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| **Department: American Indian 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.****Patricia Dixon, Department Chair; Seth San Juan, Faculty; Alan Lechusza Aquallo, Faculty; Deborah Dozier, Faculty; Teresa Quainoo, Academic Department Assistant** |

**Resources Requested for Academic Year 2014-2015: Identify the resources needed to achieve the department’s goals and plans.
RESOURCE REQUESTS THAT SUPPORT MORE THAN ONE DISCIPLINE SHOULD BE INCLUDED ON THIS FORM.**

**STEP I. Resources Requested for FY 2014-15: I**dentify all additional resources you will need to achieve goals, plans and strategies. First, identify all resource needs in each budget category. You may have up to five (5) requests per budget category. Provide a meaningful rationale for each request and how it links to your Goals, Plans, and Strategies. Resource requests to simply replace budget cuts from previous years will not be considered. Negotiated items should not be included in any resources requested. PLEASE NOTE THAT ALL FUNDING ALLOCATED BY IPC IS ONE-TIME AND MUST BE SPENT WITHIN THE DEFINED TIMELINE. [*Click here for examples of each budget category.*](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

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

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

**Budget category a. Equipment (acct 600010 and per unit cost is >$500). Enter requests on lines below. Click here for examples of equipment:** [**http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf**](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

| **Priority Number for Resource Requests**  | **Resource Item Requested**  | **Fund Category** | **Discipline goal addressed by this resource**  | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **a1.**  | **HP Laser Jet Pro 500 color MFP M570dn** | **600010** | **1, 2, 4** | **1, 2** | **The multi-purpose machine we currently have is at least 10 years old, malfunctioning, and does not qualify for a service contract. A replacement is necessary in order for our faculty and support staff to be able to scan, print, and copy assignments, syllabi, various teaching and supporting materials; and numerous reports and documents required from our department office by administration.** | **1399** |
| **a2.**  | **Caravan Custom Canopy** | **600010** | **1, 4; 3** | **1, 2** | **A canopy would help us greatly with our outreach efforts. We attend events outside of campus every semester to promote Palomar College and the Department of American Indian Studies. Attending these events increases our visibility in the Native communities and serves as an important function for the campus community.** | **998** |
| **a3.**  |  |  |  |  |  |  |
| **a4.**  |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |

**Budget category b. Technology (acct 600010, examples: computers, data projectors, document readers). Enter requests on lines below. Click here for examples of technology:** [**http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf**](http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf)

| **Priority Number for Resource Requests**  | **Resource Item Requested**  | **Fund Category** | **Discipline goal addressed by this resource**  | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **b1.**  | **5 iPads** | **600010** | **1, 2, 4** | **1, 2** | **The department needs portable computing ability to comply with increased demand to participate and engage more effectively and efficiently in and outside the classroom with students (online and off-campus), outreach and recruitment in tribal communities (whose primary accessibility is via wifi connection), and college business such as meetings and workshops that require simulaneous access to computer and internet-based files, and other critical documents.**  | **3785** |
| **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.**  | **Visual media and printed resources** | **400010** | **2, 3, 4** | **1, 2** | **A significant number of our VHS tapes are either too worn or do not work on the AV equipment in the new MD building and we need updated DVDs in courses such as AIS 100, 102, and 105; AMS 100, and 200, to improve quality of instruction. The potential DVDs selected could relate to a number of SLOs for these, and other classes based on a careful screening of their content for their utility.** **Many of our reference books are outdated and needed in the fields of law, archeology, and research methodology for historical review.****Due to our various fields of study in our disciplines, subscripitions to specialized magazines to maintain our currency.** | **1200** |
| **c2.**  | **Printing paper & office supplies** | **400010** | **1, 2, 3, 4** | **1, 2** | **Our department needs to agressively increase and pursue our outreach and recruitment efforts for students on the various reservations by providing more printed information regarding our certificate program and class offerings. This goal is attainable if more printed materials are available.****Office supplies are used by faculty and office staff to perform essential functions that directly benefit students. Over the past years, our department has struggled to find funds to cover these very basic needs and often has been unable to provide them.****Our current budget is inadequate to meet our departmental needs to support staff, faculty, and students.** | **1000** |
| **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.**  | **Postage and printing costs** | **500010** | **1, 2, 3, 4** | **1, 2** | **Because we have worked hard to stay within our budget, our students have had limited access to adequate information and classroom resources/materials to increase their learning experience.** **Our outreach efforts to our tribal communities have been limited because some of them lack internet access and are dependent upon printed materials. We require increased funds to meet student and tribal community needs.** | **500** |
| **d2.**  | **Guest speakers/ California Indian Day/high school outreach** | **500010** | **1, 4** | **1,2** | **For American Indian scholars'/artists' to enrich the current academic curriculum, such as California Indian Day and the spring American Indian high school outreach. The event(s) are open to the campus and pubic. Honorariums are provided to speakers, performers and scholars. Our events often include refreshments for guests and participants. The additional 500 dollars requested will allow us to provide a major event each semester of the school year.** |  **1500** |
| **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.**  | **Conferences/Workshops/Forums** | **500010** | **1,2,3** | **1,2** | **As an interdisciplinary department dedicated to the fields of American Indian Studies and American Studies it is essential that we participate in conferences to bolster our expertise and currency. Examples are the California Indian Conference, American Indian Studies Association Conference, and the American Studies Association Conference.** | **1500** |
| **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 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.**  | **HP Laser Jet Pro 500 color MFP M570dn** | **600010** | **1,2,4** | **1,2** | **The multi-purpose machine we currently have is at least 10 years old, malfunctioning, and does not qualify for a service contract. A replacement is necessary in order for our faculty and support staff to be able to scan, print, and copy assignments, syllabi, various teaching and supporting materials; and numerous reports and documents required from our department office by administration.** | **1399** |
| **2.**  | **Visual media and printed resources** | **400010** | **2,3,4** | **1,2** | **A significant number of our VHS tapes are either too worn or do not work on the AV equipment in the new MD building and we need updated DVDs in courses such as AIS 100, 102, and 105; AMS 100, and 200, to improve quality of instruction. The potential DVDs selected could relate to a number of SLOs for these, and other classes based on a careful screening of their content for their utility.** **Many of our reference books are outdated and needed in the fields of law, archeology, and research methodology for historical review.****Due to our various fields of study in our disciplines, subscripitions to specialized magazines to maintain our currency.** | **1200** |
| **3.**  | **iPads** | **600010** | **1,2,4** | **1,2** | **The department needs portable computing ability to comply with increased demand to participate and engage more effectively and efficiently in and outside the classroom with students (online and off-campus), outreach and recruitment in tribal communities (whose primary accessibility is via wifi connection), and college business such as meetings and workshops that require simulaneous access to computer and internet-based files, and other critical documents.**  | **3785** |
| **4.**  | **Guest speakers/California Indian Day/high school outreach** | **500010** | **1,2** | **1,2** | **For American Indian scholars'/artists' to enrich the current academic curriculum, such as California Indian Day and the spring American Indian high school outreach. The event(s) are open to the campus and pubic. Honorariums are provided to speakers, performers and scholars. Our events often include refreshments for guests and participants. The additional 500 dollars requested will allow us to provide a major event each semester of the school year.** | **1500** |
| **5.** |  **Conferences/Workshops/Forums**  | **500010** | **1,2,3** | **1,2** | **As an interdisciplinary department dedicated to the fields of American Indian Studies and American Studies it is essential that we participate in conferences to bolster our expertise and currency. Examples are the California Indian Conference, American Indian Studies Association Conference, and the American Studies Association Conference.** | **1500** |
| **6.** | **Printing paper & office supplies** | **400010** | **1,2,3,4** | **1,2** | **Our department needs to agressively increase and pursue our outreach and recruitment efforts for students on the various reservations by providing more printed information regarding our certificate program and class offerings. This goal is attainable if more printed materials are available.****Office supplies are used by faculty and office staff to perform essential functions that directly benefit students. Over the past years, our department has struggled to find funds to cover these very basic needs and often has been unable to provide them.****Our current budget is inadequate to meet our departmental needs to support staff, faculty, and students.** | **1000** |
| **7.** | **Postage and printing costs** | **500010** | **1,2,3,4** | **1,2** | **Because we have worked hard to stay within our budget, our students have had limited access to adequate information and classroom resources/materials to increase their learning experience.** **Our outreach efforts to our tribal communities have been limited because some of them lack internet access and are dependent upon printed materials. We require increased funds to meet student and tribal community needs.** | **500** |
| **8.** | **Caravan Customized Canopy** | **600010** | **1, 4; 3** | **1, 2** | **A canopy would help us greatly with our outreach efforts. We attend events outside of campus every semester to promote Palomar College and the Department of American Indian Studies. Attending these events increases our visibility in the Native communities and serves as an important function for the campus community. It will also help protect our students, faculty, and staff, from exposure to the sun and any other harmful natural elements.** | **998** |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |
| **11.** |  |  |  |  |  |  |
| **12.** |  |  |  |  |  |  |
| **13.** |  |  |  |  |  |  |
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| **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.**  |  |  |  |  |  |  |
| **2.**  |  |  |  |  |  |  |
| **3.**  |  |  |  |  |  |  |
| **4.**  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

 **Department Chair/Designee Signature Date**

 **Division Dean Signature Date**