|  |  |
| --- | --- |
| **InstSuppt&Other: Palomar College Radio (KKSM)** | **Date 01/30/2015**  |
| **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.

|  |
| --- |
| **List everyone who participated in completing this Program Review and Planning Document.****James Odom - Manager, Educational Television and KKSM Radio Operations****Zeb Navarro - Manager, Radio Station** |

**STEP I. Evaluation of Program & SAO Data.** In this section, examine and analyze your SAO results and how they may impact or influence your unit’s plans for the current year.

|  |
| --- |
| 1. **Summarize your SAO outcome results from last year and your implemented or planned follow-up.**
2. **Summarize your planned SAO assessment activities for the current academic year.**

Radio Operations Training: KKSM staff was consistently successful in assisting the Digital Broadcast Arts program in training students to produce professional radio broadcasting programs. Assessment for the current academic year will continue to be measured by successfully meeting training goals.Radio Station Operation: KKSM staff consistently operated Palomar College's AM radio station to meet the needs of students, follow campus guidelines, FCC regulations, and align itself with the college's mission. Assessment for the current academic year will continue to be measured by successful station operation by students and staff. |

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

|  |
| --- |
| **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.**

 The KKSM budget funds were moved to a new, independent account beginning in FY 2015 and placed under the control of the Manager, Educational Television and KKSM Radio Operations. Previously, funding for KKSM operations was handled from the Media Studies Department budget. With this new budget alignment, actual expenses are being tracked more closely and more realistic budget assessments can be made. The amount that was allocated to start the fiscal year for the KKSM budget was based on what are mostly "hard" expenses (rent, utilities, legal fees, engineering, etc.), leaving very little for unexpected repairs and upgrades, which are common and necessary in a broadcast facility. Lottery funds have helped to overcome that hurdle, so continued support in that regard is vital. Funds allocated through the PRP and Perkins process last year have allowed the badly-needed upgrading of some primary equipment in the on-air studio, the production studios, the transmitter, and the remote broadcast equipment. One critical concern is a needed repair on one of the transmission towers in Oceanside. A support leg on the tower is badly rusted and in need of replacement in order to ensure the integrity of the tower. If the tower was compromised and fell, certain property damage would occur to the surrounding structures and vehicles, with likely injuries to any individuals in the area. These towers are over 50 years old and require on-going maintenance. The costs of this maintenance is not covered in the budget allocation for KKSM, so will need to be addressed in the PRP allocation process. After two years of research and discussions, a hoped-for expansion or move of the facilities at KKSM has not been possible, either fiscally or physically. This has led to more creative approaches to making the most of the space currently occupied by the station. Some space was picked up by removing unneccessary cabinets in the on-air studio and removing old, unused wiring channels. Two facility issues that still need to be addressed are the old carpet and old studio furniture. Both have more than 20 years of use and badly need to be replaced, both for the appearance of the facility and to alleviate possible health concerns. KKSM provides "real world" experience to students in the DBA program. KKSM has a distinguished reputation for training students for a career in broadcasting. The learning environment encourages creativity and experimentation. Faculty and staff provide critique and appropriate feedback to students to help fine tune their on-air presence and personality. KKSM is the only community college radio station in Southern California that is licensed by the FCC to operate on AM radio. The station's staff and students are consistently nominated in award competition for college radio stations, recognizing the excellence of the academic program and the support staff. Specifically, in the past year, a Communicator Award was received in the Best On-Air Personality category and the station and staff received seven nominations in the Intercollegiate Broadcasting System award competition. Goals for the coming year: 1. Maintain strict compliance with FCC rules and guildelines in the operation and maintenance of KKSM. 2. Evaluate the on-air and production workflows more closely, especially in the light of new and changing technologies, replacing equipment and acquiring technology that will enhance both the mission of KKSM and the experience of DBA students who use the facilities as a learning lab.  2. New on-air shift rules were implemented this year, focusing on a more specific training structure to increase the responsibilities of students as they progress through the four DBA-135 lab experiences. As a result of these changes, one goal for the upcoming year is to give students more management experience, specifically in the areas of music programming, marketing, and station management. 3. Develop a station blog as part of the current web site. The blog would allow on-air hosts to contribute comments for interested listeners. 4. A Facebook group has been developed for communication among the staff. There will be a strong emphasis on better use of this resource this year as a way to keep information more current among staff members. |

**STEP III. Resources Requested for FY 2014-15: I**dentify 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.**  | **Transmitter Remote Control System** | **600010** | **1** | **5** | **The current remote site control system at the KKSM transmitter site is over 12 years old and in need of replacment with more current technology. This system allows remote switching between transmitters, system rebooting, remote technical readings, etc. This functionality is required under our FCC license for the remote operation of the transmitter.** | **$2,500** |
| **a2.**  | **Studio console furntiture** | **600010** | **2** | **5** | **The current console furniture in studios A and B is over 20 years old and is beginning to show signs of failure. For instance, the primary console surface is sagging. A new console was purchased with funds allocated in last year's PRP process. Due to the complexity of the installation of the new console, the work is being delayed until new furniture can be acquired. From a cost and logistical standpoint, replacing the furniture at the time of this work is the most efficient approach.** | **$7,000** |
| **a3.**  | **Locker unit** | **600010** | **2** | **1** | **Locker unit would be placed in the lobby area of KKSM and used as storage for student property while they are performing their on-air shifts. Currently, there is no secure space for students to place their personal possesions while they're on the air.** | **$525** |
| **a4.**  | **Portable remote broadcasting system** | **600010** | **2** | **5** | **KKSM must meet the needs of changing technology. Delivery of remote broadcasts over internet and cellular networks is now the standard in the radio broadcast industry. A portable remote broadcasting system designed for cellular and Wi-Fi broadcasting is a necessary equipment addition. The system will promote student learning outcomes by training students on technology used in the radio industry.** | **$9,000** |
| **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.**  |  |  |  |  |  |  |
| **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.**  |  |  |  |  |  |  |
| **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.**  | **Preventative maintenance at KKSM transmitter / tower site** | **500010** | **1** | **5** | **The transmission towers used to broadcast the KKSM signal are aging and in need of preventative maintenance. One tower in particular is showing signs of rusting from the inside out. These repairs are necessary to ensure the continued integrity of the towers. The repairs need to be accomplished order to alleviate any safety concerns for the surrounding physical structures and population.** | **$28,000** |
| **d2.**  | **Carpet replacement in KKSM studios and common areas.** | **500010** | **2** | **5** | **The carpet in these areas is over 20 years old. It is badly worn and dirty. Replacement is needed for both the general appearance of the areas and the health concerns associated with carpet of this age.** | **$8,000** |
| **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** | **Discipline goal addressed by this resource**  | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\***  | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits if applicable)** |
| --- | --- | --- | --- | --- | --- | --- |
| **e1.**  |  |  |  |  |  |  |
| **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.**  | **Preventative maintenance at KKSM transmitter / tower site** | **500010** | **1** | **5** | **The transmission towers used to broadcast the KKSM signal are aging and in need of preventative maintenance. One tower in particular is showing signs of rusting from the inside out. These repairs are necessary to ensure the continued integrity of the towers. The repairs need to be accomplished order to alleviate any safety concerns for the surrounding physical structures and population.** | **$28,000** |
| **2.**  | **Transmitter Remote Control System** | **600010** | **1** | **5** | **The current remote site control system at the KKSM transmitter site is over 12 years old and in need of replacment with more current technology. This system allows remote switching between transmitters, system rebooting, remote technical readings, etc. This functionality is required under our FCC license for the remote operation of the transmitter.** | **$2,500** |
| **3.**  | **Studio console furntiture** | **600010** | **2** | **5** | **The current console furniture in studios A and B is over 20 years old and is beginning to show signs of failure. For instance, the primary console surface is sagging. A new console was purchased with funds allocated in last year's PRP process. Due to the complexity of the installation of the new console, the work is being delayed until new furniture can be acquired. From a cost and logistical standpoint, replacing the furniture at the time of this work is the most efficient approach.** | **$7,000** |
| **4.**  | **Carpet replacement in KKSM studios and common areas.** | **500010** | **2** | **5** | **The carpet in these areas is over 20 years old. It is badly worn and dirty. Replacement is needed for both the general appearance of the areas and the health concerns associated with carpet of this age.** | **$8,000** |
| **5.** | **Portable remote broadcasting system** | **600010** | **2** | **1** | **KKSM must meet the needs of changing technology. Delivery of remote broadcasts over internet and cellular networks is now the standard in the radio broadcast industry. A portable remote broadcasting system designed for cellular and Wi-Fi broadcasting is a necessary equipment addition. The system will promote student learning outcomes by training students on technology used in the radio industry.** | **$9,000** |
| **6.** | **Locker unit** | **600010** | **2** | **5** | **Locker unit would be placed in the lobby area of KKSM and used as storage for student property while they are performing their on-air shifts. Currently, there is no secure space for students to place their personal possesions while they're on the air.** | **$525** |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |
| **11.** |  |  |  |  |  |  |
| **12.** |  |  |  |  |  |  |
| **13.** |  |  |  |  |  |  |
| **14.** |  |  |  |  |  |  |
| **15.** |  |  |  |  |  |  |
| **16.** |  |  |  |  |  |  |
| **17.** |  |  |  |  |  |  |
| **18.** |  |  |  |  |  |  |
| **19.** |  |  |  |  |  |  |
| **20.** |  |  |  |  |  |  |
| **21.** |  |  |  |  |  |  |
| **22.** |  |  |  |  |  |  |
| **23.** |  |  |  |  |  |  |
| **24.** |  |  |  |  |  |  |
| **25.** |  |  |  |  |  |  |
| **26.** |  |  |  |  |  |  |
| **27.** |  |  |  |  |  |  |
| **28.** |  |  |  |  |  |  |
| **29.** |  |  |  |  |  |  |
| **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.**  |  |  |  |  |  |  |
| **2.**  |  |  |  |  |  |  |
| **3.**  |  |  |  |  |  |  |
| **4.**  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

 **Department Chair/Designee Signature Date**

 **Division Dean Signature Date**