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| **Discipline: GC  - Multimedia and Web** | **Date 01/21/2015**  |
| **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.****Wade Rollins, Mark Bealo, Ken Dodson, Lillan Payn** |

**STEP I. Evaluation of Program & SLOAC Data.** In this section, examine and analyze updated program data, the results of SLOACs, and other factors that could influence your program/discipline’s plans for the current year. Consider trends and any changes in the data as they relate to this year’s analysis.

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| 1. **Analysis of Program Data. Review and comment on any significant changes or noted concerns since last year’s PRP.**

**(For enrollment, WSCH, & FTEF data, use Fall term data only).** * + 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>).

The GCMW program is currently at a 70.9% census load generating 1,216 WSCH. We are below the requested 85% target fill rate (census load) so are in need of promotional materials to reach out to the students and community. To rectify the situation we have lowered our unit values from 4 to 3 units to make it more affordable for the students. We have also started student exhibitions in addition to career day and the San Diego County fair. We have modified our scheduling to optimize courses offerings over 4 semesters to reach the largest amount of students and become more efficient. Part of the decline can be attributed to students who have entered the workforce after achieving the skills and technical knowledge through out courses and programs. We continue to strive to be relevant to industry and cutting edge in the technology and equipment that we offer students. An additional issue affecting the census load is that our course maximums in several classes are too high. These were increased when the department moved from the GJ building to MD, with most course maximums increasing from 24 to 30 because that is how many computers fit in the classrooms. The need to modify the course maximums is very apparent in the SLOAC analysis. We will be requesting that the Course Maximums Committee consider those courses this semester. |

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| 1. **SLOACs. Using the comprehensive SLOAC reports and faculty discussions as a guide, summarize your planned SLOAC activities for courses and programs for the current academic year. Link to SLOAC resources:** <http://www2.palomar.edu/pages/sloresources/programreview/>

While updating our units for our courses we also reviewed and updated our SLOs and assessments. The SLOACs revealed the following:1) There are severe bottlenecks on certain projects in several courses that would only be alleviated via either lowering course maximums to previous levels or hire the GC Instructional Support Assistant III that is ranked #1 on the IPC Recommended Classified and Administrator Priority Positions for Instruction 2014-2015. This was evident during the assessment of 3 different GCMW courses and 7 different programs. Expensive and technical equipment requires supervision while students are shooting projects. With pressure from administration to move to 85% fill rates or better, there will not be enough time in class for students to finish shooting their group projects. Either class maximums will need to be lowered, or a staff position will need to be granted in order to provide more open lab time for students in the green screen studio. 2) We need to keep current with technology such as 4K production and distribution to prepare our students for the workforce. 3) Additional audio and video input and capture devices are needed so that all of the students can participate. Currently there are only a limited number of devices that students can use so many end up having to wait for someone else to finish before they can work on the projects, lessons and assignments. |

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| 1. **Other Relevant Data and Information.**
2. **Review other data and/or information that you included in last year’s assessment of your program (see Step II.C). (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). Describe other data and/or information that you have considered as part of the assessment of your program. If there is additional information you are using to assess your program this year, also describe that information here.**

Through recent trade shows and industry assessments we have noticed a trend in 3D printing and Drone technology. Drone technology is an area we have found to be rapidly advancing and moving into many segments of industry. We have written a new course including this technology, GCIP 168 Digital Imaging with Drones and plan to dually list it in GCMW. This course is being offered Fall 2015 and will need technology, equipment and supply funds to get started.There is a growing need in industry for screen media (web, mobile device, digital signage, TV, etc.) designers who can incorporate social media and video skills. We are meeting this need by updating, developing and offering classes that are changing with present and future technology. We believe that this medium will fill the employment void that we have seen in web development with rising jobs requiring proficiency designing for mobile and smart devices and screen media.We continue to update and equip our labs with the latest technology to meet industry and student needs.1. **Given this updated 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.**

In our advisory groups it was suggested that we look into handheld devices and applications. We have created new courses that teach the content but the courses have not consistently filled. To rectify this we have begun including some of this information into our existing courses in an effort to increase awareness and interest in the subject matter. |

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| 1. **Labor Market Data. For Career/Technical disciplines only, review and comment on any significant changes or concerns since last year’s PRP. (See Step II.D). This data is 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.)**

Detailed data follows with San Diego estimated current and projected numbers.Occupation Est. - Projected Year Est. Employment Proj. Employment %Multi-Media Artists and Animators 2012 - 2022 1,080 1,470 36.1Graphic Designers 2012 - 2022 2,580 3,120 20.9Web Developers 2012 - 2022 1,950 2,630 34.9 |

**STEP II. Progress on Previous Year’s Goals and Plans** (See ”Step III - Updated Goals and Plans” in your completed 2013-14 PRP at <http://www.palomar.edu/irp/PRPCollection.htm>).

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| **Discuss/Summarize progress on last year’s goals. Include** 1. **the impact on resources allocated and utilized;**
2. **any new developments or concerns that are affecting the program;**
3. **any new goals for the program; and**
4. **other information you would like to share.**

Goal 1: Incorporate 4K Ultra HD technology. We are in the process of improving MD 119 to work with and display 4K multimedia.Goal 2: Creation of content and applications for mobile devices. We have processed a course and have scheduled it to be taught: GCMW 229Goal 3: Complete the technology needs to be able to instruct and demonstrate students in 3D Stereo projects and technical requirements. We have acquired the technology and are moving forward with delivering course content related to this goal; however, we are still in need of a 3D Stereo mirror rig to complete the setup. This is on hold as we wait on industry to see how demand changes for 3D content.Goal 4: Support our faculty with professional development and opportunities to update their industry knowledge, skill sets, and establish relevant contacts with vendors and other educators at trade shows and conferences. We have been attending trade shows and other industry-related conferences, but mostly out-of-pocket, which discourages faculty from bringing their expertise current.  |

**STEP III. Resources Requested for FY 2014-15:** Now that you have completed Steps I and II, Step III requires you to identify all additional resources you will need to achieve goals, plans and strategies for Step II. 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. Requests that support more than one discipline should be included on the “Academic Department Resource Requests” PRP form only. [*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 IV.

\*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.**  | **4K camera protective housing w/ power distribution and attachments** | **600010** | **1, 2** | **1, 3** | **We were able to get one of these for one of the two matching 4K cameras we do have. It provides protection to the delicate equipment, lots of mounting areas for attachments, along with power distribution for external monitors, lens control systems, lights, audio gear, etc.** | **$2,160** |
| **a2.**  | **3D Stereo Mirror Rig** | **600010** | **3** | **1, 3** | **This is the last item we need to complete our Stereo 3D capabilities and bring that technology into our curriculum. It has been an over 3 year process to put all of the pieces together via PRP funding.** | **$6,000** |
| **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.**  | **Dante Audio over IP and Thunderbolt Interface** | **600010** | **2** | **1, 3, 4** | **Both GCMW and the Performing arts building are utilizing Dante audio over IP technology. This request would allow greater collaboration between departments and enhance student learning with modern technology.** | **$6,450** |
| **b2.**  |  |  |  |  |  |  |
| **b3.**  |  |  |  |  |  |  |
| **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.**  | **15 Go Pro cameras** | **400010** | **1, 2** | **1, 4** | **Updating low cost video cameras technology used in beginning level courses to teach P.O.V. (Point of View) technologies and mount on drones. Update mounts and memory cards.**  | **$9,500** |
| **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** | **1, 2, 3** | **1** | **The GCMW discipline must maintain existing software licenses and maintenance agreements for technology. As Adobe and other software frequently updates, any third party software we utilize in conjunction becomes obsolete.** | **$7,000** |
| **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)** |
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| **e1.**  |  |  |  |  |  |  |
| **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.**  |  |  |  |  |  |  |
| **f2.**  |  |  |  |  |  |  |
| **f3.**  |  |  |  |  |  |  |
| **f4.**  |  |  |  |  |  |  |
| **f5.** |  |  |  |  |  |  |

 **STEP IV. Prioritize Resource Requests.** Now that you have completed Step III, 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 III** | **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.**  | **15 Go Pro cameras** | **400010** | **1, 2** | **1, 4** | **Updating low cost video cameras technology used in beginning level courses to teach P.O.V. (Point of View) technologies and mount on drones. Update mounts and memory cards.**  | **$9,500** |
| **2.**  | **Dante Audio over IP and Thunderbolt Interface** | **600010** | **2** | **1, 3, 4** | **Both GCMW and the Performing arts building are utilizing Dante audio over IP technology. This request would allow greater collaboration between departments and enhance student learning with modern technology.** | **$6,450** |
| **3.**  | **Software, maintenance agreements for technology and printing materials** | **500010** | **1, 2, 3** | **1, 3** | **The GCMW discipline must maintain existing software licenses and maintenance agreements for technology. As Adobe and other software frequently updates, any third party software we utilize in conjunction becomes obsolete.** | **$7,000** |
| **4.**  | **4K camera protective housing w/ power distribution and attachments** | **600010** | **1, 2** | **1, 3** | **We were able to get one of these for one of the two matching 4K cameras we do have. It provides protection to the delicate equipment, lots of mounting areas for attachments, along with power distribution for external monitors, lens control systems, lights, audio gear, etc.** | **$2,160** |
| **5.** | **3D Stereo Mirror Rig** | **600010** | **3** | **1, 3** | **This is the last item we need to complete our Stereo 3D capabilities and bring that technology into our curriculum. It has been an over 3 year process to put all of the pieces together via PRP funding.** | **$6,000** |
| **6.** |  |  |  |  |  |  |
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| **30.** |  |  |  |  |  |  |

**STEP V. Contract Position Requests.** Prioritize all contract positions you feel are needed to achieve goals, plans and strategies identified in Step II. 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)** |
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| **1.**  |  |  |  |  |  |  |
| **2.**  |  |  |  |  |  |  |
| **3.**  |  |  |  |  |  |  |
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| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

 **Department Chair/Designee Signature Date**

 **Division Dean Signature Date**