we need to plan and schedule class times strategically to maximize enrollment of different levels.)**  **Our additional goal is the long range goal and ultimate goal. It align with Palomar College's Goal #1, "Student Connections, Pathways, Learning, and Success: Integrate and implement effective pathways, academic programs, and support services to improve student access, progress, learning, and achievement of goals".**   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.**   **Currently, we do not have any issues or concerns.** |

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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.** | **CENCO Engraved Precision Force Table (Physics 230)** | **1** | **Goal #1** | **3** | **Some force tables are damaged and most of pulleys used have high frictions** | **$7,000** |
| **a2.** | **Materials needed to create apparutus (Physics 230)** | **2** | **Goal #1** | **4** | **Lab equipment are old, but sturdy. Replacement parts need to be manufactured. (New market equipment is inadequate.)** | **$2,500** |
| **a3.** | **2 HD Data Collection Cameras (physics 230)** | **3** | **Goal #1** | **5** | **15 % of 230 labs use cameras to track motions. Currently, we use two web cameras and one does not function. The other camera's resolution is low and students can't get accurate data.** | **$2000** |
| **a4.** | **3 LCR meters (Physics 231)** | **4** | **Goal #1** | **7** |  | **$1,200** |
| **a5.** | **Physics 101**  **•Electrictiy System 1**  **action kit lab**  **•2 Battery holder with Plug Jacks**  **•Fun Flystick**  **•Gyroscopes**  **•Electric Gyrospinner**  **•Digital Photogate Free fall apparatus**  **•timing (for free fall apparatus** | **5** | **Goal #1** | **8** | **New labs + replacement** | **$6,000** |

| **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.** | **Printers:**  **Lab rooms (NS-245, NS-252, NS-255)** | **1** | **Goal #1** | **2** | **Printers in those rooms are more than 10 years old. Instructional Services request to cycle all computers on a 5 year basis.** | **$1,500 x 3 = $4,500** |
| **b2.** | **Printers:**  **Instructor's offices (NS-244, NS-250)** | **3** | **Goal #1** | **6** | **Printers in these room are more than 6 years old and are personal printers. These are used to print quizzes, exams, student letter orf recommencations, and school related materials.One printer is already broken.** | **$1,500 x 2 = $3,000** |
| **b3.** | **Desktop computers:**  **Faculty/Staff offices** | **3** | **Goal #1** | **9** | **Instructional Services request to cycle all computers on a 5 year basis** | **$1,700 x 3 = $5,100** |
| **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.** | **Wheels, axles, low friction pulleys, pully cords, Newton's cradle (collision balls), basic wind tunnel, Caillary set, Pascal's law tubes, wave demonstrations set, slinkys, differential and sympathetic tuning fork set, digital sound levelmeter, electronic Doppler Effect Appratus, Lenses, mirrors, optical signal path demonstrator set, resistors and capacitors.** | **1** | **Goal #1** | **1** | **Budget increase to purchase new and updated demo equipment to replace old and some disfuntional equipment..** | **Additional $5000** |
| **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.** | **Budget increase for printing costs** |  | **Goal #1** | **10** | **The printing budget has not increased since I moved to this department 20 years ago, but copying cost keeps increasing. Each year we are deficit for incurred printing costs. This printing is used to conduct normal classroom quizzes, exams and activities** | **Additonal $1500** |
| **d2.** | **Budget increase for mailing costs** |  | **Goal #1** | **11** | **Themailing budget has not increased since I moved to this department 20 years ago. The postage was 29 cents in 1994 and is 49 cents now. There is no way we can mail the same amount with 1994 budget.** | **Additional $50** |
| **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.** | **Student Workers (SI & ET)** |  | **Goal #1** | **12** | **Setup labs and activities for physics classes.STEM grant will expire after 2015 and we need resorce for these positions** | **$32,000/year** |
| **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.** |  |  |  |  |  |  |
| **2.** |  |  |  |  | **.** |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**