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| **Department: Media Studies** | **Date 02-03-2015** |
| **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.**  **Pat Hahn, Rita Walther** |

**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.

**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**  **(Drop down of options)** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) **(Drop down of options)** | **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.** | **Commercial Capacity Paper Shredder** | **600010** | **1** | **1** | **A commercial duty paper shredder is essential to secure the proper destruction of sensitive documents. With six separate programs we have a lot of paper shredding. Home use shredders are not sufficient to handle the load that our 6 disciplines have. This purchase will allow us to maintain department integrity and trust.** | **$2.000** |
| **a2.** | **Scantron Score** | **600010** | **1** | **1** | **The scantron in Q-8 has reached its life expectancy. This machine is used by all faculty and is a necessary piece of equipment. This is to purchase and not rent.** | **$3.000** |
| **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**  **(Drop down of options)** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) **(Drop down of options)** | **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.** | **32 Mac Media Computer work stations for Non-Linear Editing + 1 Teaching Station for DBA/CINE/**  **JOUR**  **33 x $4500 = $148,500** | **600010** | **4.5** | **1,4,2** | **Since our last PRP 13-14 we have aquired the very nessasary priority Computer Media lab MD 235 for the dept. However we were provided with older technology hand-me-down PC computers. This is a critical need. The current computers are incapable of handling the wide range of software we teach. The current computers are unable to keep up with the demands of current software, audio requirments, and updated software on the near horizon. Because of the problems, instructors have resigned themselves to teaching only what works and are not able to teach all they should be teaching. CINE, DBA, ENTT, and JOUR use this facility.** | **$148,500** |
| **b2.** | **12 Computers capable of running sophisticated video editing software for DBA/CINE**  **12 x $4600 = 55,200** | **600010** | **6** | **1** | **The computers in the 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, Pro Tools, Ross on-air software, and Adobe Premier with their 64 bit operating requirements. Editing is a critical part of our DBA 240 classes which produce the Emmy award winning shows; North County News and Prep Sports Live. The edit suites are also used by the 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 the Film and Video Field Production classes (CINE 125 and 225).** | **$55,200** |
| **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**  **(Drop down of options)** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) **(Drop down of options)** | **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.** | **General Office Supply - markers, pens, paper clips, staples, printer ink, paper supply, batteries, light bulbs)**  **9 x $500 = $4,500** | **400010** | **1** | **1** | **With the pay increase for our short-term employees and a budget amount that did not also increase, it is essential that the department closely guard funds in order to make payroll by the end of the spring semester. This has put a strain on our ability to sufficiently supply basic office needs for our faculty and staff. Preparing Internship packets for the DBA/CINE classes requires a large amount of paper to be used each semester which drains the regular department and discipline supply. There are many incidental items that frequently need replacement and are continually used by CINE/DBA/PHOT/JOUR to maintain the necessary use of various equipment and are essential to these disciplines in maintaining excellence in teaching and allowing students access to functional equipment. These funds will help to ensure that our students can expect excellence from us as we assist their creativity and innovation.** | **$4,500** |
| **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**  **(Drop down of options)** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) **(Drop down of options)** | **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.** | **Printing Expense** | **500010** | **1** | **1.1, 1.6, 2** | **The cost of printing has continually increased putting a strain on the department budget. For example DBA/CINE/JOUR internship/independent contract classes need to print contract packets and forms for each student. In addition, all faculty and department staff have a continuous need to print materials for classroom instruction and for proper record keeping within the college community. Our department has continually run out of funds to meet this basic need.** | **$3,000** |
| **d2.** | **Conference Speaker Honorariums** | **500010** | **1** | **2** | **Media Studies Department hosts Media Days every spring semester. This event brings talented experts in their fields to our campus to share their excitement of their fields and help students get a vision for their own futures. This event has been so successful that it would be a true benefit to students if this could be held in the fall as well. Unfortunately, funding again is a great concern. In order to secure top talent, it is important that we make this worth the time and effort that these individuals spend to encourage our students and our programs.** | **$2,000** |
| **d3.** | **Software Licensing and Fees** | **500010** | **1** | **4** | **This money is used to provide software to meet the specific demands of the department Media Lab, JOUR newsroom, and Q-9 editing lab.** | **$5,000** |
| **d4.** | **Advertising Expense** | **500010** | **1** | **1.1, 1.6, 2** | **We desire to be proactive in our promotion and the advertisement of our programs, degrees and certificates. This means an increase in printing expense for materials to share with area high schools, counselors, and various outreach venues.** | **$4,000** |
| **d5.** |  |  |  |  |  |  |

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

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category**  **(Drop down of options)** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) **(Drop down of options)** | **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.** | **Conferences/**  **Travel (full-time faculty to attend: NAB, BEA, JACC, Film Festivals, Exhibits, Awards Ceremonies)** | **500010** | **5** | **3.3, 3.4** | **It is essential that CINE, COMM, JOUR, PHOT, and DBA faculty**  **(8 total) stay current on technology, trends, industry contacts, and software advancements by attending 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.** | **$4,500** |
| **e2.** | **Instructor Certification Training/workshops** | **500010** | **1** | **1** | **It is essential that our faculty and staff are current in technology and certifications. American Cinema Editor/AVID/Pro-Tools/Motion Picture TV Academy/NATAS/Adobe** | **$3,000** |
| **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**  **(Drop down of options)** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf) **(Drop down of options)** | **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 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.** | **32 Mac Media Computer work stations for Non-Linear Editing + 1 Teaching Station for DBA/CINE/**  **JOUR**  **33 x $4500 = $148,500** | **600010** | **4.5** | **1, 4, 2** | **Since our last PRP 13-14 we have aquired the very nessasary priority Computer Media lab MD 235 for the dept. However we were provided with older technology hand-me-down PC computers. This is a critical need. The current computers are incapable of handling the wide range of software we teach. The current computers are unable to keep up with the demands of current software, audio requirments, and updated software on the near horizon. Because of the problems, instructors have resigned themselves to teaching only what works and are not able to teach all they should be teaching. CINE, DBA, ENTT, and JOUR use this facility.** | **$148,500** |
| **2.** | **12 Computers capable of running sophisticated video editing software for DBA/CINE**  **12 x $4600 = 55,200** | **600010** | **6** | **1** | **The computers in the 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, Pro Tools, Ross on-air software, and Adobe Premier with their 64 bit operating requirements. Editing is a critical part of our DBA 240 classes which produce the Emmy award winning shows; North County News and Prep Sports Live. The edit suites are also used by the 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 the Film and Video Field Production classes (CINE 125 and 225).** | **$55,200** |
| **3.** | **General Office Supply - markers, pens, paper clips, staples, printer ink, paper supply, batteries, light bulbs)**  **9 x $500 = $4,500** | **400010** | **1** | **1** | **With the pay increase for our short-term employees and a budget amount that did not also increase, it is essential that the department closely guard funds in order to make payroll by the end of the spring semester. This has put a strain on our ability to sufficiently supply basic office needs for our faculty and staff. Preparing Internship packets for the DBA/CINE classes requires a large amount of paper to be used each semester which drains the regular department and disicpline supply. There are many incidental items that frequently need replacement and are continually used by CINE/DBA/PHOT/JOUR to maintain the necessary use of various equipment and are essential to these disciplines in maintaining excellence in teaching and allowing students access to functional equipment. These funds will help to ensure that our students can expect excellence from us as we assist their creativity and innovation.** | **$4,500** |
| **4.** | **Printing Expenses** | **500010** | **1** | **1.1, 1.6, 2** | **The cost of printing has continually increased putting a strain on the department budget. For example DBA/CINE/JOUR internship/independent contract classes need to print contract packets and forms for each student. In addition, all faculty and department staff have a continuous need to print materials for classroom instruction and for proper record keeping within the college community. Our department has continually run out of funds to meet this basic need.** | **$3,000** |
| **5.** | **Conference Speaker Honorariums** | **500010** | **1** | **2** | **Media Studies Department hosts Media Days every spring semester. This event brings talented experts in their fields to our campus to share their excitement of their fields and help students get a vision for their own futures. This event has been so successful that it would be a true benefit to students if this could be held in the fall as well. Unfortunately, funding again is a great concern. In order to secure top talent, it is important that we make this worth the time and effort that these individuals spend to encourage our students and our programs.** | **$2,000** |
| **6.** | **Advertising Expense** | **500010** | **1** | **1.1, 6, 2** | **We desire to be proactive in our promotion and the advertisement of our programs, degrees and certificates. This means an increase in printing expense for materials to share with area high schools, counselors, and various outreach venues.** | **$4,000** |
| **7.** | **Software Licensing and Fees** | **500010** | **1** | **4** | **This money is used to provide software to meet the specific demands of the department Media Lab, JOUR newsroom, and Q-9 editing lab.** | **$5,000** |
| **8.** | **Conferences/**  **Travel (full-time faculty to attend: NAB, BEA, JACC, Film Festivals, Exhibits, Awards Ceremonies)** | **500010** | **5** | **3.3, 3.4** | **It is essential that CINE, COMM, JOUR, PHOT, and DBA faculty**  **(8 total) stay current on technology, trends, industry contacts, and software advancements by attending 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.** | **$4,500** |
| **9.** | **Scantron Score** | **600010** | **1** | **1** | **The scantron in Q-8 has reached its life expectancy. This machine is used by all faculty and is a necessary piece of equipment. This is to purchase and not rent.** | **$3,000** |
| **10.** | **Instructor Certification Training/workshops** | **500010** | **1** | **1** | **It is essential that our faculty and staff are current in technology and certifications. American Cinema Editor/AVID/Pro-Tools/Motion Picture TV Academy/NATAS/Adobe.** | **$3,000** |
| **11.** | **Commercial Capacity Paper Shredder** | **600010** | **1** | **1** | **A commercial duty paper shredder is essential to secure the proper destruction of sensitive documents. With six separate programs we have a lot of paper shredding. Home use shredders are not sufficient to handle the load that our 6 disciplines have. This purchase will allow us to maintain department integrity and trust.** | **$2,000** |
| **12.** |  |  |  |  |  |  |
| **13.** |  |  |  |  |  |  |
| **14.** |  |  |  |  |  |  |
| **15.** |  |  |  |  |  |  |
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| **17.** |  |  |  |  |  |  |
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| **21.** |  |  |  |  |  |  |
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| **26.** |  |  |  |  |  |  |
| **27.** |  |  |  |  |  |  |
| **28.** |  |  |  |  |  |  |
| **29.** |  |  |  |  |  |  |
| **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.** | **ISA-1 45% position to support Media Studies DBA/CINE teaching lab** | **212210** | **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. The facility is used extensively for our DBA 240 studnets in the production of theire live evening TV Shows. The shows cannot be produced during day hours because of scheduling conficts with various cable outlets. The temp and student workers used in the past have to be rotated leaving us to find and train new people. Students do not get the support needed in our criticle classes which utilize this facility. This position has been requested for the past seven years.** | **$ 21,216.48** |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**