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| **Discipline: Cabinet & Furniture** | **Date 1-20-2015** |
| **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.**  **2 Full time faculty - Jon K Stone ,Dave Thomsen**  **17 Part time faculty - Bill Brennen, Bill Cox, Bob Jacobson, Brendan Mathews, Chance Coalter, Gary Russell, Greg Wease, Jeff Scott, Jennifer Anderson, Jerry Beaudry, Ken Minasian, Martin Ruch, Paul Dershem, Paul Henry, Phil Stivers, Ross Watkins, Darren O'hare**  **CFT facilities aid- Phil Goettsch** |

**STEP I. Evaluation of Program & SLOAC Data.** In this section, examine and analyze updated program data, the results of SLOACs, and other factors that could influence your program/discipline’s plans for the current year. Consider trends and any changes in the data as they relate to this year’s analysis.

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| 1. **Analysis of Program Data. Review and comment on any significant changes or noted concerns since last year’s PRP.**   **(For enrollment, WSCH, & FTEF data, use Fall term data only).**   * + Enrollment, Enrollment Load, WSCH, and FTEF (<http://www.palomar.edu/irp/PRP_WSCH_FTEF_Load.xlsx>) **(Use Fall term data only).**   + Course Success and Retention rates (<http://www.palomar.edu/irp/PRP_Success_Retention.xlsx>**). Note, this file is very large and there will be a delay both when you open the file and again when you initiate the first search.**   + Degrees and Certificates (<http://www.palomar.edu/irp/PRP_Degrees_Certs.xlsx>).   With regard to Enrollment Load, WSCH, & FTEF It appears that these are the Fall 2013 numbers and do not reflect the most current trends. Our enrollment load is above the school average. Our weekly student contact hours have been tending downard slightly over the past 5 years but remain steady. Our FTEF taught by part timers is 79%. It is appearent tha there is a need for more full time faculty. The last hire was in 2000. Three full time faculty have retired and one more will retire at the end of this semester leaving only one.  Our overall pass rate remains steady at about 82%  Our efforts to increase our completers have been very successful as we had a record number for our department with 44 graduates and at least one from each of our 8 different programs. We hope to sustain this level in the future. |

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| 1. **SLOACs. Using the comprehensive SLOAC reports and faculty discussions as a guide, summarize your planned SLOAC activities for courses and programs for the current academic year. Link to SLOAC resources:** <http://www2.palomar.edu/pages/sloresources/programreview/>   Full-time staff has met formally and informally with part-time staff in order to discuss and evaluate the program and course SLO's and to evaluate assessments and outcomes. Progress has been made in the area of assessments recorded into TracDat. As a department we have once again begun the cycle of creating effective outcomes for specific classes and disciplines that help to achieve outcomes for the program and department. Many new outcomes have recently been written and will be entered into TracDat when possible. |

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| 1. **Other Relevant Data and Information.** 2. **Review other data and/or information that you included in last year’s assessment of your program (see Step II.C). (Examples of other data and factors include, but are not limited to: external accreditation requirements, State and Federal legislation, four-year institution directions, technology, equipment, budget, professional development opportunities). Describe other data and/or information that you have considered as part of the assessment of your program. If there is additional information you are using to assess your program this year, also describe that information here.**   In last year's report implementing CNC machining into our programs was discussed. Our goal was to begin to incorporate CNC machining into simple two-dimensional applications. We are happy to report that we have far surpassed all expectations and the CNC has been incorporated into several classes with very complex three-dimensional machining being performed. We understand that we have just scratched the surface for the potential for CNC machining and we look forward to working with the Drafting department when they establish a CNC degree program.   1. **Given this updated information, how are your current and future students impacted by your program and planning activities? Note: Analysis of data is based on both quantitative (e.g., numbers, rates, estimates, results from classroom surveys) and qualitative (e.g., advisory group minutes, observations, changes in legislation, focus groups, expert opinion) information.**   As noted last year it is clear that our students have benefited most noticably by our curriculm planning and impementaion of our new degree programs. Students understand that they must first gain basic woodworking skills then specialize in one of the degree areas in order to prepare for income making opportunities. Our efforts over the years have produced a record number of competers for CFT at 44 for last year. We hope to reach this number and perhaps more each year.  We have failed to gain new full time faculty members which would make timely SLO impementaion and assesments possible. Lack of enough full time faculty members has also many other negative management and safety impications. |

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| 1. **Labor Market Data. For Career/Technical disciplines only, review and comment on any significant changes or concerns since last year’s PRP. (See Step II.D). This data is be found on the CA Employment Development website at** [**http://www.labormarketinfo.edd.ca.gov/**](http://www.labormarketinfo.edd.ca.gov/)**. Go here and search on Labor Market Information for Educators and Trainers (http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=112). Click on summary data profile on right side of page to search by occupation. (Check other reliable industry or government sources on Labor Market Data websites that support findings and are relevant to Region Ten – San Diego/Imperial Counties. Include job projections and trends that may influence major curriculum revisions.)**   For Calif. when searching "Cabinet" For 2012-2022 the following data applies  Production and Operating Supervisors show a 1% increase w/800 annual openings  Assemblers and Fabricators show a 9% increase w/ 570 annual openings  Carpenters a 29% increase w/ 3970 annual openings  Furniture Finishers an 10% decrease w/20 annual openings  Helpers, Carpenters a 40% ncrease w/110 annual opeings  Team Assemblers a 3.9% increase w/1550 annual openings  When searching "Furniture" the following realted ocupations also apply  Coating, Painting, and Spraying Machine Workers 1.4% increase w/140 annual openings  Commercial and Industrial Designers 10.4% icrease w/170 annual openings  Craft Artists 6.7% increase w/40 annual openings  Designers, All Other 10% increase w/70 annual openings  Molders, Shapers, and Casters 2.6% increase w/140 annual openings  Woodworkers, All Other a0% increase w/80 annual openings  The diverse openings that are relavent continues to support our current diverse program offerings ( 8 different and unique woodworking technologies are currently offered in CFT). For our Musical Instrument Repair program (Guitarmaking ) there are no projections available, however there are still three of the largest guitar manufacturers in the U.S. located within 50 miles of Palomar College which are thiving. They are Fender Guitar, Carvin Guitar and Taylor Gutiar.  Also a quick check on Craiglist jobs searching " cabinet " produced over 40 good oportunites from skilled custom work to cabinet shop management to installation etc. |

**STEP II. Progress on Previous Year’s Goals and Plans** (See ”Step III - Updated Goals and Plans” in your completed 2013-14 PRP at <http://www.palomar.edu/irp/PRPCollection.htm>).

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| **Discuss/Summarize progress on last year’s goals. Include**   1. **the impact on resources allocated and utilized;** 2. **any new developments or concerns that are affecting the program;** 3. **any new goals for the program; and** 4. **other information you would like to share.**   Our #1 goal, as it was last year, is to persue additional full time faculty members.  We have completely failed in this area.  Last year we were at about 80% part time/fulltime ratio with 2 full time faculty members and 24 part timers. This year we have lost many part timers for variuos reasons and remain at 2 full timers. We were 18 on the prioritized list and do not know what criteria put us there. Certainly not the statistics we provided as it appears to us that we should have been in the top ten easily based on what whas asked in the permanat faculty hire form.  With the next cycle to be Fall 2016 (or later) we are in serious trouble as one full time facutly member is retiring this year.  History and the statistics show that 4 is probably the correct number of full timers for ths department.  Students will befifit by having more quality time access to full time faculty for guidance and counseling, better programs, and better facilities etc. Safety and management of the complex factory like setting of the 8 unique and different woodworking programs requires at least 4 full time faculty members. There have been no new hires since 2000 with a total of 4 retiries by the end of this semester.  #2 Goal  Continue to gain graduation completers this years and the years to come.  Continue to nurture good communicatin in all of the classes about the pathway to complete a degree or certificate program. Coach and encourage part time faculty members to to become resources for student counceling.  We were very successful with this goal as we had 44 graduates last year, a record for us and a rate 2 times that of the College when comparing full time equivalent student population.  #3 goal  Continue to work to finish the facilities concerning remodel fixes, including; completion of a functioning finishing room, completion of a storage unit to replace the one which was torn down 3 years ago for the remodel, completion of tools and supply storage cabinets and fixtures in labs and classrooms.  Good news here. Our finishing room is 95% complete and functional and we have continued to build and stock supply and storage cabinetry. A storage unit solution is also in the works. |

**STEP III. Resources Requested for FY 2014-15:** Now that you have completed Steps I and II, Step III requires you to identify all additional resources you will need to achieve goals, plans and strategies for Step II. 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. Requests that support more than one discipline should be included on the “Academic Department Resource Requests” PRP form only. [*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 IV.

\*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.** | **1 small wide belt drum sander** | **block grant** | **3** | **5** | **needed equipment** | **$4000** |
| **a2.** | **4 sharpening grinders** | **block grant** | **4** | **3** | **needed equipment** | **$3000** |
| **a3.** | **laser engraver** | **block grant** | **4** | **3** | **needed equipment** | **$16,000** |
| **a4.** | **3 Jointers 12" wspiral carbide head** | **block grant** | **4** | **4** | **needed equipment** | **$12,000** |
| **a5.** | **1 Panel CNC Machiine** | **block grant** | **3** | **5** | **needed equipment** | **$60,000** |

**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.** | **4 demonstration video cameras3** | **fund 41** | **4** | **2** | **needed in classrooms/labs so that students can view close up on tv monitor or data prjector demonstration given by instructor** | **$800** |
| **b2.** | **4 video microscopes** | **fund41** | **4** | **2** | **check quality of ssrfaces, tool prep. wood prep, finish prep.** | **800** |
| **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.** | **student supplies-sandpaper,dowels screws,hardware, sharpening** | **lottery** | **1** | **10** | **needed on hand for all programs** | **$10,000** |
| **c2.** | **8 portable trim routers** | **lottery** | **1** | **10** | **replace current non working routers (parts are no longer available)** | **$1500** |
| **c3.** | **6 sets sharpening stones** | **lottery** | **1** | **10** | **need severral sets in each shop/classroom** | **$2000** |
| **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.** | **printing -printing maintenance, brochures, schedules** | **lottery** | **1** | **9** | **needed to support each course and each program** | **$5,000** |
| **d2.** | **general machcine maintenance** | **lottery** | **4** | **6** | **needed to support each course and each program** | **20000** |
| **d3.** | **specific maintenance of large planers** | **lottery** | **4** | **7** | **needed to support each course and each program** | **4000** |
| **d4.** | **maintenance of CNC machine** | **lottery** | **4** | **8** | **CNC specialized maintenance** | **2000** |
| **d5.** | **CNC software Rhino** | **lottery** | **4** | **8** | **provide design and program software option for CNC** | **$3000** |

**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.** |  |  |  |  |  |  |
| **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.** | **teacher assistants** | **5000** | **3** | **1** | **Provide safety monitoring in labs** | **$55,000** |
| **f2.** |  |  |  |  |  |  |
| **f3.** |  |  |  |  |  |  |
| **f4.** |  |  |  |  |  |  |
| **f5.** |  |  |  |  |  |  |

**STEP IV. Prioritize Resource Requests.** Now that you have completed Step III, 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 III** | **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.** | **general machcine maintenance** | **lottery** | **4** | **6** | **needed to support each course and program** | **20,000** |
| **2.** | **student supplies-sandpaper,dowels screws,hardware, sharpening** | **lottery** | **1** | **10** | **needed on hand for all programs** | **10,000** |
| **3.** | **teacher assistants** |  | **3** | **1** | **provide safety monitoring in labs** | **55,000** |
| **4.** | **specific maintenance of large planers** | **lottery** | **4** | **7** | **needed to support each course in program** | **4,000** |
| **5.** | **1 small wide belt drum sander** | **block grant** | **3** | **5** | **needed equipment** | **5,000** |
| **6.** | **4 sharpening grinders** | **1 small wide belt drum sander** | **4** | **3** | **needed equipment** | **3,000** |
| **7.** | **CNC software Rhino** | **lottery** | **4** | **8** | **provide design and program software for CNC** | **3,000** |
| **8.** | **8 portable trim routers** | **lottery** | **1** | **10** | **replace current non working routers (parts no longer available)** | **1,500** |
| **9.** | **6 sets sharpening stones** | **lottery** | **1** | **10** | **need several sets in each shop and classroom** | **2,000** |
| **10.** | **maintenance of CNC machine** | **lottery** | **4** | **8** | **CNC specialized maintenance** | **2,000** |
| **11.** | **laser engraver** | **block grant** | **4** | **3** | **needed equipment** | **16,000** |
| **12.** | **4 demonstration video cameras3** | **fund 41** | **4** | **2** | **needed in classrooms/labs so that students can view close up on tv monitor or data prjector demonstration given by instructor** | **800** |
| **13.** | **4 video microscopes** | **fund 41** | **4** | **2** | **check quality of surfaces, tool prep, finish prep** | **800** |
| **14.** | **printing -printing maintenance, brochures, schedules** | **lottery** | **9** | **1** | **needed to support each course and program** | **5,000** |
| **15.** | **3 Jointers 12" wspiral carbide head** | **block grant** | **4** | **4** | **needed equipment** | **12,000** |
| **16.** | **1 panel CNC machine** | **block grant** | **3** | **5** | **needed equipment** | **60,000** |
| **17.** |  |  |  |  |  |  |
| **18.** |  |  |  |  |  |  |
| **19.** |  |  |  |  |  |  |
| **20.** |  |  |  |  |  |  |
| **21.** |  |  |  |  |  |  |
| **22.** |  |  |  |  |  |  |
| **23.** |  |  |  |  |  |  |
| **24.** |  |  |  |  |  |  |
| **25.** |  |  |  |  |  |  |
| **26.** |  |  |  |  |  |  |
| **27.** |  |  |  |  |  |  |
| **28.** |  |  |  |  |  |  |
| **29.** |  |  |  |  |  |  |
| **30.** |  |  |  |  |  |  |

**STEP V. Contract Position Requests.** Prioritize all contract positions you feel are needed to achieve goals, plans and strategies identified in Step II. 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.** | **full time teaching assistant facilites manager** |  |  |  | **replace current retiring position due to SERP** | **$50000** |
| **2.** | **Department Chair position exclusively for CFT** |  | **3** | **1** | **needed to provide adaquate management of department- duties already being performed by full timers in discpline not current chair** | **20% release** |
| **3.** | **1 full time tool room assistant/urban wood assistant** |  | **3** | **2** | **needed to provide adaquate management of department** | **$35000** |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**