

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 [PRP Supplemental Report Form](#)). 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 DESIGN	Department Priority # 4C	<input type="checkbox"/> No funding/resources are being requested
Program/Discipline: UPHOLSTERY (Furniture & Automotive)		Program/Discipline Priority # FOR 2010-2011:

To establish a priority, use the current Program Review and Planning (PRP) document submitted Spring 2009 (posted at [PRP Supplemental Report Form](#)) 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.

<p>*2. Data Analysis (restate or summarize the data analysis from the PRP): There has been a significant increase in the number of students enrolled in the Spring 2010 compared to the Fall 2009 session and all my classes are full. Retention has been an issue in both the Spring and Fall sessions (2009/2010) due to our classes being overcrowded and lack of space. We are so crowded on Saturdays that we've temporarily taken over Rm 404 to accommodate all the students.</p>					
<p>*3.a/b. Describe your goal (priority) based on data analysis from the PRP: 3a- (Curriculum, programs, certificates and degrees) - The curriculum in the Upholstery Department has been re-written and updated from the previous ROP's format to Palomar's standards. An Advisory Committee is being set-up that will include some of the individuals involved in the previous ROP program; 3b- (Class Scheduling) - We have worked hard to accommodate student schedules and have made our courses available both in the evenings and on the weekends. Three classes are currently being offered: 1. Upholstery (Mon/Wed eve) 2. Auto Upholstery (Tue/Thurs eve) 3. Upholstery (Saturday- All day). We rotate our courses in different semesters to accommodate our beginner and advanced students needs.</p>					
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
<p>*4.a. Equipment – Per unit cost is ≥\$500 (microscopes, table saw, etc.)</p>	<p>CD Series (Automotive and Furniture) We need to upgrade our video/CD series for the furniture and automotive program. Current videos are from the 1980's. Cost: \$900.00; - Classroom seats (adjustable)- Seats are falling apart and need to be replaced. We currently need 11 seats. Cost: 11x \$45.00/piece= \$495.00; - Industrial High Boiler Steam Machine- We need this for the automotive upholstery class to soften the vinyl and leather which will prevents the materials from ripping and save our department a lot of money in the long run. Leather and vinyl materials are expensive. Cost: \$1800.00; -</p>		<p>\$5,258.34</p>		

*Numbering parallels sections in original Program Review and Planning document
 Program Review and Planning Supplemental 2009-2010 Form Updated with IPC input 1.28.10
 Reviewed by Faculty Senate on 02/01/2010; Reviewed by SPC on 02/02/2010

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	<p>Organizational and Storage Equipment - We are in desperate need of organizational and storage equipment in our classroom. We currently have no where to put our materials and no organizational system. ; - We need the following supplies from the Charnstrom catalog (Attached to my PRP Form): - No# Items (1), Item # M261 (5 Level Cart) - Page 36 Cost: \$679.00; - No# Items (3), Item #1577 BE Totes, Page 39 Cost: 3 units x \$9.98 = \$29.94; - No# of Items (3), Item #1577 GN Totes, Page 39 Cost: 3 units x \$9.98 = \$29.94; - No# of Items (2), Item #89 White Canvas Hamper, Page 17 ; Cost: 3 units x \$274.00= \$548.00; No# of Items (3), Item #1575W, Page 37 Cost: 3 units x \$8.94 =\$26.82; -No# of Items (3), Item #1575BK, Page 37 Cost: 3 units x \$8.94 = \$26.82; - No# of Items(3), Item #1575R, Page 37 Cost: 3 units x \$8.94 = \$26.82; 5. Shelving - We need shelving for storage and to ultimately get our supplies/equipment off the floor. This will in turn free up additional working space for the students. Cost: 8 units x \$87.00 =\$696.00</p>				
<p>*4.a. Technology (computers, data projectors, document readers, etc.)</p>	<p>Printer - We are in great need of a printer for our classroom (\$150.00)</p>		<p>\$150.00</p>		
<p>*4.b. Budget for 4000s - Per unit cost is ≤\$500 (supplies)</p>	<p>N/A</p>				
<p>*4.b. Budget for 5000s – Printing, maintenance agreements, software license, accreditation fees, etc.</p>	<p>Printing, Printer, Accreditation fees, updated software, essential classroom equipment, Oorganizational and storage supplies and new seating; We do not have an existing maintenance agreement. We will need regular maintenance parts for our classroom sewing machines, which is expensive but necessary.</p>		<p>\$10,000.00</p>		
<p>*4.c. Facilities</p>	<p>The state of our classroom facility is inadequate, too small, hazardous and in disrepair. Several of my students have complained about health issues that relate directly to our classroom (Rm #506). Our classes & labs are over-crowded and we've</p>				

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	lost some students due to our inadequate classroom space. We have no organization equipment or shelving systems for our classroom. This could prove to be a serious fire hazard and a safety issue if not corrected. We would like to add Room #505 to our current classroom #506, which would provide us a much bigger space, increase retention and be more practical in the long run. Room 505 has a storage space attached , which we deserately need and would act as a buffer, reducing the amount of noise coming from our classroom. Our classes tend to be loud due to the nature of the class and we've had complaints from several professors about the loud noises emanating from our classroom. Room 505 would solve our space issue because of the attached storage room and additional room (505). It would be easy to make a door that connects Room 505 with Room 506.				
*4.d. Faculty position	N/A				
*4.e. Classified staff position (contract)	N/A				
*4.e. Classified staff position (hourly)	Upholstery Assistant- We need an assistant due to the growth of the program and the increase in the number of students. 15 hours/week x \$20.00		\$15,600.00		
			TOTAL \$31,008. 34		

How will you evaluate whether or not you have met your goal/priority with the requested resources?
 Student success in the program and the increase in students enrolling in the program. This will be due to the increase in working space and the improvement in the quality of our classroom settings.

What evidence will you provide to reflect the impact these resources had on student learning?
 Increased enrollment. The Upholstery program was rolled out in the Fall of 2009 and has been so successful that we ended up filling all of our classes for the Spring of 2010. With improved classroom conditions and a bigger facility, our retention will increase and we won't end up loosing as many students as a result of being overcrowded.

*5. Strategic Plan goal or objective addressed by this priority in Strategic Plan 2013?	Course(s) & SLO(s) addressed by this priority in Curricunet?	Program(s) and SLO(s) addressed by this priority (program is defined as a certificate, degree, or discipline) in Curricunet?
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Yes	Yes	It has been an elective.
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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?
From last semester to this semester all our our classes were full. Students are willing to pay for the class but in order to keep them enrolled, we must increase the size of our classroom and provide adequate working space.

Individuals completing this Program Review and Planning Supplemental document:

Name(s):	Signatures:	Date:
Eric Duvall		3/8/10

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