**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).

|  |  |  |
| --- | --- | --- |
| **Department: Communications** | **01/12/14** | |
| ***Academic Department Reviewed (Each department with more than one discipline is required to complete a Program Review.)*** | **Please 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. | | |
| **Resources Requested for Academic Year 2013-2014: Identify the resources needed to achieve the department’s goals and plans.  RESOURCE REQUESTS THAT SUPPORT MORE THAN ONE DISCIPLINE SHOULD BE INCLUDED ON THIS FORM.**  **Section I: 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.** | | |

**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 benefits, tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **a1.** | **Commercial capacity paper shredder** | **n/a** | **1** | **8** | **A commercial duty paper shredder is essential to secure the proper destruction of sensitive documents. Home use shredders are not sufficient to handle the load that our 6 disciplines have. It is not practical nor prudent for faculty and staff to collect large amounts of documents that need to be shredded. This purchase will allow us to maintain department integrity and trust.** | **$2500** |
| **a2.** |  |  |  |  |  |  |
| **a3.** |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |
| **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.** | **A Media Lab with 32 work stations for Non-Linear Editing + 1 Teaching Station for DBA/CINE** | **4, 5** | **1, 4.2** | **1** | **It has become all too apparent that a great need exists for a Media Lab that will be used for classroom instruction, workshops and open lab time for students to complete course assignments. Student learning has been affected by the lack of such a facility in our department. Cinema and DBA production courses have struggled with finding available time to have in existing labs, i.e. Graphic Communications. We do not have priority in such spaces and must make due with the leftover times. Open lab times are shared with courses in other departments. Thus, we are not able to schedule our courses in a way that allows students to complete their degrees in a four- semester rotation. In addition, without a media classroom/lab we are unable to offer production courses as often as we need to and therefore our curriculum and the students suffer. The basic skills and career technical training that students need are greatly hindered by this situation. Having this production facility and its equipment allows for student success, retention, an advantage in the job market (career technical) and high transferability. Students gain basic and career technical skills that will ensure success in their on-going education, for additional degrees and for job prospects. It is our program's goal, in line with the college, to provide training, access, technology and services that will enhance student learning. In our teaching we strive to do so with excellence, a sense of integrity in all we do with a focus on equity of our diverse student population.** | **$150,000** |
| **b2.** | **Video Projection System and Screen for above Media Lab** | **4, 5** | **1** | **2** | **The projector is needed in the above lab to allow instructors to teach editing skills to the entire class. It is a necessary component of instruction and greatly enhances student learning and success.** | **$7000** |
| **b3.** | **9 computers capable of running sophisticated video editing software for DBA/CINE-** | **6** | **1** | **4** | **The computers in our Q-9 editing suites are reaching the end of their life cycle. We need to replace them with computers powerful enough to run professional editing software like Avid and Adobe Premier with their 64 bit operating requirements. Editing is a critical part of our DBA 240 classes which produces the Emmy award winning shows; North County News and Prep Sports Live. The edit suites are also used by our beginning video production class (DBA 120) advanced video production (DBA 220), beginning editing (DBA 170) and advanced video editing (DBA 270) students as well as the students in our Cinema program.** | **3200 x 9 = $28,800** |
| **b4.** | **Camera slider for DBA/CINE** | **4, 5** | **1** | **5** | **A camera slider is a video production tool that allows for smooth camera moves. They are quickly replacing the cumbersome Jib and camera dollys that have been staples of the film and video industry. To offer a relevant education for today’s marketplace, we need to incorporate the tools of the industry. The camera slider will be used by our DBA 240 classes which produces the Emmy award winning shows; North County News and Prep Sports Live as well as our beginning video production class (DBA 120) advanced video production (DBA 220) and by our students in our Cinema program.** | **$1000** |
| **b5.** | **Server upgrade for DBA/CINE** | **5** | **1** | **3** | **We need to enhance the storage and operating capability of our server. Today’s television operations utilize an I.T. workflow where video is stored on a central server and accessed by editors, reporters, photographers and on air personnel simultaneously. The computer equipment for this sort of demand is very sophisticated. We need additions for our system to be able to handle the demand so that we can train students in the IT workflow in the most realistic way. This need crosses DBA, CINE, and ENTT** | **$15,000** |

| **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***](%20%20%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.** | **Printer Ink Cartridges** | **n/a** | **1** | **12** | **Three department printers are used to conduct the business that pertains to all disciplines within the department. Over the years, we have continued to struggle to meet the needs of our faculty and students. We have consistently run out of funds by mid-March. These funds will help to ensure that our students can expect excellence from us as we assist their creativity and innovation.** | **$400** |
| **c2.** | **Paper Supplies** | **n/a** | **1.1, 1.6** | **13** | **All six disciplines require the use of various types of paper to be used for instructional purposes. For example, preparing Internship packets for the DBA and Cinema classes requires a large amount of paper to be used each semester which drains the regular department and disicpline supply. The need for paper record keeping within the college environment, the department, and each disipline with the struggle our department repeatedly faces makes this a necessary request.** | **$400** |
| **c3.** | **General Office Supply - markers, pens, paper clips, staples, etc)** | **n/a** | **1** | **14** | **These supplies are used by faculty and office staff to perform essential functions that directly benefit students. Over the past years, our department has struggled to find funds to cover these very basic needs and often has been unable to provide them.** | **$400** |
| **c4.** | **Batteries and Light bulbs** | **n/a** | **1** | **15** | **These are items that frequently need replacement and are continually used by CINE/DBA/PHOT/JOUR to maintain the necessary use of various equipment. Again, as we face a lack of resources by mid-March, we are unable to pay for this basic need. These items are essential to these disciplines in maintaining excellence in teaching and allowing students access to functional equipment.** | **$400** |
| **c5.** |  |  |  |  |  |  |

|  | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.** | **Final Cut Pro licenses for DBA/CINE** | **4** | **1.6** | **7** | **This software is the core component of the teaching that will be done in the above Media Lab and the non-linear editing program that students must use to complete their projects. It serves as training for use in the film and television industries where it is commonly and routinely used.** | **$17,000** |
| **d2.** | **Faculty travel** | **5** | **3.3, 3.4** | **10** | **Travel expenses for Full-time Cinema, Communications, Journalism, Photography and Radio/Television faculty to attend yearly conferences, symposiums, film festivals, awards ceremonies, exhibits, etc. These events are significant for faculty to stay current in their fields and acquire the latest knowledge of their various disciplines. They also meet with colleagues and industry professionals to establish relationships that benefit their students. Meeting with these skilled artists and technicians provide students with contacts while at Palomar, i.e. for internships, and upon graduation, with jobs in their fields of study. The information faculty acquire on these occasions directly influence their curriculum by utilzing it in their courses. Incorporating such material allows for more success in each program's Student Learning Outcome Cycle.** | **7 x $850 = $5950** |
| **d3.** | **Printing** | **n/a** | **1.1, 1.6** | **9** | **The cost of printing has continually increased putting a strain on the department budget. All faculty and department staff have a continuous need to print materials for classroom instruction and for proper record keeping within the college community. As stated above in items C1 and C2, our department has continually runs out of funds to meet this basic need. Our faculty are unable to print the necessary materials at the end of the semester and our students are directly affected by this deficite in funds.** | **$5,000** |
| **d4.** | **Software licensing and fees** | **4** | **1** | **6** | **This money is used to provide software to meet the specific demands of the department Media Lab.** | **$15,000** |
| **d5.** |  |  |  |  |  |  |

| **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.** |  |  |  |  |  |  |
| **e2.** |  |  |  |  |  |  |
| **e3.** |  |  |  |  |  |  |
| **e4.** |  |  |  |  |  |  |
| **e5.** |  |  |  |  |  |  |

**Section II: Classified and administrative (contract) positions requests for academic year 2014-2015**

**Enter requests on lines below. These requests will be used by IPC to develop its annual Staffing Plan priorities.**

| **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 Section II 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.** | **ISA-1 45% position to support Media Studies DBA/CINE teaching lab** | **2** | **3.1** | **1** | **Provides crucial evening hour student support in the Q-9C building production lab/facility. 84 students use the facility from 9am-9pm Monday thru Friday. Only five edit suites are available so the facility must be open 12 hours a day for students to complete their class assignments. This position has been requested for the past seven years.** | **$46,568.93 per yr.** |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |

|  |
| --- |
| **Department Chair: Pat Hahn**  **Please identify faculty and staff who participated in the development of the plan for this department:**  **Pat Hahn, Rita Walther** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**