**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: Diesel Mechanic Technology** | **Date 01/27/2014** |
| **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.

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| **Program/Discipline Mission** |
| **List everyone who participated in completing this Year 2 Program Review and Planning Document.**  **Sergio H. Hernandez (Program Director / Assoc. Professor)**  **John Villemez (Part time Instructor)**  **Advisory Committee:**  **Dennis Lutz Palomar College (Dept. Chair)**  **Don Bartel Amerit Fleet Salutions (Director of safety & Compliance)**  **Dan Ramirez (NC3) National Coalition of Training Centers (Director of Marketing &Development)**  **Gary Kramer Bobcat (District Service Manager)**  **Dennis Sprong Snap On (Account Manager Snap On Industrial)**  **David Dean Hawthorne Caterpillar (Regional Sales Manager)**  **Gary Oswald Mira Mar Bobcat (Shop Foreman)**  **Jim Champany Hawthorne Caterpillar (General Service Manager/Product Support)**  **Steve Nankervis City of Vista (Fleet Maintenance Lead Tech)**  **Andy Sharpton Sun State Equipment (Service Manager)**  **Dave Tauti Sun State Equipment (Store Manager)**  **Jim Burk Sun State Equipment (Customer Account Manager)**  **Miguel Trujillo San Marcos Unified (Fleet Maintenance Manager)**  **Lee Hoffmann Ranesco (Sales Rep)**  **Mike Saavedra Ramona High School (Automotive Instructor)** |
| **State your program’s or discipline’s mission statement. If you don’t have one, create one.**  **Mission Statement**  **The mission of the Diesel Technology Program is to educate and prepare the Diesel Technicians of the future with the latest technologies and basic soft skills that the Diesel industry now requires. We achieve this mission by maintaining a committed highly trained staff and dynamic private and public partnerships with local, county, state and national entities. We work to empower our graduates to make successful career and life choices that improve their lives, their communities and the economy.** |
| **Explain how your program’s or discipline’s mission is aligned with the Palomar College Mission Statement.**  **Our program's mission aligns with the District's mission in many ways. Our focus is on providing high quality career technical education and foundational skills needed for transfer to higher education and the workplace. We want our graduates to make positive contributions to their communities and to improve economic conditions locally and nationally.** |

**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.)**   **Last year, we reviewed Title 5 changes to determine whether or not we'd need to make curriculum changes. These new regulations did not negatively impact curriculum. We did however, make some curriculum changes because of repeatability and the need to reduce the units.**   1. **How did you implement and evaluate those curriculum changes?**   **We reduced the units. This will facilitate student completions and increase graduation. Because we haven't completed a full cycle, we haven't evaluated. We also changed the course numbering to designate CSU transferability.**  **Class Scheduling (Step II.B. of Year 1 PRP)**   1. **Summarize the plans you made regarding class scheduling?**   **We reviewed our scheduling patterns and determined the need to a heavier evening program. This we found accommodates more students.**   1. **How did you implement and evaluate those class scheduling changes?**   **We implemented this plan and found that there was an increase in enrollment. Our head count at Census increased by over 50 students.**  **Faculty Hiring (Step II.C. of Year 1 PRP)**   1. **What faculty needs did you articulate for this discipline?**   **In last year's PRP, we articulated the need for faculty but did not submit a request for additional faculty.**   1. **What is the current status of the plan you articulated?**   **NA** |
| 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>   **$ 28,000**   1. **How were those funds spent?**   **Three Nexiq iQ's were procured for the program as requested.**   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>   **None requested.**   1. **Describe the impact of these funds received from IPC on:** 2. **Curriculum (courses, SLOs)**   **N/A**   1. **Number of students affected**   **N/A**   1. **Other**   **N/A**   1. **Describe unmet funding requests as they apply to your planning and priorities.**   **N/A** |

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

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

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| 1. **Program Data. Provide an analysis of the past six years (2007-08 through 2012-13) of your discipline’s data. Consider trends in the data and what may be causing them. (For enrollment, WSCH, & FTEF data, use Fall term data only). The links below will take you to the three sets of data to analyze.**     * Enrollment, Enrollment Load, WSCH, and FTEF (<http://www.palomar.edu/irp/PRP_WSCH_FTEF_Load.xlsx>) **(Use Fall term data only).**    * Course Success and Retention rates (<http://www.palomar.edu/irp/PRP_Success_Retention.xlsx>**). Note, this file is very large and there will be a delay both when you open the file and again when you initiate the first search.**    * Degrees and Certificates (<http://www.palomar.edu/irp/PRP_Degrees_Certs.xlsx>).   **Describe your analysis and observations.**  **A comparison of data from 2008-2009 through 2012-2013 increases in most areas. Most importantly, our student head count has almost doubled. Our Census load has increased by over one third. Our WSCH/FTES is 427. Under our current facilities and worksttion limitations, it will be difficult to achieve the desired 525.**  **Does this data reflect your planning, goals, and activities? If not, why?**  **Yes, even more growth is possible with more resources and staffing.** |
| 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.**   **Procured equipment as planed which has had a positive impact on the students learning out comes.**   1. **Course SLOACs: What did you learn from your course SLO assessments? What will you maintain and/or change because of the assessment results?**   **So far so good will continue and maintain on the same path SLO's that were addressed were sucessful**   1. **Program SLOACs: What did you learn from your program SLO assessments? What will you maintain and/or change because of the assessment results?**   **Need to address the issues for DMT 135 Basic Hydraulics. Need to procure a hydraulic trainer so that students can practice & study safely hydraulic systems, operations and troubleshooting.** |
| 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).**   **A. The diesel program does not have adequate storage facilities. This is a vital need because our equipment has a high dollar value. Because we constantly have to move equipment, it gets damaged.**  **B. The District needs a dedicated, informed and interested counselor for Career Technical Education. Too many students get wrong or no information about CTE programs.**  **C. Although we have a new facility, we don't have enough space to accommodate our program needs. We also need better security in our area.**   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.**   **Inadequate facilities and resources will hamper the future growth of the program.** |
| 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.)**   **State of California EDD**  **Year Period Hourly Mean 25th Percentile Median 75th Percentile**  **2013 1st Qtr $24.23 $18.50 $23.82 $29.47**  **State of California (Out look/ Demand)**  **Estimated Year-Projected Year Employment Employment Change Annual Avg Openings**  **Estimated Projected Number Percent**  **2010 - 2020 19,000 21,900 2,900 15.3 700**  **Area Code Est. Yr to Yr Growth**  **San Diego County 493000 Vehicle and Mobile Equipment Mechanics, Installers, and Repa 2010 - 2020 182**  **http://www.cacareerzone.org/profile/49-3031.00**  **Wages: In 2012, the average annual wage in California was $49,710.**  **Outlook: During 2010, this occupation employed approximately 19,000 people in California. It is projected that there will be 21,900 employed in 2020.**  **This occupation will have about 290 openings due to growth and about 410 replacement openings for approximately 700 total annual openings.**  **http://www.bls.gov/ooh/installation-maintenance-and-repair/diesel-service-technicians-and-mechanics.htm**  **According to the BLS this career field has grown at an average rate of apporx. 15% per year**  **Quick Facts: Diesel Service Technicians and Mechanics**  **2012 Median Pay $42,320 per year /$20.35 per hour** |
| 1. **Discipline/Program Assessment:** **Based on Steps I and II above, describe your discipline’s or program’s:** 2. **Strengths**   **The program has strong industry ties and support.**   1. **Weaknesses**   **We have developed the curriculum for training in alternative fuels but haven't been able to offer it because we have not been able to purchase the equipment needed.**     1. **Opportunities**   **Seek grant/general funds to purchase additional equipment.**   1. **Challenges**   **Funding and time.** |

**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** | **Obtain NATEF certification.** |
| **Plans/Strategies for implementation** | **Implement NATEF guidelines in all courses needed for certification.**  **Purchase recommended/required tools and equipment.** |
| **Outcome(s) expected (qualitative/quantitative)** | **National program recognition and improved hiring possibilities for graduates.** |
| **GOAL #2** | |
| **Program or discipline goal** | **Procure Hydraulic trainer to update curriculum** |
| **Plans/Strategies for implementation** | **Request funding (PRP and Perkins) and/or donations from industry.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Improved curriculum** |
| **GOAL #3** | |
| **Program or discipline goal** | **Acquire CNG engine trainer to update curriculum** |
| **Plans/Strategies for implementation** | **Request funding (PRP and Perkins) and/or donations from industry.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Better training for students.** |
| **ADDITIONAL GOAL (*if needed*)** | |
| **Program or discipline goal** | **Offer alternative fuels courses** |
| **Plans/Strategies for implementation** | **Obtain needed equipment** |
| **Outcome(s) expected (qualitative/quantitative)** | **Better more relevant industry training for students.** |

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| 1. **Alignment with College Mission and Strategic Plan Goals.** 2. **How do your goals align with the Palomar College Mission?**   **Objective 1.6: Define career pathways for all disciplines and programs.**  **Goal 2: Partnerships: Strengthen educational, business, and community partnerships to increase college connections and student learning experiences.**  **Objective 2.1: Establish a faculty council(s) with a high school partner to improve alignment of curriculum and student transition.**  **Objective 2.2: Establish an advisory council made up of business and community members in order to learn how the college’s programs and services can best serve the community.**  **Objective 2.3: Increase external funding through grants and partnerships within the community.**   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 focus is to make sure our students compete successfully in the workplace or transfer to higher education.**   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.**   **Adequate facilities (Square footage) is our major concern. This will require planning and reallocation in the future.** |

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

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

| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **a1.** | **Misc. tools needed for NATEF cerification.** | **1** | **1.6 & 1.8** | **1** | **These tools are required for NATEF certification** | **$ 25,000** |
| **a2.** | **Truck Alignment machine** | **1** | **1.6 & 1.8** | **2** | **This is required by NATEF for certification** | **$ 25,000** |
| **a3.** | **Hydraulic Trainer** | **2** | **1.6 & 1.8** | **3** | **DMT 135 Basic Hydraulics need to address SLO** | **$ 50,000** |
| **a4.** | **CNG engine trainer** | **3** | **1.6 & 1.8** | **4** | **Address recommendation of the advisory board** | **$60,000** |
| **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.** |  |  |  |  |  |  |
| **b2.** |  |  |  |  |  |  |
| **b3.** |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |

| **Budget Category c. Funds for Supplies (400010) (per unit cost is <$500 supplies) *Enter requests on lines below. Click here for examples of Supplies:***  [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](%20http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **c1.** | **General shop supplies** | **1** | **1.6 & 1.8** | **6** | **Need various shop supplies for all pieces of equipment** | **$ 10,000** |
| **c2.** |  |  |  |  |  |  |
| **c3.** |  |  |  |  |  |  |
| **c4.** |  |  |  |  |  |  |
| **c5.** |  |  |  |  |  |  |

| **Budget Category d. Funds for Operating Expenses (500010) (printing, travel, maintenance agreements, software license, etc.). *Enter requests on lines below. Click here for examples of Operating Expenses:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **d1.** | **OEM software/web subscriptions ie Cummins, Detroit Diesel,International** | **1** | **1.6 & 1.8** | **5** | **Software is needed for students to learn how to troubleshoot engines and equipment** | **$ 6,500** |
| **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.** | **Short term/hourly workers** | **1** | **1.6 & 1.8** | **7** | **Need help to maintain lab safe for students** | **$ 10,000** |
| **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**