

*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](mailto: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.)

**Department: Cooperative Education**

Instructional Discipline Reviewed

2007-08

**1. 3-year trend of quantitative data**

	Fall 2004	Fall 2005	Fall 2006	Definitions
<b>Enrollment at Census</b>	751	634	840	<i>Self Explanatory</i>
<b>Census Enrollment Load %</b>	92.72%	88.67%	94.38%	Enrollment at Census Divided By Sum of Caps (aka "Seats")
<b>WSCH</b>	3,090	2,466	2,993	Weekly Student Contact Hours
<b>FTEs</b>	103.00	82.20	99.77	One Full-Time Equivalent Student = 30 WSCH
<b>Total FTEF</b>	4.90	4.10	5.40	Total Full-Time Equivalent Faculty
<b>WSCH/FTEF</b>	631	601	554	WSCH Generated per Full-Time Equivalent Faculty Member
<b>Full-time FTEF</b>	0.80	0.80	0.80	FTEF from Contract Faculty
<b>Hourly FTEF</b>	3.30	2.70	3.80	FTEF from Hourly Faculty
<b>Overload FTEF</b>	0.80	0.60	0.80	FTEF from Contract Faculty Overload
<b>Part-Time FTEF</b>	4.10	3.30	4.60	Hourly FTEF + Overload FTEF
<b>Part-Time FTEF %</b>	83.67%	80.49%	85.19%	Percent of Total FTEF Taught By Part-Time Faculty
<b>Retention Rate</b>	87.25%	93.52%	95.86%	Non-W Grades (A,B,C,CR,D,F,FW,NC) Divided By A,B,C,CR,D,F,FW,NC,W Grades
<b>Success Rate</b>	73.34%	69.53%	76.91%	A,B,C,CR Grades Divided By A,B,C,CR,D,F,FW,NC,W Grades
<b>Degrees Awarded</b>	-	-	-	Total number of Degrees awarded for the Full Academic Year
<b>Certificates Awarded:</b>	-	-	-	Total number of Certificates awarded for the Full Academic Year
<b>- Under 18 Units</b>	-	-	-	Total number of Certificates awarded for the Full Academic Year
<b>- 18 or More Units</b>	-	-	-	Total number of Certificates awarded for the Full Academic Year

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

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

<b>PLAN – 2007-08</b>	<b>Progress – 2008-09</b>
<p><b>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.)</b></p>	<p>Have met with High Schools in Palomar district to initiate new and to renew existing articulation plans. Paperwork in process for Spring 2009.</p> <p>Topics and CE 105 presently on “back-burner” due to budget constrictions and cutback on adjunct faculty.</p> <p>Spring 2009 enrollment census over Fall 2008 has increased to a plus 20% with maintaining an enrollment load factor of approx. 93%. Have maintained internships enrollments and expect a small increase next year.</p>
<p><b>b. Class scheduling (consider enrollment trends, growth, course rotation, comprehensiveness, etc.)</b></p>	<p>High School cooperative education sections offered have stayed the same and with equal enrollments. No increase this year and none expected due to slow economy and lack of jobs for High School age sector.</p>

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

<b>PLAN – 2007-08</b>	<b>Progress – 2008-09</b>
<b>a. Equipment/Technology – block grant funds, VTEA, other resources, etc.</b>	<b>No equipment needs expected unless a breakdown.</b>
<b>b. Budget – budget development process, one-time funds, grants, etc.</b>	<b>Rollover plus inflation.</b>
<b>c. Facilities – schedule maintenance needs, additional classrooms/labs due to growth, remodeling, etc.</b>	<b>As indicated “No change”.</b>
<b>d. Faculty position(s) – faculty priority process and projected full-time needs for 1 – 3 years</b>	<b>As indicated, no revisions.</b>
<b>e. Staff position(s) – changes in instructional or support needs due to program growth, new technology, etc.</b>	<b>None requested. Just maintain ADA, which is most critical.</b>
<b>f. Other</b>	<b>Same as 2007-2008 request.</b>

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

**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.**

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

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

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

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

**10. Other comments, recommendations:**

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

**Kevin Barrett** \_\_\_\_\_

**Nancy Galli** \_\_\_\_\_

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**Bruce MC Donough**  
**Department Chair/Designee Discipline Review and Signature**

**Feb 6, 2009**  
**Date**

**Division Dean Review and Signature**

**Date**