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| **Discipline: Photography** | **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.**  **Donna Cosentino, Robert Barry, Paul Sittmann** |

**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>).   Photo has seen an upward trend of 34% in enrollment over the past six years. However, the program suffered an 8% decrease in enrollment from the previous fall 2013.  The decrease may have resulted from sections/courses dropped for budget efficiency or from the impact of course repeatability.  Part-time /FTEF is 73.25% . An increase of 1.9 % of the ratio from last year, and 30% of the ratio over the past six fall semesters.  This number continues to rise because of the loss of full-time faculty.  Photo's retention rate increased slightly from last year but reflects a decrease of 4% from previous years. Pass Rates are at 69.4% for fall 2013. This is a decrease of 1.6% from the previous year. We awarded 14 certificates in 13-14. This is a 50% increase in certificates awarded over the past three years. The numbers of degrees awarded is holding the same as the last several years. The recent reformatting the Photo program will bring significant improvements in number of awards granted. |

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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/>   We wrote several new course SLO's for the last academic year and will assess several of them this year. We have written a test question to help us determine assessment in our entry-level class. We are adding additional SLOs to help us better assess our advanced courses.  Our Program SLO assessment proved that our students are able to produce exhibition quality work through participating in juried exhibitions this last academic year. We would like to encourage more students to exhibit their work in our annual gallery showings. We will add more program SLOs to broaden our scope. |

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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.**   We have been updating older courses with new methodology and textbooks. We will be adding a new certificate for alternative and historical processes and have been doing professional development towards this end. More professional development is needed and we will continue to broaden our knowledge base. We have purchased new equipment to teach these historical processeses; however, there is a need to remodel our existing space for safety and capacity before we can continue with this part of our program. Last year it was determined we needed to assess our facility's safety needs and after addressing these concerns with the appropriate experts, we are in the process of implementing necessary safety changes. A remodel of our unused darkroom allowed for a safer environment for print finishing for our students. Outdated computers have not been replaced or upgraded as necessary. This hampers student outcomes in several of our classes.   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.**   Our advisory committee suggested new equipment and software needs in order to be competitive as a Photographic Technology program. We still need to put effort into a web presence but we have been working on creating a social media presence. |

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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.)**   There have been no significant changes since last year or in the last several years. The prediction is for a 12-13% increase by 2018. As the name of our program has changed from 'Photography' to 'Photographic Technology' this may affect next year's outcomes. We have graduated several students who have started their own business or are supplementing their income with photographic services. There are no figures that speak to self employed in our field. Anecdotal evidence from former students shows that several of our former students are creating income based on the training they received in our Program. |

**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.**   a)Progress on last year's goals include completing a safer and more efficient remodeled lab space, which is utilized on a daily basis.  b)We have asked for a remodel of our defunct color lab classroom to make it a safe and efficient space for our Alternative Processes curriculum. It is a space we sorely need as we have the equipment to go forward with the coursework but cannot progress until the space is complete. Aligned with that need is a safe place necessary for chemical mixing, which would be included in the remodel. We would like to move forward with an estimate for the remodel.  c) Goals for our program include going forward with the new Alternative Processes certificate and remodeled space, improving studio, photojournalism and digital areas through new software, equipment and faculty professional development.  d) Retiring and retired professors have created an imbalance in Full-time to Part-time ratio and hiring 2 new faculty is imperative. We are also in need of a laboratory technician for continued safe operation of the facility. |

**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.

**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.)** |
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| **a1.** | **Canon D7**  **Digital Camera Kit**  **2 x $1,850 = $3,700** | **600010** | **2 c** | **1** | **Digital single lens reflex camera kits are required to replace our technologically outdated digital kits. These DSLR kits will help students meet SLO requirements in all phases of digital photography, enabling students to increase skill levels and the technical expertise required to be successful in a highly competitive field. This is Particularly important for Photojournalism students who photograph events for the Telescope newspaper and for course requirements. This kit enables Photojournalism students to accomplish the SLO and trains students for success in a highly competitive market.** | **$3,700** |
| **a2.** | **Digital Camera Kits**  **15 x $670 = $10,050** | **600010** | **2c** | **1** | **DSLR kits for student use. Currently the photo department has a student equipment loan pool of 5 digital cameras, over the past 3 years we have added 3 digital classes which have filled every semester. However our 5 camera are now beat up and are in desperate need of replacement. We have a critical need for at least 15 camera kits to accommodate our enrollment, this will enable all digital photo students to use the new digital technology and achieve current SLO requirements in the new digital age of photography. With new camera kits all our students will not only achieve the SLO but excel in learning the special techniques and skills required to be successful in the ever demanding field of photography. Failure to fund this critical equipment need will negatively impact our digital program leaving students without complete fulfillment of SLO requirements and ill-equipped to be successful in the field.** | **$10,050** |
| **a3.** | **Location Lighting Kit** | **600010** | **2c** | **1** | **A new location lighting kit is required to replace the technologically out dated, worn, and unserviceable unit. The current unit is well over 12 years old, is being patched together and produces less than desirable lighting results. Replacing the unit will provide students with updated technology, advanced lighting technique and most importantly achievable student learning objectives in Portrait, Commercial, and Photojournalism classes enabling students to excel in the competitive market.** | **$2,550** |
| **a4.** | **Chemical Fume Hood** | **600010** | **2b** | **1** | **The photographic chemical fume hood will enable students, faculty and staff to work in a safe chemical mixing environment while mixing and using a variety of photographic alternate process chemicals which are identified by MSDS warnings to have respiratory track, eye, and skin absorption health and safety issues.**  **The fume hood would greatly reduce the chemical contamination of the student learning environment with airborne particulates and fume evaporation limiting exposure. This is a must for safe and responsible oversight of this type of photographic process.** | **$11,000** |
| **a5.** | **Fiber Base Print Dryer**  **2 x $3,365 = $6,730** | **600010** | **2c** | **1** | **Dryer required to replace old and at times non functional equipment, new dryer will support SLO and enable students to dry high quality prints, learn professional skill levels required, and be successful in the photographic field.** | **$6,730** |

**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.)** |
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| **b1.** | **iMacs w/21" screen**  **7 x $2,232 = $15,624** | **600010** | **2c** | **1** | **iMac computers are required to upgrade current computers in the F-25 digital mini lab. It is imperative to stay current with computer technology to enable students to manage their digital photography at high skill levels. The iMac computer is required to replace old and technologically out of date computers in the photo lab. These new computers will enable all digital photography students to manage, create, and refine photographic digital skill levels and be successful in a highly competitive job market. Failure to fund this critical need will negatively impact student enrollment and student learning objectives will not be attained.** | **$15,624** |
| **b2.** | **V800 film scanners**  **4 x $939 = $3,756** | **600010** | **2c** | **1** | **New scanners are required to replace old and worn out equipment that has reached its useful life expectancy. Currently faulty scanner modules generate poor quality, which negatively impact the student’s ability to achieve SLO requirements. Replacing the scanners with appropriate new equipment will enable students to make consistent high quality scans and develop the refined skill level necessary to be competitive in the current photography job market.** | **$3,756** |
| **b3.** | **3880 Epson Digital Printers**  **8 x $1,612 = $12,896** | **600010** | **2c** | **1** | **Epson digital printers are required to replace old and technologically out of date printers saving both maintenance time and repair funds.**  **New printers will enable advanced digital photography students to**  **print at a professional level, refining skill and creative printing**  **techniques supporting the current SLO requirements. Failure to fund this critical need will negatively impact student enrollment and**  **student learning objectives will not be attained.** | **$12,896** |
| **b4.** | **Laser Jet Printer** | **600010** | **2c** | **1** | **Hp laser printer is required to replace the rapidly failing department printer which is no longer repairable and has reached its useful life expectancy. This unit only works intermittently at best and wastes time, money, and toner, jamming up every other print.** | **$750** |
| **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.)** |
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| **c1.** | **Digital Ink**  **100 x $108= $10,800** | **400010** | **2c** | **1** | **Digital ink is a critical component in the digital photographic printing process. To become proficient and excel, students need to develop the technical printing skill set. To become proficient as a digital photographer, students print hundreds of prints in each of their classes. At times, when ink supply is limited, students are unable to reach their objectives in the classroom, thus limiting their student learning which negatively impacts the SLO and the class goals.Providing digital ink will enable students to refine their skills in order to reach and exceed class goals and develop the technical expertise necessary to be digital photographers in today’s job market.** | **$10,800** |
| **c2.** | **Photo Chemistry**  **100 x $130 = $13,000** | **400010** | **2c** | **1** | **Photographic chemistry is a critical component in the photographic art of print-making and the film development process. To become proficient as a photographer and excel, students must develop technical printing skills and film processing expertise. To attain the class SLO requirements students are required to chemically process hundreds of prints and film images. At times when chemical supplies are limited, students are unable to reach class objectives, which negatively impacts the SLO and class goals. Providing photographic chemistry will enable students to refine their skills in order to reach and exceed class goals and develop the technical expertise necessary to be a photographer in today’s highly competitive job market. Failure to fund this critical need adversely impacts the students learning for success expectations** | **$13,000** |
| **c3.** | **Nikon Camera Kits**  **10 x $500 = $5,000** | **400010** | **2c** | **1** | **35mm camera kits are required to replace a rapidly aging student check out pool of cameras that have reached its useful life expectancy. These kits would enable film photo students to excel in the art of conventional silver based photography not only augmenting the SLO but increasing the high skill level required for success in our film classes and the photography job market.** | **$5,000** |
| **c4.** | **Digital Recorders and Readers**  **12 x $155 = $1,860** | **400010** | **2c** | **1** | **Digital recorders and card readers are required by photography students in all digital and photojournalism classes within the photo department. This equipment will replace worn and technologically outdated equipment current being used. New equipment will enable students to develop the technical expertise and experience of real world news reporting in the digital world and achieve SLO and goals for these classes. Failure to fund this small but critical equipment need will negatively impact student success in these classes.** | **$1,860** |
| **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.)** |
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| **d1.** | **Photo Software**  **Licenses** | **500010** | **2c** | **1** | **Photomatix software is required to enable digital photography students to optimize their creative skills. Utilizing this software in conjunction with Photoshop, students will develop the technical and creative expertise to be successful in the highly competitive field of digital photography and achieve SLO class requirements.**  **In the world of Photojournalism all the pros use Photo Mechanic software for inputing metadata, IPTC core, browsing, slideshows, and workflow. Our photojournalism students would benefit greatly by having this software, thus enabling them to work more efficiently and professionally.** | **$8,500** |
| **d2.** | **Equipment Repair/Maintenance** | **500010** | **2c** | **5** | **Equipment repair and maintenance is for digital printers, cameras, film/ paper dryers and photographic equipment. This is required to maintain the high and consistent level of quality equipment performance for students photographic work, support of SLO class requirements, and to enable students to develop skill levels appropriate for advance digital/silver based printing and film/camera applications. Poor equipment maintenance and repair negatively impacts all students learning which inhibits their success in the achievement of the SLO requirements, class goals, and their future career success. Funding will also extend the service life of equipment and save time and money for years to come.** | **$10,000** |
| **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**  **(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.** | **Travel Expense** | **500010** | **1** | **3** | **Faculty need to attend a variety of educational seminars to stay current in our profession.** | **$2,000** |
| **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**  **(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.** | **Temporary Hourly Employees** | **230010** | **2d** | **4** | **Temporary laboratory assistants are required to augment the day and evening photography program operation support, providing a safety over sight for faculty, staff, and students working in the chemical and digital learning environment. Temporary lab assistants provide crucial student support in the laboratory classes and assist instructors in maintaining safe lab conditions and equipment support. Also provides assistance in the daily implementation and management of students’ work flow, safe use and security of equipment, and instructional support for classroom needs (copying, filing, distributing and posting of learning materials and equipment).** | **$12,800** |
| **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.** | **Digital Camera Kits**  **15 x $670 = $10,050** | **600010** | **2c** | **1** | **DSLR kits for student use.Currently the photo department has a student equipment loan pool of 5 digital cameras, over the past 3 years we have added 3 digital classes which have filled every semester. However our 5 camera are now beat up and are in desperate need of replacement. We have a critical need for at least 15 camera kits to accommodate our enrollment, this will enable all digital photo students to use the new digital technology and achieve current SLO requirements in the new digital age of photography. With new camera kits all our students will not only achieve the SLO but excel in learning the special techniques and skills required to be successful in the ever demanding field of photography. Failure to fund this critical equipment need will negatively impact our digital program leaving students without complete fulfillment of SLO requirements and ill-equipped to be successful in the field.** | **$10,050** |
| **2.** | **Digital Ink**  **100 x $108= $10,800** | **400010** | **2c** | **1** | **Digital ink is a critical component in the digital photographic printing process. To become proficient and excel, students need to develop the technical printing skill set. To become proficient as a digital photographer, students print hundreds of prints in each of their classes. At times, when ink supply is limited, students are unable to reach their objectives in the classroom, thus limiting their student learning which negatively impacts the SLO and the class goals.Providing digital ink will enable students to refine their skills in order to reach and exceed class goals and develop the technical expertise necessary to be digital photographers in today’s job market.** | **$10,800** |
| **3.** | **Photo Chemistry**  **100 x $130 = $13,000** | **400010** | **2c** | **1** | **Photographic chemistry is a critical component in the photographic art of print-making and the film development process.To become proficient as a photographer and excel, students must develop technical printing skills and film processing expertise. To attain the class SLO requirements students are required to chemically process hundreds of prints and film images. At times when chemical supplies are limited, students are unable to reach class objectives, which negatively impacts the SLO and class goals. Providing photographic chemistry will enable students to refine their skills in order to reach and exceed class goals and develop the technical expertise necessary to be a photographer in today’s highly competitive job market. Failure to fund this critical need adversely impacts the students learning for success expectations** | **$13,000** |
| **4.** | **Canon D7**  **Digital Camera Kit**  **2 x $1,850 = $3,700** | **600010** | **2c** | **1** | **Digital single lens reflex camera kits are required to replace our technologically outdated digital kits. These DSLR kits will help students meet SLO requirements in all phases of digital photography, enabling students to increase skill levels and the technical expertise required to be successful in a highly competitive field. This is particularly important for Photojournalism students who photograph events for the Telescope newspaper and for course requirements. This kit enables Photojournalism students to accomplish the SLO and trains students for success in a highly competitive market.** | **$3,700** |
| **5.** | **iMacs w/21" screen**  **7 x $2,232 = $15,624** | **600010** | **2c** | **1** | **iMac computers are required to upgrade current computers in the F-25 digital mini lab. It is imperative to stay current with computer technology to enable students to manage their digital photography at high skill levels. The iMac computer is required to replace old and technologically out of date computers in the photo lab. These new computers will enable all digital photography students to manage, create, and refine photographic digital skill levels and be successful in a highly competitive job market. Failure to fund this critical need will negatively impact student enrollment and student learning objectives will not be attained.** | **$15,624** |
| **6.** | **V800 film scanners**  **4 x $939 = $3,756** | **600010** | **2c** | **1** | **New scanners are required to replace old and worn out equipment that has reached its useful life expectancy. Currently faulty scanner modules generate poor quality, which negatively impact the student’s ability to achieve SLO requirements. Replacing the scanners with appropriate new equipment will enable students to make consistent high quality scans and develop the refined skill level necessary to be competitive in the current photography job market.** | **$3,756** |
| **7.** | **3880 Epson Digital Printers**  **8 x $1,612 = $12,896** | **600010** | **2c** | **1** | **Epson digital printers are required to replace old and technologically out of date printers saving both maintenance time and repair funds. New printers will enable advanced digital photography students to print at a professional level, refining skill and creative printing techniques supporting the current SLO requirements. Failure to fund this critical need will negatively impact student enrollment and student learning objectives will not be attained.** | **$12,896** |
| **8.** | **Chemical Fume Hood** | **600010** | **2b** | **1** | **The photographic chemical fume hood will enable students, faculty and staff to work in a safe chemical mixing environment while mixing and using a variety of photographic alternate process chemicals which are identified by MSDS warnings to have respiratory track, eye, and skin absorption health and safety issues.**  **The fume hood would greatly reduce the chemical contamination of the student learning environment with airborne particulates and fume evaporation limiting exposure. This is a must for safe and responsible oversight of this type of photographic process.** | **$11,000** |
| **9.** | **Location Lighting Kit** | **600010** | **2c** | **1** | **A new location lighting kit is required to replace the technologically out dated, worn, and unserviceable unit. The current unit is well over 12 years old, is being patched together and produces less than desirable lighting results. Replacing the unit will provide students with updated technology, advanced lighting technique and most importantly achievable student learning objectives in Portrait, Commercial, and Photojournalism classes enabling students to excel in the competitive market.** | **$2,550** |
| **10.** | **Nikon Camera Kits**  **10 x $500 = $5,000** | **400010** | **2c** | **1** | **35mm camera kits are required to replace a rapidly aging student check out pool of cameras that have reached its useful life expectancy. These kits would enable film photo students to excel in the art of conventional silver based photography not only augmenting the SLO but increasing the high skill level required for success in our film classes and the photography job market.** | **$5,000** |
| **11.** | **Equipment Repair/Maintenance** | **500010** | **2c** | **5** | **Equipment repair and maintenance is for digital printers, cameras, film/ paper dryers and photographic equipment. This is required to maintain the high and consistent level of quality equipment performance for students photographic work, support of SLO class requirements, and to enable students to develop skill levels appropriate for advance digital/silver based printing and film/camera applications. Poor equipment maintenance and repair negatively impacts all students learning which inhibits their success in the achievement of the SLO requirements, class goals, and their future career success. Funding will also extend the service life of equipment and save time and money for years to come.** | **$10,000** |
| **12.** | **Fiber Base Print Dryer**  **2 x $3,365 = $6,730** | **600010** | **2c** | **1** | **Dryer required to replace old and at times non functional equipment, new dryer will support SLO and enable students to dry high quality prints, learn professional skill levels required, and be successful in the photographic field.** | **$6,730** |
| **13.** | **Laser Jet Printer** | **600010** | **2c** | **1** | **Hp laser printer is required to replace the rapidly failing department printer which is no longer repairable and has reached its useful life expectancy. This unit only works intermittently at best and wastes time, money, and toner, jamming up every other print.** | **$750** |
| **14.** | **Digital Recorders and Readers**  **12 x $155 = $1,860** | **400010** | **2c** | **1** | **Digital recorders and card readers are required by photography students in all digital and photojournalism classes within the photo department. This equipment will replace worn and technologically outdated equipment current being used. New equipment will enable students to develop the technical expertise and experience of real world news reporting in the digital world and achieve SLO and goals for these classes. Failure to fund this small but critical equipment need will negatively impact student success in these classes.** | **$1,860** |
| **15.** | **Photo Software**  **License** | **500010** | **2c** | **1** | **Photomatix software is required to enable digital photography students to optimize their creative skills. Utilizing this software in conjunction with Photoshop, students will develop the technical and creative expertise to be successful in the highly competitive field of digital photography and achieve SLO class requirements.**  **In the world of Photojournalism all the pros use Photo Mechanic software for inputing metadata, IPTC core, browsing, slideshows, and workflow. Our photojournalism students would benefit greatly by having this software, thus enabling them to work more efficiently and professionally.** | **$8500** |
| **16.** | **Travel Expense** | **500010** | **1** | **3** | **Faculty need to attend a variety of educational seminars to stay current in our profession.** | **$2,000** |
| **17.** | **Temporary Hourly Employees** | **230010** | **2d** | **4** | **Temporary laboratory assistants are required to augment the day and evening photography program operation support, providing a safety over sight for faculty, staff, and students working in the chemical and digital learning environment. Temporary lab assistants provide crucial student support in the laboratory classes and assist instructors in maintaining safe lab conditions and equipment support. Also provides assistance in the daily implementation and management of students’ work flow, safe use and security of equipment, and instructional support for classroom needs (copying, filing, distributing and posting of learning materials and equipment).** | **$12,800** |
| **18.** |  |  |  |  |  |  |
| **19.** |  |  |  |  |  |  |
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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)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **ISA-4 45%** | **212210** | **2d** | **4** | **This Classified Instructional Support Assistant is a critical need position as this technician oversees the laboratory operations and ensures regulatory compliance and safety by ensuring that all photographic chemistry is mixed, stored and dispensed as per Cal OSHA safety regulations and the Palomar College safety guidelines and procedures. The position interfaces with faculty and staff, providing implementation to support all SLO class requirements for: student work flow, operational safety, use and technical oversight of equipment, chemical processes and procedures, hazmat disposal, security of equipment, and overall operational use of the digital computer labs and photo chemical learning environments. The position supervises, maintains and cleans the learning environment, but also adjusts and repairs equipment, and monitors all safety aspects within the learning environment. The position is a “first responder” and the “go to” person in case of an emergency within the photo facility. Failure to fund this position would place a liability on the Faculty who are neither trained or compensated in photo chemical mixing, storage, dispensing procedures, use of safety equipment, and the myriad of reactionary protocols to be followed in emergency situations such as a chemical spill or noxious gas release within the chemical learning environment. This will create an unsafe learning environment and student learning objectives will be negatively impacted** | **$ 27,750.89** |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
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| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**