2009-2010 Instructional Program Review and Planning Supplemental Form

Please complete this form for each priority you identified in the 2008-2009 progress report (review these at http://www.palomar.edu/irp/IPRPSupplementalReport.htm). Please list at the end of this form the faculty and staff who participate in this report. Forward (1) a hard copy to Instructional Services and (2) email a Microsoft Word copy to jdecker@palomar.edu no later than 3/05/2010.

Department BUSINESS ADMINISTRATION	Department Priority # 2	☐ **No funding/resources are being requested**
Program/Discipline: OFFICE INFORMATION SYSTEMS	**Program/Discipline Priority # FOR 2010-2011: 1**	

To establish a priority, use the current Program Review and Planning (PRP) document submitted Spring 2009 (posted at http://www.palomar.edu/irp/IPRPSupplementalReport.htm) for this program or discipline. Identify from Box #2 in the PRP a priority for the upcoming academic year or develop a priority based on the data analysis discussed in Box #2.

*2. Data Analysis (restate or summarize the data analysis from the PRP):

*3.a/b. Describe your goal (priority) based on data analysis from the PRP:

Resources requested: Identify all the resources you are requesting to support the implementation of this priority. These resources would be additional funding needed beyond what is already provided to the discipline through the base resource allocation process.	Describe the resource(s) requested	Cite page(s) that provide rationale for this priority request	Estimated Amount of Funding Requested	New, one-time funding	New, on-going funding
*4.a. Equipment – Per unit cost is ≥$500 (microscopes, table saw, etc.)					
*4.a. Technology (computers, data projectors, document readers, etc.)					
*4.b. Budget for 4000s - Per unit cost is ≤$500 (supplies)					
*4.b. Budget for 5000s – Printing, maintenance agreements, software license, accreditation fees, etc.	**Most current version of MS Office; most current version of Windows operating system; instructional software such as Camtasia, Jing, and Voicethread.**		$5,000		
*4.c. Facilities					
*4.d. Faculty position					
*4.e. Classified staff position (contract)					
*4.e. Classified staff position (hourly)					
			TOTAL $5,000		

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How will you evaluate whether or not you have met your goal/priority with the requested resources?
Student success will be measured by their employment status after completing individual classes, certificates, and/or AA degrees.
Followup studies would be helpful to document this information.

What evidence will you provide to reflect the impact these resources had on student learning?
Stastics gathered from followup studies.

*5. Strategic Plan goal or objective addressed by this priority:	**Course(s) & SLO(s) addressed by this priority:**	**Program(s) and SLO(s) addressed by this priority (program is defined as a certificate, degree, or discipline):**
http://www.palomar.edu/strategicplanning/Strategic%20Plan%202009/Strategic%20Plan%202009_book%20as%20printed.pdf **Basic employer skill requirements include the following: computation skills, computer skills, reading skills, workplace attitudes, and writing skills. - Mission-Palomar College is an educational leader committed to quality learning.We provide our community the knowledge,information, skills, and aesthetic appreciation necessary to live responsibly, effectively, and creatively in an interdependentand changing world. -Provide exemplary teaching and learning environments and experiences to meet student needs through relevant curricula, innovation, partnerships, technology, research, and evaluation. -Provide up-to-date technology and related technical and equipment support for instructional purposes. -Develop a schedule to maintain and replace classroom furniture, equipment, and facilities to best serve students.**	http://www.curricunet.com/Palomar/ **BUS 175 (one example of a number of BUS software course: 1. Students will accurately verbalize spreadsheet terminology and concepts. 2. Students will interpret and apply basic spreadsheet concepts and skills to a variety of business documents utilizing excellent file management and proofreading skills.**	http://www.curricunet.com/Palomar/ **NA at this time**

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6. Reflect on the progress your discipline and/or department is making on defining, implementing, and assessing course, program, GE/Institutional level SLOs. What have been the benefits and what have been the challenges?
For OIS, this is an excellent, ongoing process of evaluating community business needs through Advisory Committee meetings and updating curriculum to help our students be competitive in the job market.   Instructors are active in professional business-related organizations, professional readings, and professional dialog with colleagues throughout San Diego County in the high schools and community colleges as well as Tech-Prep and other campus outreach programs.

Individuals completing this Program Review and Planning Supplemental document:

Name(s):	Signatures:	Date:

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