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| **Department: Graphic Communications** | **Date 2/4/15** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review.)** | **Add Date   (00/00/0000)** |

**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.  (ACCJC Standard I.B3; AB-1725, 10+1)

**Purpose of Program Review and Planning:**

Program Review and Planning for Years 2 and 3 provides a “check-in” on the Year 1 Comprehensive PRP. The PRP documents the vision and planning for a program or discipline. It also provides information for the development of the College’s Strategic Plan goals and annual objectives, documents overarching themes/issues occurring across academic programs and instruction, identifies the needs for resource allocations, and identifies department needs for developing the annual Staffing Plan update.

[**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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| **List everyone who participated in completing this Program Review and Planning Document.**  **Ken Dodson, Mark Bealo** |

**Resources Requested for Academic Year 2014-2015: 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.**

**STEP I. Resources Requested for FY 2014-15: I**dentify all additional resources you will need to achieve goals, plans and strategies. 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. Resource requests to simply replace budget cuts from previous years will not be considered. Negotiated items should not be included in any resources requested. PLEASE NOTE THAT ALL FUNDING ALLOCATED BY IPC IS ONE-TIME AND MUST BE SPENT WITHIN THE DEFINED TIMELINE. [*Click here for examples of each budget category.*](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

Prioritize within each category and then prioritize across categories in Step II.

**\***Refer to Strategic Plan 2016 Objectives at http://www.palomar.edu/strategicplanning/StrategicPlan2016-Year2.pdf

**Budget category a. Equipment (acct 600010 and 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)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **a1.** | **Student Study and work furniture** | **600010** | **GCIP new goal #1** | **1** | **Other areas of our building (MD) as well as the Humanitites building have this type of student work area furniture. We were not given this when we moved in even though we had asked for it. We have put together an area for students with a mish-mash of used furniture that has been described as ugly and not very attractive for students to see upon entering our department area. We found out that many of the student work area furniture items in the MD and new H building cost around $2,000 per item, so this will likely only get us about 5 pieces of furniture.** | **$10,000** |
| **a2.** |  |  |  |  |  |  |
| **a3.** |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |

**Budget category b. Technology (acct 600010, examples: computers, data projectors, document readers). 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)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **b1.** | **3D Printers** | **600010** | **GCIP 1, 3** | **1** | **This will allow us to incorporate new emerging technology into our curriculum. We have a new course in this technology being offered in Spring 2016. We would not be able to teach the course without this resource. This will also allow other departments to utilize the technology by submitting requests via our student print center.** | **$16,500** |
| **b2.** | **33 4K Ultra HD computer monitors (MD-119)** | **600010** | **GCIP 3, GCMW 1** | **1, 4** | **Allows each student to work on 4K projects and productions. Current computers, storage and cameras used in MD-119 are all capable of utilizing 4k UHD resolution files, but current monitors are not.** | **$19,500** |
| **b3.** | **33 Mac Pro computers** | **600010** | **GCIP 3, GCMW 1** | **1, 3, 4** | **New GC computers always go into the high end lab MD-119 and others push down to less demanding labs. Built to effectively meet the needs of each successive lab over its useful life as software and hardware requirements continue to increase. Not given a Priority Number because computer lab replacement should be part of a district wide plan, not part of the PRP requests.** | **$132,510** |
| **b4.** |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |

**Budget category c. Supplies (acct 400010 and per unit cost is <$500). Enter requests on lines below. Click here for examples of supplies:** [**http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf**](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **c1.** | **Supplies** | **400010** | **GCIP 1, 2, 3 GCMW 1, 2** | **3** | **New equipment and technology have brought about new capabilities and an increase in supplies used during instruction and outputting of student projects, but in categories that cannot be paid for with material fees. Examples such as print supplies for testing new substrates, inks, and materials for development of new student projects, batteries, cables, accessories, adaptors, expander modules, input devices, cases and the like are all needed. The general department budget is insufficient to cover these costs and needs to be augmented by this request. This will also cover the cost of inexpensive drones to learn basics of operating, batteries, replacement propellers, cables, 32 headphones for GC students, new videos /dvds of current issues and trends to comply with curriculum guidelines, and various other items.** | **$12,300** |
| **c2.** |  |  |  |  |  |  |
| **c3.** |  |  |  |  |  |  |
| **c4.** |  |  |  |  |  |  |
| **c5.** |  |  |  |  |  |  |

**Budget category d. Operating Expenses (acct 500010; examples: printing, maintenance agreements, software license) Enter requests on lines below. Click here for examples of operating expense:** [**http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf**](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category**  **)** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already partially funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **d1.** | **Software, maintenance agreements for technology and printing materials** | **500010** | **GCIP 1, 3 GCMW 1, 2, 3** | **1** | **The department must maintain existing software licenses, plugins, expansion packs and maintenance agreements for technology. As Adobe and other software frequently updates, any third party software we utilize in conjunction becomes obsolete. An additional part of these funds will go toward content libraries for student use in compositing and multimedia projects.** | **$9,000** |
| **d2.** |  |  |  |  |  |  |
| **d3.** |  |  |  |  |  |  |
| **d4.** |  |  |  |  |  |  |
| **d5.** |  |  |  |  |  |  |

**Budget category e. Travel Expenses for Faculty (acct 500010: faculty travel only)**

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits if applicable)** |
| --- | --- | --- | --- | --- | --- | --- |
| **e1.** | **Travel funds for trade shows and conferences.** | **500010** | **GCIP 2, 3**  **GCMW 4** | **2, 3** | **Indispensable means of keeping multiple instructors up to date on current technology, trends, industry contacts, and software updates and advancements. Conferences include: National Association of Broadcasters convention (NAB), Digital Signage Expo (DSE), North American Music Merchants tradeshow (NAMM), Consumer Electronics Show (CES), SIGGRAPH, CineGear, Live Display Industries (LDI), Audio Engineering Society (AES), InfoComm, 3D Printer World, GraphExpo, Imprinted Sportswear Show (ISS), Digital Signage Expo (DSE), National Business Media Show (NBM) and Photoshop World.** | **$8,500** |
| **e2.** |  |  |  |  |  |  |
| **e3.** |  |  |  |  |  |  |
| **e4.** |  |  |  |  |  |  |
| **e5.** |  |  |  |  |  |  |

**Budget category f. Short-term hourly (temporary and student worker). Enter requests on lines below.**

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits if applicable)** |
| --- | --- | --- | --- | --- | --- | --- |
| **f1.** | **Student Print Production and Multimedia Lab Assistants** | **230010** | **GCIP 1, 2, 3**  **GCMW 3** | **1, 3** | **Allows students access to open labs to work on projects. It is particularly useful for disabled, ESL, and other students who tend to need more time on projects. (Would be replaced by ISA III if funded - see Step V. Contract Position Requests). Keeps computer labs open for students to work on projects for face to face, hybrid and on-line courses.** | **$11,000** |
| **f2.** |  |  |  |  |  |  |
| **f3.** |  |  |  |  |  |  |
| **f4.** |  |  |  |  |  |  |
| **f5.** |  |  |  |  |  |  |

**STEP II. Prioritize Resource Requests.** Now that you have completed Step I, prioritize all of your resource requests 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 six (6) budget categories, you would end up with 30 prioritized requests**. IPC will not consider requests that are not prioritized.** Note that all funding allocated by IPC is one-time and must be spent within the defined timeline.

| **Priority Number for all Resource Requests in Step I** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, benefits, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **3D Printers** | **600010** | **GCIP 1, 3** | **1** | **This will allow us to incorporate new emerging technology into our curriculum. We have a new course in this technology being offered in Spring 2016. We would not be able to teach the course without this resource. This will also allow other departments to utilize the technology by submitting requests via our student print center.** | **$16,500** |
| **2.** | **Supplies** | **400010** | **GCIP 1, 2, 3 GCMW 1, 2** | **3** | **New equipment and technology have brought about new capabilities and an increase in supplies used during instruction and outputting of student projects, but in categories that cannot be paid for with material fees. Examples such as print supplies for testing new substrates, inks, and materials for development of new student projects, batteries, cables, accessories, adaptors, expander modules, input devices, cases and the like are all needed. The general department budget is insufficient to cover these costs and needs to be augmented by this request. This will also cover the cost of inexpensive drones to learn basics of operating, batteries, replacement propellers, cables, 32 headphones for GC students, new videos /dvds of current issues and trends to comply with curriculum guidelines, and various other items.** | **$12,300** |
| **3.** | **Software, maintenance agreements for technology and printing materials** | **500010** | **GCIP 1, 3 GCMW 1, 2, 3** | **1** | **The department must maintain existing software licenses, plugins, expansion packs and maintenance agreements for technology. As Adobe and other software frequently updates, any third party software we utilize in conjunction becomes obsolete. An additional part of these funds will go toward content libraries for student use in compositing and multimedia projects.** | **$9,000** |
| **4.** | **Student Study and work furniture** | **600010** | **GCIP new goal #1** | **1** | **Other areas of our building (MD) as well as the Humanitites building has this type of student work area furniture. We were not given this when we moved in even though we had asked for it. We have put together an area for students with a mish-mash of used furniture that has been described as ugly and not very attractive for students to see upon entering our department area.** | **$10,000** |
| **5.** | **33 4K Ultra HD computer monitors (MD-119)** | **600010** | **GCIP 3, GCMW 1** | **1, 4** | **Allows each student to work on 4K projects and productions. Current computers, storage and cameras used in MD-119 are all capable of utilizing 4k UHD resolution files, but current monitors are not.** | **$19,500** |
| **6.** | **33 Mac Pro computers** | **600010** | **GCIP 3, GCMW 1** | **1, 3, 4** | **New GC computers always go into the high end lab MD-119 and others push down to less demanding labs. Built to effectively meet the needs of each successive lab over its useful life as software and hardware requirements continue to increase. Not given a Priority Number because computer lab replacement should be part of a district wide plan, not part of the PRP requests.** | **$132,510** |
| **7.** | **Travel funds for trade shows and conferences.** | **500010** | **GCIP 2, 3**  **GCMW 4** | **2, 3** | **Indispensable means of keeping multiple instructors up to date on current technology, trends, industry contacts, and software updates and advancements. Conferences include: National Association of Broadcasters convention (NAB), Digital Signage Expo (DSE), North American Music Merchants tradeshow (NAMM), Consumer Electronics Show (CES), SIGGRAPH, CineGear, Live Display Industries (LDI), Audio Engineering Society (AES), InfoComm, 3D Printer World, GraphExpo, Imprinted Sportswear Show (ISS), Digital Signage Expo (DSE), National Business Media Show (NBM) and Photoshop World.** | **$8,500** |
| **8.** | **Student Print Production and Multimedia Lab Assistants** | **230010** | **GCIP 1, 2, 3**  **GCMW 3** | **1, 3** | **Allows students access to open labs to work on projects. It is particularly useful for disabled, ESL, and other students who tend to need more time on projects. (Would be replaced by ISA III if funded - see Step V. Contract Position Requests)** | **$11,000** |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |
| **11.** |  |  |  |  |  |  |
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| **30.** |  |  |  |  |  |  |

**STEP III. Contract Position Requests.** Prioritize all contract positions you feel are needed to achieve your goals, plans and strategies. Include all requests for Classified, CAST, and Administrator positions that either replace a vacancy due to retirements, resignations, lateral transfers, etc., or any new positions. You may request up to ten (10) positions and they must be prioritized to be considered by IPC. Please note that only these position requests will be prioritized by IPC when developing the annual Staffing Plan for Instruction.   (Do not include faculty positions.)

| **Priority Number for Contract Position Requests** | **Position Title/Category**  **Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide a detailed rationale for the each position. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If position is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Instructional Support Assistant III 100%, 12 months** | **212210** | **GCIP 1, 2, 3**  **GCMW 3** | **1, 3** | **(ranked #1 in IPC Position Priorities 14-15) A critical position to maintain a safe and secure environment and provides direct assistance to and oversees students working in print and multimedia production and computer labs. Ensures regulatory compliance and safety precautions in handeling chemicals are adhered to along with proper use and care of machinery and equipment. Supports SLO course requirements for student projects, safe use of equipment, chemicals and technology. Helps sustain a clean and orderly learning environment in addition to performing maintenance and assisting with repairs. Helps to provide a safe environment to avoid accidents involving chemicals, burns and being crushed, caught, or cut by machinery and equipment. Position would replace student workers if funded. This vital need is growing as a result of recent reductions in temporary and student staffing. The position would satisfy student requests for additional lab time as well as ensure costly equipment and technology remains secure and in proper working order. Also meets priority factors P1, P3 and P4 in the Staffing Plan for Instruction.** | **$82,692.77** |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
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| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**