**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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| **Department: World Languages** | **1/30/2014** | |
| ***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.  PLACE REQUESTS COMMON TO TWO OR MORE DISCIPLINES ON THIS FORM. Provide rationale for requests to get better information. Please note that all resources allocated are for one year only. Categorize resource requests as noted below.** | | |

**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) | **Prioritize these requests**  **(1, 2, 3, etc.)** | **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.** |  |  |  |  |  |  |
| **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) | **Prioritize these requests**  **(1, 2, 3, etc.)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the College’s Strategic Plan.**  **(If this resource is already funded in part or full, name the source and describe why the source is not sufficient for future funding.** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| **b1.** |  |  |  |  |  |  |
| **b2.** |  |  |  |  |  |  |
| **b3.** |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |

| **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) | **Prioritize these requests**  **(1, 2, 3, etc.)** | **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.** |  |  |  |  |  |  |

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| **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) | **Prioritize these requests**  **(1, 2, 3, etc.)** | **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.** | **Travel Funds for faculty to receive training and attend professional conferences, and to present research.** | **Goal #2 and #3** | **1.1, 2.2, and 3.3** | **1** | **The department's goal is for all full-time faculty to attend a professional conference for language teachers in order to receive training on the use of technology in language instruction, to develop our curriculum, and to create opportunities for our students using new methodologies. Last year our department received only $179 in travel funds for 5 faculty to share. One of our faculty will be presenting her research at a conference in Japan. The other faculty will be attending the ACTFL conference for language teachers in Nov 2014.** | **$4,500** |
| **d2.** |  |  |  |  |  |  |
| **d3.** |  |  |  |  |  |  |
| **d4.** |  |  |  |  |  |  |
| **d5.** |  |  |  |  |  |  |

| **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) | **Prioritize these requests**  **(1, 2, 3, etc.)** | **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.** | **Funds for "Conversation Coaches" program** | **Goal #2** | **1.1** | **2** | **This program has been implemented at several colleges and universities with great success. All funds are used to hire our own Palomar students to work on a part-time basis helping other students with conversation practice. Language students as well as the "conversation coaches" benefit from the opportunity to collaborate. Having a part-time job on campus is an effective way of engaging non-traditional student populations. It is even more effective when students are asked to use their cultural and linguistic expertise to help others.**  **We are requesting $25,000 to be used over three semesters: Fall, Spring, and Summer. The funds will be used to pay student salaries as language coaches for a total of 60 hours per week:**  **Spanish 30 hours,**  **French 7 hours,**  **Japanese 7 hours,**  **German 4 hours,**  **Italian 4 hours,**  **Chinese 4 hours,**  **and Arabic 4 hours per week.**  **Approximate cost each semester $10,560 (Fall and Spring) and $3,880 in to offer a smaller program in summer.** | **$25,000** |
| **e2.** |  |  |  |  |  |  |
| **e3.** |  |  |  |  |  |  |
| **e4.** |  |  |  |  |  |  |
| **e5.** |  |  |  |  |  |  |

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

**f. 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) | **Prioritize these requests**  **(1, 2, 3, etc.)** | **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)** |
| --- | --- | --- | --- | --- | --- | --- |
| **f1.** | **Instructional Support Asst. I**  **(100%, 12 month)**    **Position has been vacant since 2002. It was HR position # 5144.** | **Goal #1** | **3.1, 3.2** | **1** | **We are desperate to fill two vacant classified staff positions in our lab. These employees are needed to work directly with students offering instructional support on a daily basis. Without them, we have been relying on student workers who are given access to the lab and work unsupervised throughout the day and into the evening. This is a health and safety issue since students have to work alone; they are assigned a key and alarm code to the lab. The lab today is connected to our department offices. However, in the new Humanities Building the lab is located far away from faculty offices and there is concern for the safety of student workers who are alone in a large lab with very expensive equipment that is in an isolated location on campus.** | **$65,000** |
| **f2.** | **Instructional Support Asst. I**  **(100%, 10 months)**    **Position used to be 100%.**  **In 2005 it was reduced to 45%.**  **Today it is vacant.**  **HR position # 5878.** | **Goal #1** | **3.1, 3.2** | **2** | **We are desperate to fill two vacant classified staff positions in our lab. These employees are needed to work directly with students offering instructional support on a daily basis. Without them, we have been relying on student workers who are given access to the lab and work unsupervised throughout the day and into the evening. This is a health and safety issue since students have to work alone, they are assigned a key and alarm code to the lab. The lab today is connected to our department offices. However, in the new Humanities Building, the lab is located far away from faculty offices, and there is concern for the safety of student workers who are alone in a large lab with very expensive equipment that is in an isolated location on campus.** | **$60,000** |
| **f3.** |  |  |  |  |  |  |
| **f4.** |  |  |  |  |  |  |
| **f5.** |  |  |  |  |  |  |

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| **Department Chair: Kathleen Sheahan**  **Please identify faculty and staff who participated in the development of the plan for this department:**  **Gladys Gómez, Chantal Maher, Carlos Pedroza, Masako Ikenushi, Kathleen Sheahan** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**