**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: Welding Technology** | **Date 01/15/2014** |
| **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.**  **Full time instructor: Jay Miller Adjunct instructors: Kevin Smith, Rober Hogge, Fred Phillips, Joe Maier**  **Advisory Committee: Joe Maier, Preston Buchanan, Rob Haldaman, Tony Eade, Jerry Vasilvig, Chris Blench,** |
| **State your program’s or discipline’s mission statement. If you don’t have one, create one.**  **The mission of the Palomar College Welding program is to provide direct training to students with diverese social econominc backgrounds with different interests and needs in skills necessary to become productive memebers of society.**  **We also have a vision in manufacturing and share it with Drafting Technology by cross listing classes and training many of the same students. New inovations in one department should positively affect or inspire new inovations in other departments. Our vision is to encourage thinking and dreaming of new ways to design and model products in Solidworks and the 3D printer, cut the components with the CNC lathe and mill, weld them together, and nondestructively inspect the final product.** |
| **Explain how your program’s or discipline’s mission is aligned with the Palomar College Mission Statement.**  **We provide direct training in welding knowledge, skills, and attitudes.** |

**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.)**   **We have revised all curriculum per Palomar College standard in 2013 including SLOs. However, the welding curriculum will undergo further changes and improvement this coming year to reflect the Ameican Welding Society's SENSE program, the Guide for the Training and Qualification of Welding Personnel, Level I - Beginning - Welder, Level II Advanced Welder - Level II, and Expert Welder - Level III. This is the most valid training in content and testing availabe in the world today, however, we will use our skills, knowledge, and attitudes to implement the training and outcomes. SLOs will be written to reflect SENSE program that is a national standard and the needs and interests of the students in our community.**  **The welding program has also written and approved a complete nondestructive testing certificate program that satisfies and goes beyond the American Society for Nondestructive Testing. Upon successful completion of the classes we will be able to issue Level and Level II in the various processes of nondestructive testing that are recognized throughout the world. The program includes Ultrasonic Testing, Penetrant Testing, Visual Testing, and Magnetic Particle Testing. However, in the remodel of the welding lab there was insufficeint space allocated to welding to offer the nondestructive classes and other welding classes.**   1. **How did you implement and evaluate those curriculum changes?**   **All curriculum, present or revised, involve hands testing and evaluation that is given right away. Students receive evlaution, feedback, and further instructions in welding techniques if necessary.**  **Class Scheduling (Step II.B. of Year 1 PRP)**   1. **Summarize the plans you made regarding class scheduling?**   **The welding program is in dire need of more space. The remodel downsized from sixty to twenty booths and 3 labs to one. We had three labs with sixty booths which allowed us to offer three classes simultaneously.  We were able to offer 30 classes instead of 10 per day. We operate from Monday 9AM to to Friday 10pm with 10 minute breaks between classes to perform maintenace or recharege gases or reload materials while other departments have idle labs.**   1. **How did you implement and evaluate those class scheduling changes?**   **There is no choice to make changes.**  **Faculty Hiring (Step II.C. of Year 1 PRP)**   1. **What faculty needs did you articulate for this discipline?**   **Applied for a full-time welding instuctor.**   1. **What is the current status of the plan you articulated?**   **Andrew Kisner was hired in Fall 2013.** |
| 1. **Analysis and Impact of Resources Received (Step III – Year 1 – Resource Requests for Discipline)** 2. **What is the dollar amount you received from IPC last year (2012-2013)? You can access the 2012-13 IPC PRP allocations by clicking on this link:** <http://www.palomar.edu/irp/201213resourceallocations.pdf>   **0**   1. **How were those funds spent?**      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>      1. **Describe the impact of these funds received from IPC on:** 2. **Curriculum (courses, SLOs)**      1. **Number of students affected**      1. **Other**      1. **Describe unmet funding requests as they apply to your planning and priorities.** |

**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.**  **We would always like the number of certificates to increase without suffering in quality, however, we are showing growth in the number awarded with a slight drop in 12-13. I credit the increase in certificates to the quality of instructors and making the students aware of the certificates and the value of the certificates. We try to hire instructors that have completed our program and obtained relevant work experience in the welding field. We average 26 certificates since 07-08. We also face the dilema of students leaving before they obtain a certificate to join the work force because they came to Palomar College to be trained to enter the work force (they need a job and don't have two years to wait for an AA to get one).**  **Our enrollment has steadily increased, however, with the remodel of the autobody bulding that weldng now has will stifle all growth possiblilities. We cannot grow without space to grow. We don't understand why some departments were allocated space for storage with declining enrollments and the welding department was allocated less space for training and no storage with increasing enrollments and certificates in valid training for employment.**  **Does this data reflect your planning, goals, and activities? If not, why?**  **Yes, we have asked to increase our waitlists.** |
| 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.**      1. **Course SLOACs: What did you learn from your course SLO assessments? What will you maintain and/or change because of the assessment results?**      1. **Program SLOACs: What did you learn from your program SLO assessments? What will you maintain and/or change because of the assessment results?** |
| 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).**      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.** |
| 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.)**   **Welders - Projected demand - 26,000**  **Vocational Educators - 16,200**  **Sheet Metal Workers requiring welding - 12,900**  **Maintenance and Repair requiring welding - 127,300**  **Welding is a tool of the trade and many trades use welding to compliment their work such as maintenance and repair workers. On the other hand, some trades stricitly involve welding at the highest level. Our program is designed to suit all needs and goals of students.** |
| 1. **Discipline/Program Assessment:** **Based on Steps I and II above, describe your discipline’s or program’s:** 2. **Strengths**   **The strength of the department is the skill, knowledge, and experience of our instructors. All adjunct have completed the welding program at Palomar and received necessary expereince on the job to make training valid and relevant. Students will receive training from professional welding instructors. We provide direct training for an occupation. We stay current in our occupation and trade as educators and welders through advisory committee meetings, visits to industry, partnerships with industry, attending/providing workshops, memberships in professional welding societies, and while serving on campus committees while maintaining 44 welding power sources and support equipment.**   1. **Weaknesses**   **The welding lab is almost inadequate to teach welding and in my opinion, unsafe (changes made to the facility after inspection). As stated, we downsized from 60 booths to 20 with the booths being the same size as before. Machines must be moved into the isle to accomdate the student instructor and other machine. We turn away approximetely 5-10 students on waitlists per class every semester.**   1. **Opportunities**   **We offer training that provides training for a variety of fields in the welding field; i.e, sales, inspector, journeyman, engineer, owner operator, education, inspection, rental, repair, artist, and many more. Welding is not only its own trade and science, but complitments or supplements so many other trades or fields. The world is joined by welding, and it’s the most economic, strongest, and fastest method to join metal.**   1. **Challenges**   **Just making this inadequae lab operate safely is the biggest challenge. The other challenge is to figure out why so much money was allocated to other departments in the remodel and new construction, and why the problem still exists. Especially when welding is teaching the young adults the dignity and value of working to become productive members of society.** |

**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** | **Become an acrredited AWS SENSE facilty** |
| **Plans/Strategies for implementation** | **We have purchaed the membership and will be revising curriculum to relfect the SENSE training. Curriculum revision will follow this year.** |
| **Outcome(s) expected (qualitative/quantitative)** | **In order to become SENSE qualifed, each student must successfully complete a written test and practical welding test to attain the various levels of a SENSE welder. Upon success, the student will pass our courses and be entered in a national registry with the American Welding Society stating that he/she has satisfatory completed the requirements.**  **We have also developed our own portofolio that we hope will become recogniable in industry by potential employers in the welding field. We hope that when an employer sees our portfolio it will at least get him in the door and given a chance for employment.** |
| **GOAL #2** | |
| **Program or discipline goal** | **Become an American Welding Society test facility. Along with the AWS SENSE the American Welding Society offers guidance and accreditation in testing a welding certification of welders. In order for our welders to obtain meaningful employee, they should be able to pass written and practical tests in welding. The welding department at Palomar College will become an AWS test facility. Upon successful completion of welding certification, students will be issued a certificate, welder's ID card, and entered in the national registry enhancing employment opportunites.** |
| **Plans/Strategies for implementation** | **Write the welding procedures and aquire the equipment to facilitate the testing.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Students will gain valuable certifications in all aspects and fields of welding which will enhance employment opportunities. This should attract both beginning welders seeking a new skill, and experienced welders seeking to upgrade their skills or certification.** |
| **GOAL #3** | |
| **Program or discipline goal** | **Become an ASNT (American Society for Nondestructive Testing) approved facility. If approved we will be able to train and issue ASNT levels I and II in nondestructive testing in Ultrasonics, Magnetic Particle, Liquid Penetrant, and Visual Inspection.** |
| **Plans/Strategies for implementation** | **We have written and approved curriculum and obtained much of the equpment to implement this goal and endevor, however, as stated, we need space in the form of a nondestructive testing lab and moe equipment to facilitate the goal.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Students will obtain certifications in nondestructive testing to obtain higher paying jobs in welding field. However, they must first gain the knowledge, skiils, attitudes, and experience in welding to become valid inspectors. These are also higher status jobs that mothers and fathers don't mind letting their sons and daughters perform. An inspection lab will also help facilitate goal 1 and 2. Welds are not complete until they are inspected and approved.** |
| **ADDITIONAL GOAL (*if needed*)** | |
| **Program or discipline goal** | **Fabrication. Welding students will be expected to be able to perform math and layout skills in order to complitment their welding skills. A welder is not complete if he cannot fabriate items from a working print and weld them together to form a usalbe part.** |
| **Plans/Strategies for implementation** | **We need fabrication tools in order to simulate layout, forming and welding of components simulate real world experience.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Students will gain knowledge in skills of fabrication and increase their chances of employment.** |

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| 1. **Alignment with College Mission and Strategic Plan Goals.** 2. **How do your goals align with the Palomar College Mission?**   **We are providing direct training for an occupation to students with a diverse social economic and cultural backgrounds.**   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 goals are proven by the number of students wishing to enroll in our classes, and employers that employ only our students.**   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.**   **Tear this inadequate welding lab down and build one that meets the standards of industry. This is an emabarassment to vocational education and the welding profession.** |

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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.** | **Guided Bend / Tensile Tester / Charpy** | **Testing and certification of welders** | **AWS Testing Facility** | **1** | **IThe ultimate goal of welding is to become certified. Certification includes destructive and nondestructive testing of pratice and test plates.** | **70,000** |
| **a2.** | **Hydraulic Brake / Saw** | **SENSE** | **Prep of test plates** | **2** | **Cut and prepare metal for testing. We do not have adequate methods to cut practice and test plates.** | **60,000** |
| **a3.** | **Pipe Beveler** | **Test Facilitiy** | **Prep of pipe tests** | **3** | **Cut and prepare pipe nipples for practice and testing. We don't have a piece of equipment that will do that.** | **25,000** |
| **a4.** | **Nondestructive test yokes and lights** | **ASNT** | **Inspect plates** | **4** | **We have the curriculum written and accepted for NDT and would like to have the equipment to teach.** | **15,000** |
| **a5.** | **Water Jet** | **All** | **Work with drafting to design and cut items for welding** | **5** | **Involves CNC layout that we collaborate with drafting to design and cut items to be welded.** | **80,000** |

| **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.** | **Data projector in the lab** | **All** | **All** | **1** | **We would like to project welding procedures and instructions on the wall or screen during lab hours.** | **6000.00** |
| **b2.** | **MAC computer** | **All** | **All** | **2** | **MAC has better graphics for welding pool animations.** | **6000.00** |
| **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.** | **Supply increase** | **All** | **All** | **1** | **We have been reduced to insufficient funds to buy supplies for welding.** | **30.000** |
| **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) | | | | | | | | |
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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.** | **APrinting** | **SENSE** | **All** | **1** | **We would like to be able to print our handouts like CFT.** | **10,000.00** |
| **d2.** | **Travel** | **ASNT** | **All** | **2** | **Travel to NDT training and workshps to keep current in the NDT field** | **4000.00** |
| **d3.** | **Maintenace** | **AWS** | **All** | **3** | **We need an increase in our maintenance budget. Welding machines that cost 10,000 do not repair themselves. We would like to have preventative maintenance.** | **5000.00** |
| **d4.** | **AWS ASNT Membership** | **AWS ASNT** | **All** | **4** | **We must be members of the organization to have their approved labs.** | **1000.00** |
| **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.** | **Students assistants** | **All** | **All** | **1** | **If any discipline should have assistants welding should have one. Metal is cut, stocked, moved, and discareded everyday.** | **50,000.** |
| **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)** |
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| **1.** | **Full time contract positions** | **All** | **All** | **1** | **I think its more like, Why don't we have assistants like everyone other department on Palomar.** | **60,000.00** |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**