This is the review your department or program submitted in Spring 2008. For Questions #3 and #4 on this form, please provide a progress or status report on the plans you identified last year. For each item, type your progress report in the right column titled, Progress-2008-09. Also, please list the faculty and staff who participate in this progress report.   Forward (1) a hard copy to Instructional Services for review by IPC and (2) an electronic copy to jdecker@palomar.edu no later than 3/2/2009

Palomar College – Institutional Review and Planning
Instructional Programs

Purpose of Institutional Review and Planning:
The institution assesses progress toward achieving stated goals and makes decisions regarding the improvement of institutional effectiveness in an on-going and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data (ACCJC/WASC, Standard I, B.3.)

Discipline: RTV
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Instructional Discipline Reviewed   **2007-08**

1.   **4-year trend of quantitative data**

	Fall 2004	Fall 2005	Fall 2006	<<Prelim>> Fall 2007	Definitions
Enrollment at Census	402	459	437	446	*Self Explanatory*
Census Enrollment Load* %	58.60%	66.81%	61.03%	68.62%	Enrollment at Census Divided By Sum of Caps (aka "Seats")
WSCH	1,829	2,176	2,099	2,385	Weekly Student Contact Hours
FTES	60.98	72.52	69.97	79.50	One Full-Time Equivalent Student = 30 WSCH
Total FTEF	5.61	6.61	6.28	5.50	Total Full-Time Equivalent Faculty
WSCH/FTEF	326	329	334	434	WSCH Generated per Full-Time Equivalent Faculty Member
Full-time FTEF	2.00	2.00	2.00	2.00	FTEF from Contract Faculty
Hourly FTEF	3.33	4.33	3.60	2.93	FTEF from Hourly Faculty
Overload FTEF	0.28	0.28	0.68	0.57	FTEF from Contract Faculty Overload
Part-Time FTEF	3.61	4.61	4.28	3.50	Hourly FTEF + Overload FTEF
Part-Time/(Total FTEF) %	64.36%	69.75%	68.14%	63.64%	Percent of Total FTEF Taught By Part-Time Faculty
Retention Rate	93.80%	93.75%	92.25%	92.82%	Non-W Grades (A,B,C,CR,D,F,FW,NC) Divided By A,B,C,CR,D,F,FW,NC,W Grades
Success Rate	77.63%	80.32%	72.25%	70.57%	A,B,C,CR Grades Divided By A,B,C,CR,D,F,FW,NC,W Grades
Degrees Awarded	7	3	7	N/A	Total number of Degrees awarded for the Full Academic Year
Certificates Awarded:	4	2	3	N/A	Total number of Certificates awarded for the Full Academic Year
- Under 18 Units	-	-	-	N/A	Total number of Certificates awarded for the Full Academic Year
- 18 or More Units	4	2	3	N/A	Total number of Certificates awarded for the Full Academic Year

The data for Fall 2007 are as of 1/31/2008 and are "preliminary" in nature. Final WSCH, awards, grades, etc. will not be available until Aug/Sep'08.

2007-08 Degrees & Certificates show as "N/A" since Spring'08 awards are obviously unknown at the current point in time.

2.   **Reflect upon and analyze the above 3-year trend data. Briefly discuss overall observations and any areas of concern or noteworthy trends.**

The decrease in enrollment corresponds to the overall campus decrease in enrollment. We continue to attain high student retention.
We opened up more sections and moved to larger classrooms for our RTV 100 course to help increase FTES. We also added two TV News courses.
See prelim fall 2007 numbers to see improvement.

This is the review your department or program submitted in Spring 2008. For Questions #3 and #4 on this form, please provide a progress or status report on the plans you identified last year. For each item, type your progress report in the right column titled, Progress-2008-09. Also, please list the faculty and staff who participate in this progress report. Forward (1) a hard copy to Instructional Services for review by IPC and (2) an electronic copy to jdecker@palomar.edu no later than 3/2/2009

3.   Reflecting on the 3-year trend data, describe/discuss discipline planning related to the following:

PLAN – 2007-08	Progress – 2008-09
a. Curriculum, programs, certificates and degrees (consider changes due to CSU/UC transfer language updates, articulation, workforce and labor market projections, certificate or degree completions, etc.) **Our current curriculum is:** # Radio and Television (RTV) **PROGRAMS OF STUDY AA & Certificates** *Radio and Television* Provides entry-level skills in the field of digital radio and television broadcasting. **A.A. Degree Major or** **Certificate of Achievement** **Program Requirements Units** CINE/RTV 125 Beg Film/Video Field Production 3 CINE/RTV 225 Intermediate Film/Video Field Production 3 ENTT/TA 107 Lighting for Stage and Television 3 ENTT/ RTV 294B or Television Internship/Production RTV 294A Radio Programming Projects 1 ENTT/RTV 120 Digital Television Production 3 ENTT/RTV 130 Radio Production 3 RTV 100 Introduction to Radio and TV 3 RTV 110 Broadcast Writing and Producing 3 RTV 160 Broadcast Advertising 3 RTV 220 or TV Production and Direction RTV 230* Digital Audio with Pro Tools 3 RTV 240 Television News 4 **Electives (Select 6 units, maximum 6 units from RTV 194A,** **194B, 294A, and 294B)** RTV 100L Introduction to Radio and Television Lab. 1 RTV 101 History of Prime-Time TV 3 RTV/ENTT 103 Introduction to Audio-Visual Systems 3 RTV/CINE 115 Creative Writing for TV/Cinema 3 RTV 135 Beginning Radio Station Operations 1,2,3 RTV 136 Advanced Radio Station Operations 1,2,3 RTV 140 Radio News 3 RTV 150 Performance/Acting for Broadcast/Film 3 RTV 170 Introduction to Video Editing 3 RTV 180 Sports Broadcasting 3 RTV 194A Radio Operations 1,2,3	RTV 194B Exp Topics/TV Operations 1,2,3 RTV 230 Digital Audio with Pro Tools 3 RTV 245 Advanced TV News 3 RTV 270 Digital Video Editing 3 RTV 275 Avid Editing for Television and Film 3 RTV 294A Radio Programming Projects 1,2,3 RTV/ENTT 294B Television Internships/Production 1,2,3 TA/ENTT 108 Stagecraft and Scene Design for Theatre and Television 3 **TOTAL UNITS 38** *Digital Video* Digital Video encompasses editing and design in using both digital and analog media. This degree prepares students for employment in the film, video, Internet, and television industries. **A.A. Degree Major or** **Certificate of Achievement** **Program Requirements Units** GCIP/ R GCIP 140 Digital Imaging/PhotoShop I 3 GCMW 165 Digital Video Design 3 GCMW 204 Motion Graphics for Multimedia 3 GCMW 205 Digital Video for Multimedia 3 RTV/CINE 125 Beg Film/Video Field Production 3 RTV 230 Digital Audio with Pro Tools 3 RTV 270 Digital Video Editing 3 RTV 275 Avid Editing for Television and Film 3 **Electives (2 courses minimum required, 6 units total) Units** ARTI 246 Digital 3D Design and Modeling 3 ARTI 247 Digital 3D Design and Animation 3 DT 180 3D Studio Max-Intro to 3D Modeling/Animation 3 GCIP/ R GCIP 152 Desktop Publishing/Illustrator I 3 GCIP 240 Digital Imaging/PhotoShop III 3 GCMW/ R GCMW 101 Multimedia I 3 GCMW 201 Multimedia II 3 GCMW 203 Web Multimedia 3 GCMW 108 Web Motion Graphics I 3 GCMW 208 Web Motion Graphics II 3 RTV 50 Basic Television Acting 1

Digital Video cont.

RTV 110 Broadcast Writing and Producing 3
RTV/ENTT 120 Digital Television Production 3
RTV 150 Performance and Acting for Broadcast and Film 3
RTV 170 Introduction to Video Editing 3
RTV/CINE 225 Intermediate Film and Video Field Production 3
TOTAL UNITS 30
Digital Video A.A. Degree Major or Certificate of Achievement is also listed under Graphic Communications - Multimedia and Web.

Digital Media

Digital Media encompasses digital video editing in both analog and digital media. The certificate prepares students for employment in the film, video, Internet, and television industries. Major growth in this industry is anticipated as Internet and television merge into one medium.
Certificate of Proficient
Program Requirements Units
CINE/RTV 125 or Beg Film/Video Field Production
GCIP/
R GCIP 140 Digital Imaging/Photoshop I 3
GCMW 204 Motion Graphics for Multimedia 3
GCMW 205 Digital Video for Multimedia 3
RTV 270 Computer Video Editing 3
RTV 275 Avid Editing for Television & Film 3
TOTAL UNITS 15
Digital Media Certificate of Achievement is also listed under Graphic Communications - Multimedia and Web.
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Broadcast Journalism

Provides a background in print journalism and broadcast journalism: practical experience in gathering, writing, editing and producing news. This certificate prepares students for employment in the television news industry.
Certificate of PROFICIENCY
Program Requirements Units
JOUR 101 News Writing and Reporting 3
JOUR 105 Newspaper Production 3
RTV/ENTT 120 Digital Television Production 3
RTV 240 Television News 4
RTV 245 Advanced TV News 3
TOTAL UNITS 16

We currently have several of our courses transferable to CSU campus. We however do not have any that transfer t UC Schools. The reason is no UC school offers an RTV degree. We are currently working on articulating with more of our courses with CSU campus' including SDSU

Entertainment Technology

This program will prepare students for employment in the fields of entertainment technologies at entry level. The areas of potential employment include theme parks, casinos, cruise ships, concerts, gallery display and design, event installations, live event technical support, and theatre venues providing non-theatre related events. Basic rigging and production safety will be a component of this program.
Certificate of Achievement*
Program Requirements Units
CSIS 108 Hardware and O.S. Fundamentals 3
ENTT 100 Introduction to Entertainment Technology 1
ENTT/RTV 103 Introduction to Audio-Visual Systems 3
ENTT/TA 105 Introduction to Technical Theatre 2.5
ENTT/TA 107 Lighting for Stage and Television 3
ENTT/TA 112 Entertainment Audio Production 3
ENTT/RTV 130 Radio Production 3
TA 197D Stage Crew Workshop 2
TA 297 or Experimental Topics in Theatre
ENTT/RTV 294B Television Internships/Production 1
Electives (Select 11 units)
ENTT/RTV 294B Television Internships/Production 1,2,3
FASH 126 Fashion Show Presentation 1
FASH 135 Basic Sewing Construction 3
FASH 139 Pattern Making/Fashion Design 3
RTV 100 Introduction to Radio/TV 3
RTV 230 Digital Audio with Pro Tools 3
TA 106 Elementary Stage Costume 3
TA/ENTT 108 Stagecraft and Scene Design for Theatre and TV 3
TA 109 Elementary Stage Make-Up 3
TA 111 Technical Theatre Production .5
TA 170 Computer Aided Drafting for Theatre 3
TA 297 Experimental Topics in Theatre 1-3
WELD 100 Welding I 3
TOTAL UNITS 32.5

We continue to focus on scheduling of the RTV 100 course, our highest enrolled course, to provide the optimum amount of sections at the main campus. We continue to improve our current program offerings and have added new courses, which have increased our ability to provide proper training in the broadcast field and prepare students for 4-year colleges. We are looking into the possibility of adding an advanced TV Sports production course, to meet the needs of a growing body of students that come out of the RTV 180 Radio sports class. We continue to provide and pay attention to a balanced curriculum that incorporates both the analytical study of film with the creative and technical aspects of producing films.	Regarding the UC system, nothing has changed but we continue to investigate ways to have our courses transfer to the UC schools. We are currently working on RTV 120 for articulation to San Diego State University. We are collaborating with them on accepting this course that aligns with TV courses they offer. RtV 103 is a new course, Audio-Visual Basics. It is a hands-on course that prepares students for employment in the industry. It has a strong enrollment since its inception and great interest from our students. We are adding RTV 140, Radio-News, in the Fall of 2009. We have incorporated Prep Sports Live into the RTV 245 Advanced TV News course. This component adds the important element of sports coverage that has been of great interest to students. From our first class, seven students were hired f at KUSI directly because of the experience they gained in this course.
b. Class scheduling (consider enrollment trends, growth, course rotation, comprehensiveness, etc.) We continue to pay attention to meeting the needs of all students by offering a variety of times and days that courses are offered, including single and multiple days/week, and evenings, Last year we made multiple adjustments to our schedule to better accommodate students and reduce the amount of overlap classes. Looking at our numbers we are continuing to grow.	We are still working on this. We have made many changes to avoid overlaps and have succeeded in most areas. It is our hope to solve all scheduling conflicts. A great part of the problem has been room availability. It has been a great help that P-33, the PCTV production studio, has been made more available to our advanced class. We hope to continue this relationship to afford our students the best and most professional production environment. This allows them to work on equipment that is used in the industry, allowing them to be more competitive in the job market.

4.   Discuss/identify the resources necessary to successfully implement the planning described:

PLAN – 2007-08	Progress – 2008-09
a. Equipment/Technology – block grant funds, VTEA, other resources, etc. We have received 3 VETA grants and a block grant in the past 4 years.	We were able to purchase the following equipment that we share with the Cinema program:

We continue to request additional equipment to accommodate the increase in students working in video production. We also request additional equipment to match the growth and changes in TV technology. Because we share with the growing Cinema program equipment needs have risen. **In addition we have added two TV News courses, which require additional cameras. There are not enough cameras for students to use for stories etc. We only have one camera less than two years old.** **Because of FCC mandates and the ability to teach using current equipment we need the following. We need to change to HDTV by Feb. 2009.** **We also need the ability to teach live news. This is essential for students pursuing jobs in the TV News business.** **Current equipment needed:** **V-Brick web based live transmission equipment (13,000)** **5 HD Sony Dvcam 250 (5 x $7000 = $28,000)** **5 tripods (5 x $1000 = $5000)** **5 lav microphones (5 x $500 = $2500)** **2 light kits (2 x $2500 = $5000)** **5 NTSC - HDTV Monitors in edit suites (5 x 2500 = 12,500)** **2 Blue Ray HDTV Burners (2 x 500 = 1000)**	**1 Sony HRV HD Video Camera** **2 Audio-Technica Shotgun Microphones** **2 Bogen fulid head tripods** **4 External Hard drives for Non-linear Editing** **We also received:** **Audio Technica wireless microphone system (Q-1 – production studio)** **Avid software update for Q-9 lab** **External zoom controls for Canon cameras** **Battery operated camera lights** **We are aware of the future of television and the need for High-Definition (HD) equipment. We have met with our Advisory Board of industry professionals and they concur that it will be what is used in the future. With that in mind we continue to need more cameras plus recorders and monitors to record and view television signals in high-definition. It is imperative that our students be trained on this equipment and be knowledgeable of its differences from Standard Definition.** **We continue to share equipment with the Cinema Program, which is beneficial for both programs. However, because of this the equipment gets more use and needs more maintenance and replacement.**
b. Budget – budget development process, one-time funds, grants, etc. **We will continue to apply for VETA Grants and others. Our Instructional Support person is currently enrolled in Grant Writing Workshops.**	
c. Facilities – schedule maintenance needs, additional classrooms/labs due to growth, remodeling, etc. **It has been difficult to find rooms that adequately meet the needs of TV studies. The majority of classrooms are not adequate. The AV Equipment is antiquated. We have computers, which you face backwards to the students, inadequate audio, fold DVD Players that you cannot stop and roll frame by frame. The data projector bulbs are old making it almost impossible to teach color correction. In regards to computers use for PowerPoint you either sit with your back to the students (q-4) or are in a deep hole (P-32) trying to read a small monitor**	**Storage is still a tremendous problem. We need to secure our expensive production equipment and make it accessible at the same time. We have had to share the already tightly-packed editing room with cabinets for storage. This is a very poor solution.** **Classroom teaching facilities are still very inadequate. P-32 is both not available due to scheduling conflicts and has poor technology. It's DVD player is an inexpensive and does not play certain DVDs. The speaker system is extremely poor being scratchy and inaudible at times. It makes analyzing tv programs very difficult. The computer in that classroom is impossible to use for presentations.**

which is set back 4 feet and very difficult to read. The result is delays and fumbling around trying to do things while students look on. The speaker system has sound interference, is scratchy and overall, out-of-date. It is hard to teach a class on AM Vs. FM and frequency response when the system you use is old inadequate. We are in desperate need of space for storage of our production equipment. We have 1 small room used to store very expensive equipment. It was filled to capacity 2 years ago.	In Q-4, the set-up of the computer is wrong, making faculty instruct with their backs to the students. Wires are hanging out, proving a safety hazard and, as in P-32, the DVD player has problems playing particular DVDs.
d. Faculty position(s) – faculty priority process and projected full-time needs for 1 – 3 years We have been with out a FT Radio instructor for three years. While our 2 FT instructors can teach radio this area needs a person who is devoted FT to this area. The station and its labs are running adequately however changes in curriculum, lab equipment, new classes etc are not being done. It is very difficult for the current FT instructors to find time to fill the shoes of the missing instructor. We have had to rely on and hire more adjunct faculty. This difficult as the majority of classes are during the day. We have paid special attention to giving senior adjunct faculty priority in class offerings. As noted in the quantitative data, the percentage of part-time faculty to full-time faculty is high. We will again request an additional full-time faculty position to teach our high-demand Radio introductory and transfer courses and the increased number of production courses. We feel this is especially important to support student success.	We still very much need an additional full-time faculty position but this is not available to us during this difficult fiscal time. Meanwhile, we are trying to recruit new part-time faculty that is often difficult as they are tied to jobs in the industry.
e. Staff position(s) – changes in instructional or support needs due to program growth, new technology, etc. A Multi-media specialist - The program (instructors) have struggled to maintain a website however with limited time and expertise it is poorly maintained. We believe the web is mandatory to promote and encourage students to enroll in our program. We teach video technology however our web site does not live up to the standard. The TV News industry today along with Print journalism has moved to the web. We need a website that can be used to teach students this component. We are also creating a web based TV channel allowing students to learn	We have made great progress on our website. We have included many links to information that will allow students to successfully understand and learn about our program. We are working in conjunction with The Telescope and their website to cross promote. We have had to do this with no resources so faculty and students have volunteered their time to get it up and running. We have begun work on the web-based TV channel but have had to wait to implement it due to budget restrictions. For the same reason we have not been able to hire a multi-media specialist.

real life TV along with learning web based streaming. This is ft position maintaining this. **Duties would include, but are not limited to: creating and maintaining databases of the department video collection (DVDs, VHS, Laserdisc), maintain the department's webpage to include all of the disciplines of Cinema, Journalism, Photography, Radio and Television and assist the program with online courses.** **This full-time position could be shared equally with the Cinema program that has similar needs.**	
f. Other	

5.   Discuss one discipline goal linked to Palomar's Strategic Plan 2009 and how it will support the success of students.

To help with student success, we continue to try and maintain and improve our programs web page that provides students with important information on the program. This page not only includes information directly related to our program, i.e. description of courses offered, course schedules, faculty information, etc., but also progress and information regarding our alumni.

We work with other departments on campus, Graphics, Journalism and the Library, to name a few, to enhance the students' educational environment and provide them with additional staff and faculty to work with.

We continue to establish liaisons with numerous organizations outside the college, i.e. The San Diego Film Commission, the National Association of Television Arts and Sciences, the American Cinema Editors and The Century Club to provide the students with real-world experience.

6.   Student Learning Outcome progress:
   a.   Describe a learning outcome at the course or program level and the assessment used to measure student learning of that outcome.

Students for example in the TV News and Editing courses must produce a variety of productions. They are deadline driven. Completion of those projects and the quality are assessed using a set standard of criteria for such productions. We currently use criteria developed at Arizona State University. In addition to learning technical skills students learn leadership and teamwork working as News Director, Assignment Editor, Managing editor etc.

   b. Discuss a learning outcome that is observable yet difficult to measure.

I cannot think of one. The only difficult area is once a student leaves Palomar we may or may not know if they succeeded at a 4-year school or found employment.

7.   Describe a discipline accomplishment that you want to share with the college community.

For many years, our production students have one numerous awards. In 5 out of the past 5 years, RTV students have won the most respected local award, the Emmy of the National Academy of Television Arts and Sciences for the Pacific Southwest Chapter. But in addition we have

been chosen for the past two years to produce and design the TV and Radio advertising for the Buick Invitational Gold Tournament. We were chosen ahead of all the schools in San Diego along with several L.A. Schools. Students get to see their work broadcast on every TV and Radio station in San Diego. In addition they learn real world skills working with a client such as the Century Club who puts on the tournament.

8. **Are there other resources (including data) that you need to complete your discipline review and planning?**

no

9. **For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.**

Does not apply.

10. **Other comments, recommendations:**

Please identify faculty and staff who participated in the development of the reviewer's planning:

Pat Hahn

Department Chair/Designee Discipline Review and Signature   **Date**

Division Dean Review and Signature   **Date**

Please identify faculty and staff who participated in the development of the reviewer's <u>progress/status report</u> - Input Names Here:

Patrick Hahn, Lisa Faas

Department Chair/Designee Discipline Review and Signature   **Date**

Division Dean Review and Signature   **Date**