**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: Journalism** | **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.**  **Journalism Professor Erin Hiro and Communications Professor Wendy Nelson** |
| **State your program’s or discipline’s mission statement. If you don’t have one, create one.**  **The Journalism program's mission is to prepare outstanding professional practitioners for journalism and communications fields and to produce new knowledge and progress in these fields. Palomar Journalism aims to advance the value, practice, and understanding of journalism and communications in a democratic society. The faculty are committed to preparing a diverse student population to practice, teach and better a global society.** |
| **Explain how your program’s or discipline’s mission is aligned with the Palomar College Mission Statement.**  **Both Palomar's Journalism Program and the college as a whole have similar mission statements. They both are designed to provide educational opportunities to a diverse group of students. Both also strive to give those students every advantage in knowledge and learning. Third, each strives to help shape a student body that will go on to make a positive impact on the world. We have also spent substantial time during the last year helping to get the state Journalism Transfer Degree passed at Palomar to allow students to adhere to the college's goal of getting in and through, faster.** |

**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.)**   **Expand our course offerings to include an online/multimedia journalism course to keep our program technologically savvy. We also made changes to many of our journalism classes to meet the transfer degree requirements.**   1. **How did you implement and evaluate those curriculum changes?**   **We have implemented this goal in two ways:**  **1. The Journalism faculty has created an online/multimedia journalism course. It is called Journalism 130 and it will specialize in online journalism, including multimedia writing, design, implementation and other skills including graphics, social media and video editing. This class is currently going through the curriculum process and will be accepted as part of the state Transfer degree.**  **2. Professor Erin Hiro is beginning her sabbatical in Spring 2014 to get a Professional Certificate in Digital and Social Media. She plans to learn the latest technological information in her field and then use it to update Palomar Journalism curriculum.**  **3. We researched and made curriculum changes and designed new courses.**  **Class Scheduling (Step II.B. of Year 1 PRP)**   1. **Summarize the plans you made regarding class scheduling?**   **Students are asking for classes in online journalism, investigative journalism, public affairs reporting and sports writing. We hope to add any and all of those classes when funding and enrollment numbers permit. We made changes to our course schedule due to repeatability requirements.**   1. **How did you implement and evaluate those class scheduling changes?**   **We prioritized the list of student demands and felt that online journalism was the most important class to add immediately. We have launched Journalism 130: Online Journalism and it is curently going through the curriculum process this year. The Journalism faculty still has plans to create courses in the other areas of student interest, but we don't believe we have the numbers or the funding to support launching more courses at this time. Instead, we are trying to incorporate more elements of investigative journalism, public affairs reporting and sports writing into our other courses, namely Journalism 105, 205, 210 and 215. We still hope to add additional classes when funding permits. The changes we made to our schedules because of repeatability may be problematic in the future. We need reevaulate these changes and how they are affecting enrollment.**  **Faculty Hiring (Step II.C. of Year 1 PRP)**   1. **What faculty needs did you articulate for this discipline?**   **The Journalism Department does not need any full-time faculty at this time.**   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>   **$5,000 for two Mac Laptops**   1. **How were those funds spent?**   **We purchased two Mac Laptops that allow The Telescope and Impact magazine to have a powerful computer to help with the design, storage, and multimedia aspects of the two courses. These computers have been a big help to the program since half of the newsroom's (MD-228) computers are too slow to run the necessary programs to produce the newspaper and magazine.**   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>   **Palomar's Journalism Department requested a permanent classified employee to run the newsroom's computer lab but that request was not granted.**   1. **Describe the impact of these funds received from IPC on:** 2. **Curriculum (courses, SLOs)**   **The $5,000 in computers helped us to teach some of the more technology-based lessons (such as Ipad design) but with only two Mac laptops there wasn't much opportunity for the class to work on the computers for extended periods of time.**   1. **Number of students affected**   **When you combine the Telescope, Impact Magazine and Photojournalism classes - over 100 students have used these comuters. Students in in these classes need time on the laptops to complete their projects. Obviously, we have to rely on good scheduling to provide enough access. More computers would help with this dilemna.**   1. **Other**      1. **Describe unmet funding requests as they apply to your planning and priorities.**   **We really need two things to continue to keep the Journalism Program as a front-runner in San Diego County and beyond.**  **1. We need to be put on Level A of the computer priority list so that we are able to run the Adobe Suite series as well as other memory-heavy, graphics-based programs needed to produce both the print and digital versions of the campus newspaper and campus magazine.**  **2. We need to have new Ipads and other equipment related to Ipad design, which is a key component to the future of journalism.** |

**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.**  **Journalism's enrollment has dipped slighly from 157 last year to 138 for the Fall 2012/2013 term. Last year was our highest enrollment and a bit of an anomoly. The fall semester is more in line with past years. We would like to increase the enrollment and have stepped up our recruiting efforts. Changes in the transfer requirements have caused some of our classes to become less popular for the general student but still vitally important to a journalism major. We hope to continue to build enrollment slowly as we add new courses.**  **For WSCH, the 455 student contact hours dropped from last semester because of the corresponding enrollment figures but did remain steady over time. We will continue to push ourselves to increase that number since we are dedicated to helping students succeed in our major.**  **For FTEF has dropped slighly each year from 619 in 2007 to 543 last fall. This has been because we have been asked to cut an excess class in the name of a healthy school budget.**  **On the subject of Course Success, our online classes have a slightly higher pass rate than ground (day) classes --- 63 versus 57 percent. Our overall pass rate is 58 percent versus 68 percent in 2007. That is the year Professor Erin Hiro began as a full-time faculty and at the urging of her Advisory Committee and administrators at SDSU, she made sure her journalism courses were rigorous. The classes, particularly Journalism 101, is a foundation course that transfers to most four-year universities. It is imperative that the students know that information well to help them pass upper level courses. It is tough to ensure their later success.**  **For Retention rates, the data shows that our current rate of 84.7 percent is very similar to our 2007 rate of 87.9 percent. Interestingly, the rate went up into the mid-90s from 2008 until 2012. That is likely because the state budget made us cut more classes so students were hesitant to quit classes that were so hard to get.**  **For Degrees and Certificates, three students earned a certificate in Journalism this fall while another two earned an AA in Journalism. While these numbers seem small, we are a small program where most of our students transfer without declaring a Journalism major but do go on to study Jouralism. Also, those numbers have increased over recent years. With the new Transfer Degree and state laws that demand students have education plans, we anticipate a higher number of degrees and certificates in the near future.**  **Does this data reflect your planning, goals, and activities? If not, why?**  **This data shows us that to continue to recruit and keep students in our department declaring our major, we need to keep up with the changes in the field of Journalism. We need to make sure we are a relevant program that gets students into the Journalism job market. To do this, we need priority ranking on computers, new Ipads and more hours for lab assistants!** |
| 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.**   **We focused on three main SLOs for the Journalism Department: Ethics, Newswriting and Technology. We spent the 2012-2013 year teaching and reiterating all three SLOs. We had students read and discuss ethical issues in current events, had students practice news writing each week, and studied new technology that is changing the way journalism works.**   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 found that 81 percent of students tested that year were mastering the Newswriting SLO and 85 percent met the ethics SLO. While we will continue to focus on these crucial areas, we were pleased with the result. For the technology SLO, over 75 percent of the students did understand the concepts of the new technology but had not been able to practice or use it. This is an area where we would like to improve next year.**   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 had similar findings in our program SLO as we did in our course SLO. The students who go through the program are learning the basics of newswriting and ethics but are not able to fully master the technology because we lack the equipment and training needed to properly teach them. Improving our technology SLO is our goal for the coming year.** |
| 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).**   **Professor Erin Hiro visited with Dr. Diane Borden, the director of the School of Journalism & Media Studies, at San Diego State University last year. Dr. Borden showed Professor Hiro a new SDSU class on Online Reporting that exclusively used Ipads to report, interview, record, edit and post news, photos, video, etc. They were able to build a multimedia room and offer a class in this field. They have spent a lot of money on this new room and felt sure that this is the future of journalism. Palomar needs to follow their lead and expand the online journalism curriculum. Professor Hiro is taking these classes at SDSU during her sabbatical to learn what they are doing and figure out what will work for Palomar.**   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.**   **These new technology skills will be crucial to helping our journalism students to get jobs in an increasingly tough media market. The ability to offer these courses will help us maintain and grow our program. Otherwise, the students won’t come to Palomar for a journalism major.** |
| 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.)**   **Journalists in California make roughtly $24 an hour and are projected to fall slightly by 6.5 percent. That is because of recent sales of the North County Times, Orange County Register, Press Enterprise, and other newspapers. The new owners have mostly downsized to save money. These numbers reiterate the need for our students to be trained for a new kind of media. The need for information --- with smart phones, Ipads and cheaper computers--- is higher than ever. But we need to train our students to be content providers instead of traditional reporters. Instead of simply writing a story, they are now asked to write the story, take photos, maybe create a podcast, and edit a short video to go with it. We need the equipment and courses to show them how to do that. Second, some of our students get jobs in related fields so the numbers can be deceiving.** |
| 1. **Discipline/Program Assessment:** **Based on Steps I and II above, describe your discipline’s or program’s:** 2. **Strengths**   **We have hard-working professors willing to learn new technology and attending every class, MOOC and conference possible to learn the new information. We have also been able to hire professional journalists to work part-time as lab assistants to show us what they are doing in the real world of journalism. We have the staff but we don't have the computers to complete the training.**   1. **Weaknesses**   **We need faster Mac computers, Ipads, and approval for travel to conferences and more staff time to complete this training.**   1. **Opportunities**   **Professors Hiro and Nelson are putting in the time to get the training, but we need the equipment and staff support to beef up our online curriculum.**   1. **Challenges**   **Funding! We have great support from our chairman and dean. But we need the money in the form of equipment and staffing.** |

**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** | **Get better, faster computers, Ipads for technology training.** |
| **Plans/Strategies for implementation** | **Train professors to teach new technology. Work with administrators to get better computers and secure funding for Ipads.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Achieve goal in one year.** |
| **GOAL #2** | |
| **Program or discipline goal** | **Offer Online Journalism Course to students.** |
| **Plans/Strategies for implementation** | **We have launched the course and are working on getting proper equipment.**  **We need to see this course to completion.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Offer the course by Fall 2015.** |
| **GOAL #3** | |
| **Program or discipline goal** | **Update Journalism Curriculum to reflect changing journalism landscape.** |
| **Plans/Strategies for implementation** | **Professor Erin Hiro is using her sabbatical to take appropriate classes at SDSU for this very reason. She will update curriculum as part of her sabbatical project.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Complete by Fall 2014 for implementation in Fall 2015.** |
| **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 are very compatible with the goals of the college. Palomar's Journalism Department is dedicated to serving a diverse population. We strive for it. We also create a classroom enviroment that is welcoming and nurturing so that every student feels like they belong there. Like Palomar's Mission Statement our goal is to equip our students with the skills that will get them onto a four-year school and/or into the job market. We want them to learn, grow, and then move on to the next level of their professional lives.**   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>   **Palomar's Strategic Plan is a multi-step process leading to one goal --- helping students thrive. Palomar's Journalism goal is the same. Every decision we make, every hour we work, is for the students. We love our students and work tirelessly to give them a learning experience that is at least as good if not better than what they would receive at any neighboring, 4-year institiution. We think we are succeeding. We hear ancedotal stories about students bypassing the big schools to come to our program because they know it is the best around the county. We will continue to keep that reputation by putting the students first and listening to the students' needs.**   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.**   **While our program is doing well, we are not very good about colloborating with other programs. A discussion might be how to encourage interdepartmental collaborations on this campus.** |

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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.** |  |  |  |  |  |  |
| **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) | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **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.** | **Ipads** | **Technology SLO** | **Goal 1 Objective 1.8** | **1** | **Getting 10 Ipads would allow us to conduct classroom lessons on design, reporting with Ipads and other technology-based lessons crucial to the future of this jouranlism program!** | **$5,000** |
| **b2.** | **New Mac Computer lab in Humanities Building** | **Technology** | **Goal 1**  **Objecitve 1.8** | **4** | **Getting that Mac lab is crucial to the fate of this program. We need to be a priority for computers on this campus. We need 30 computers in the lab. The cost would depend on what we could get, but we need powerful Macs that run memory-intensive programs.** | **$45,000?** |
| **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.** |  |  |  |  |  |  |
| **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.** | **Wire services such as MCT Campus or similar** | **2** | **2** | **5** | **This wire service provides national news for journalism students to use in the newspaper. This follows the model of professional newspapers in incorporating wire stories into their content.** | **$1,000** |
| **d2.** | **Archiving of campus newspapers** | **3** | **2** | **2** | **We need to get our 60+ years of paper archives in digital form so they can benefit the students, campus, community and preserve the history of the college. The Telescope Newspaper is one of the most indepth, historical documents on this campus. It needs to accessible and available to all.** | **$10,000** |
| **d3.** |  |  |  |  |  |  |
| **d4.** |  |  |  |  |  |  |
| **d5.** |  |  |  |  |  |  |

| **Budget Category e. Funds for temporary or student workers (230010/240010) Enter requests on lines below** | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource Category** | **Describe**  **Resource**  **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* 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.** | **None** |  |  |  |  |  |
| **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.** | **FT/PT Lab Assistant- ISA-1 OR 2** | **1** | **2** | **3** | **With the new building and three dedicated Journalism classrooms, the department desperately needs a 10-month permanent/contract employee to manage the labs and ensure that the students are safe.** | **$20,000** |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**