**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: Information Technology** | **Date 1/27/14**  |
| **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.** **Ron Burgher and Terrie Canon** |
| **State your program’s or discipline’s mission statement. If you don’t have one, create one.****The mission of the Information Technology Discipline in the Department of Computer Science and Information Systems is to offer a comprehensive transfer program and training opportunities in the field of Information Systems to the diverse Palomar College community. This mission is accomplished through courses of study that focus on the knowledge and skills required by Information System employers and transfer institutions to which our students will apply. Students of the Palomar College Information Systems program will be well-rounded professionals who are experienced in a variety of programming languages, database technologies and computer applications. These graduates will have a professional work ethic and will be adept in both academic and professional arenas.** |
| **Explain how your program’s or discipline’s mission is aligned with the Palomar College Mission Statement.****The mission of the Information Technology discipline supports the Palomar College mission in several ways. As students of the discipline complete and graduate from the program they will be ready to transfer to four-year schools or move forward with their career goals in technical areas. They will also have the experience of learning in a group of culturally diverse students with different abilities, motivations, and goals.**  |

**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.)**

**Information Technology curriculum has been changed through the curriculum process to implement changes that were identified in the PRP Year 1 Step II planning section. Although the number of degrees identified at that time has been reduced, the net result is a more streamlined and focused program that will more closely meet the needs of our students. The change to focus on the C# programming language was, and continues to be, a successful approach. Current advisory committee meetings are influencing future curricular directions. Student Learning Outcome results support the decisions made to change the curriculum.**1. **How did you implement and evaluate those curriculum changes?**

**The changes that were made in the curriculum were all accomplished through the standard curriculum process here at Palomar. Student Learning Outcomes will be developed and administered to evaluate the success of the changes. In addition, advisory committee meetings will be used to judge industry reaction to the changes.****Class Scheduling (Step II.B. of Year 1 PRP)**1. **Summarize the plans you made regarding class scheduling?**

**The year 1 PRP process was accomplished prior to the passage of Proposition 30 and as such painted a very bleak picture for class scheduling. With the passage of this proposition, scheduling has become much more responsive to student needs. We have been able to add several sections of the computer literacy course and are currently planning for more sections to be offered in the summer session. We are currently planning for returning to the goal of enabling students to complete their course of study within two calendar years.**1. **How did you implement and evaluate those class scheduling changes?**

**We have been able to utilize the statistics available through the college to follow the increase in student enrollments in our classes. These trends have also been used to evaluate those classes where we needed to offer more sections.****Faculty Hiring (Step II.C. of Year 1 PRP)**1. **What faculty needs did you articulate for this discipline?**

**In our year one planning document we did not identify the need for additional full-time faculty. We continue to make use of a significant number of adjunct faculty and monitor the ratio of full-to-part-time faculty.**1. **What is the current status of the plan you articulated?**

**N/A** |
| 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?**

**N/A**1. **Identify permanent employees requested and prioritized by IPC, i.e., classified/CAST/administrative. You can access this information by clicking on this link:** <http://www.palomar.edu/irp/staffingplan.pdf>

**N/A**1. **Describe the impact of these funds received from IPC on:**
2. **Curriculum (courses, SLOs)**

**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.**

**No funds were requested.** |

**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.****As with most programs at community colleges in the State of California, the Information Technology Discipline at Palomar College has seen several years of serious decline due to the condition of the economy statewide and severe cuts and restrictions on program offerings and enrollments. There have been encouraging trends in the last two years of data but regaining the ground lost during the downturn will be difficult and may take a considerable number of semesters to achieve.****Review of data from the discipline reveals a similar pattern as that of the college as a whole. Enrollments dropped fairly sharply during the first year (2007-08) to the second year (2008-09), followed by three years of improving enrollments, culminated by 1,401 students enrolling during the 2010-11 year. The 2011-12 year saw a substantial drop in enrollments as restrictions on sections and budget allocations shrank. The fall term of 2012-13 continued this trend.** **One bright spot is the retention rates enjoyed by the Information Technology discipline. Those rates consistently ran very close to or even above 90% for the entire period from 2007 to the 2012-13 year. The rate for evening students was even better and was nearly 98% for the 2012-13 year.****Graduates from the program have remained stable for the last several years. While the numbers are small, reports of employment from graduates is encouraging.****Within the discipline, the faculty has been working on strengthening the relationships the department has with both other community colleges and baccalaureate-granting institutions. This has been done through continued participation in the San Diego County Computer Curriculum Coordinating Committee and meetings with faculty at other schools.****Information from advisory panels, industry contacts and professional organizations led us to realize the need for reorganization of our degree program. That effort was initiated during the 2011-12 year and has been ongoing until this time. During the current semester the final submission to the Curriculum Committee has been made and approval is pending. Additionally, it became apparent that an additional degree of an AS degree in Information Systems would be beneficial. The new degree will be a strong two-year degree as well as a transfer degree to leading to a bachelors and/or masters in Information Systems.** **Does this data reflect your planning, goals, and activities? If not, why?****Yes** |
| 1. **SLOACs. Using the comprehensive SLOAC reports and faculty discussions as a guide, provide a summary and analysis of Student Learning Outcome assessments at the course and program level. Link to SLOAC resources:** <http://www2.palomar.edu/pages/sloresources/programreview/>
2. **Summarize your SLOAC activities during the 2012-2013 academic year.**

 **The Information Technology discipline continued to assess student learning outcomes for our classes during the 2012-2013 academic year. Courses assessed included CSIT 105 – Computer Concepts, CSIT 120 – Microcomputer Applications, CSIT 170 – Visual Basic Programming I and CSIT 180 – C# Programming I. Assessments consist of surveys completed after the students have completed the class.**1. **Course SLOACs: What did you learn from your course SLO assessments? What will you maintain and/or change because of the assessment results?**

**Student Learning Outcomes for the discipline as a whole continue to report successful achievement by our students. In general 70% to 90% of students report either Strongly Agree or Agree on a Likert scale that they have achieved the student learning outcome being measured. We are planning on making some small corrections in the CSIT 180 – C# Programming I class, to ensure students understand how to design functions and procedures in that language because of a small percentage of students reporting they were unsure of these techniques.**1. **Program SLOACs: What did you learn from your program SLO assessments? What will you maintain and/or change because of the assessment results?**

 **As mentioned earlier, due to the reorganization of the discipline, program student learning outcomes have not yet been assessed for the revised program. We will be assessing these SLOs in the next year. It is anticipated that as the new structure is implemented, program SLOs will need to be adjusted to ensure student achievement.** |
| 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 career in Information Technology will always be one in which members can expect to be constantly learning as new technologies replace older ones. As such, students should expect to be involved in learning for their entire careers. Community Colleges are the direct providers of this new technology through the Information Technology programs. The Information Technology discipline at Palomar College fits this model very well. Our degree paths lead students to being able to go to work immediately, or transfer to four-year institutions to pursue further education.****Additionally it has been observed that several four-year institutions are offering degrees in Information Systems including several local schools of Cal State San Marcos, San Diego State University, Fullerton State to name a few. Offering a two year degree with transfer agreements to the neighboring schools would be of great beneift to the students and the local collegiate community.** 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.**

**Our current students can expect to enter the workforce with their Associates degree at an average salary of $31,000 per year. After another three years of working, they can expect to be earning over $50,000 per year. Those students transferring to four-year institutions can expect to enter as juniors and progress quickly through their final two years of education. Reports from employers during advisory group meetings are affirming that we are pursuing the correct curriculum content.** |
| 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.)**

**Numerious positions are possible with an A.S in Information Technology or Information Systems. Typical positions include Computer Programmer citing a 10% growth, or a Software Developer with a 27.7%. Additional experience and/or futher education will enhance opportunities including a Database Administrator with 32% growth, or a Computer Systems Analyst with 18% growth, or a Computer and Information Systems Manager with growth of 18.8% A student pursuing these degrees has many options for a career in Information Technology.** |
| 1. **Discipline/Program Assessment:** **Based on Steps I and II above, describe your discipline’s or program’s:**
2. **Strengths**

**The ability to identify current trends by attending advisory groups and adjusting curriculum accordingly. Our program offers skills identified in industry.** 1. **Weaknesses**

**Due to the sharp drop in 2007-2008 we are still in the process of recovering the number of sections available to students. It can be a little challenging for students to complete courses of study within two years. As the college recovers, this weakness will be resolved by offering more sections in a timely manner.** 1. **Opportunities**

**Within the discipline, the faculty has been working on strengthening the relationships the department has with both other community colleges and baccalaureate-granting institutions. This has been done through continued participation in the San Diego County Computer Curriculum Coordinating Committee and meetings with faculty at other schools. Additional outreach is desired to insure our new Information Systems degree aligns well with the neighboring educational institutions.**1. **Challenges**

**A liminted collaborative learning environment. Students increase success when assignments and projects can be completed in an open-lab learning environment. Due to limited number of student workers and skilled staff, the current hours of open lab are limited.****Another challenge is the ever present need to reeducate to insure currency in this leading edge field of computing.** |

**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** | **Support a strong collaborative learning environment to increase student success by developing connections to enhance learning of technical, problem-solving and critical-thinking skills.**  |
| **Plans/Strategies for implementation** | **Increase staff supported open lab hours available to the students. Currently the time is limited due to budget restritions. Additionally funding for both an Instructional Support III and student workers to provide greater student access to collaborative learning with both students and skilled mentors.** |
| **Outcome(s) expected (qualitative/quantitative)** | **Attendence to open-lab with skilled assistants of student workers and staff will increase success of 80% of students in their grasping of computing skills.**  |
| **GOAL #2** |
| **Program or discipline goal** | **Create an Information Systems AS degree.** |
| **Plans/Strategies for implementation** | **The degree has already been launched in this years curriculum process. Additional work is required to insure transferability of as many courses as possible. Emphasis will also be placed on enhancing relationships with local four year colleges. In addition we plan on developing and implementing an advertising program to reach potential students in the San Diego and North County area.** |
| **Outcome(s) expected (qualitative/quantitative)** | **The degree will provide students employment opportunities upon completion. Additionally, working agreements on transferability will be in place with near by baccalaureate-granting institutions.** |
| **GOAL #3** |
| **Program or discipline goal** |  |
| **Plans/Strategies for implementation** |  |
| **Outcome(s) expected (qualitative/quantitative)** |  |
| **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?**

**The goals of CSIT align with the Palomar College mission statement by offering an engaging and supportive learning enviornment for students of diverse orgins, experiences, needs, ability, and goals. The new degree will provide additional opportunities for students to pursue transfer degrees and technicial training.**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 align closely with the college's strategic plan by offering student connections, pathways, learning, and success as stated in goal 1. Within the discipline, the faculty has been working on strengthening the relationships the department has with both other community colleges and baccalaureate-granting institutions. This has been done through continued participation in the San Diego County Computer Curriculum Coordinating Committee and meetings with faculty at other schools. The program should be assured state-of-the-art equipment to provide students with the facilities required to be successful. Additional, advertising of both our existing and new programs will strengthen the college's outcomes.** 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.**

**The newly created Information Systems degree could have the potential to include business courses, we plan on working closely with the Business Department to align our degree to benefit the students and both departments as well.** |

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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.**  |  |  |  |  |  |  |
| **a2.**  |  |  |  |  |  |  |
| **a3.**  |  |  |  |  |  |  |
| **a4.**  |  |  |  |  |  |  |
| **a5.**  |  |  |  |  |  |  |

| **Budget category b. Technology (600010) (computers, data projectors, document readers, etc.). Enter requests on lines below. *Click here for examples of technology:*** [***http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf***](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf) |
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| **Resource Category** | **Describe** **Resource** **Requested** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Goal Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) | **\* Priority Number for all Resource Request categories** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.****(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **b1.**  |  |  |  |  |  | **40,000** |
| **b2.**  |  |  |  |  |  | **20,000** |
| **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%3A//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.**  |  |  |  |  |  |  |
| **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.**  | **RobotC Complier Software** | **Discipline goal from Step III A # 2** | **6.1** | **2** | **A new course developed in the degree is a programming class. Currently the department owns a set of lego mindstorm robots to further enhance the programming class a site license for 30 seats of the complier to allow students to develop event driven programs would engage the students in developing critical thinking event driven programs** | **500.00** |
| **d2.**  | **RobotC Labs and Tutorials** | **Discipline goal from Step III a #1 and 2** | **6.1** | **3** | **To assist in the development of curriculum and labs for the mindstorm robots. These labs and videos can be utilized in a collaborative lab environment for further understanding** | **300.00** |
| **d3.**  | **Funds for Advertising Program** | **Discipline goal from Step III A #2** | **6.1** | **1** | **To enable the preparation and distribution of advertising materials promoting the discipline's new and existing programs to San Diego and North County areas.** | **2000.00** |
| **d4.**  | **Microsoft Programming Conference** | **Discipline goal from Step III a #1** | **3.3** | **4** | **Support faculty teaching in the Microsoft Programming curriculum with recurrent education and training.** | **2000.00** |
| **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.**  |  |  |  |  |  |  |
| **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**