**Palomar College – Program Review and Planning**

**Instructional Programs**

**YEAR 1**

**Academic Year** **2012-13**

**Purpose of Program 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.)

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| **Discipline: Dental Assisting** | **08/20/2012** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)** | **Please Add Date (00/00/2012)** |

**STEP I. ANALYSIS**

|  |  |  |  |  |  |  |  |
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|  |  |  |  |  | **<<Prelim>>** | ◄▬ Preliminary Fall 2011 data are as of 1/31/2012 |  |
|  |  | **Fall 2008** | **Fall 2009** | **Fall 2010** | **Fall 2011** | **Definitions** | |
| **Enrollment at Census** | | 336 | 338 | 348 | 345 | *Self Explanatory* | |
| **Census Enrollment Load %** | | 95.18% | 96.85% | 95.08% | 91.76% | Enrollment at Census Divided By Sum of Caps (aka "Seats") | |
| **WSCH** | | 820 | 825 | 848 | 851 | Weekly Student Contact Hours | |
| **FTES** | | 27.32 | 27.50 | 28.27 | 28.38 | One Full-Time Equivalent Student = 30 WSCH | |
| **Total FTEF** | | 2.80 | 2.80 | 2.80 | 2.93 | Total Full-Time Equivalent Faculty | |
| **WSCH/FTEF** | | 293 | 295 | 303 | 290 | WSCH Generated per Full-Time Equivalent Faculty Member | |
| **Full-time FTEF** | | 1.60 | 1.60 | 1.60 | 1.41 | FTEF from Contract Faculty | |
| **Hourly FTEF** | | 0.73 | 0.73 | 0.73 | 1.20 | FTEF from Hourly Faculty | |
| **Overload FTEF** | | 0.47 | 0.47 | 0.47 | 0.33 | FTEF from Contract Faculty Overload | |
| **Part-Time FTEF** | | 1.20 | 1.20 | 1.20 | 1.53 | Hourly FTEF + Overload FTEF | |
| **Part-Time/(Total FTEF) %** | | 42.86% | 42.86% | 42.86% | 52.05% | Percent of Total FTEF Taught By Part-Time Faculty | |
| Student Achievement: **Non Distance Education Courses** | | | |  |  | Those NOT taught via Distance Ed (see below) methods of instruction | |
| **● Retention Rate** | | 100.00% | 98.97% | 97.56% | 89.42% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | 90.91% | 86.08% | 82.44% | 81.25% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| Student Achievement: **Distance Education Courses** | | | |  |  | Those taught via Internet, TV or non line-of-sight interactive methods | |
| **● Retention Rate** | | - | - | - | - | Non-W Eligible Grades (see next line) Divided by All Eligible Grades | |
| **● Success Rate** | | - | - | - | - | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades | |
| **Degrees Awarded** | | 9 | 6 | 5 | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2011-12) | |
| **Certificates Awarded:** | | 25 | 22 | 19 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) | |
| **- Under 18 Units** | | - | - | - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) | |
| **- 18 or More Units** | | 25 | 22 | 19 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2011-12) | |

| **I. A. Reflect upon and provide an analysis of the four years of data above (for a sample analysis see** <http://www.palomar.edu/irp/11PRYear1/sampleforIA.pdf>) |
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| **The numbers above show that that the Dental Assisting Department was over 95% capacity for the past 3 years but dropped to 92% in 2011. Retention rates were 97.5%-100% and success rates are all high as well 82% - 88% until 2011 when they dropped slightly. It appears that the goals set for the program over the past few years have been met, but the department is concerned with the decrease in retention and success rates. Starting fall semester 2013 two prerequisite courses have been added to the curriculum for academic strengthening prior to program enrollment. This measure was implemented to address the rentention rates in the past 2 years.**  **This data does not reflect that there is usually a significant "waitlist" to enter the Dental Assisting Program, so interest in the Program remains consistent . The program is taught by both full-time faculty and part-time faculty. This data does not reflect the total number of students that receive an AA degree, since most of the students pursue this degree after completion of the Registered Dental Assisting Program.** |

| **I. B. Please summarize the findings of Course AND Program SLO assessments conducted by your discipline. (For examples, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **I.B.1 Summarize Course SLO assessment results beginning on the next line.**  **DA 75 Course SLO: Temporary Filling Tooth #19 : After gaining skills learned throughout this course, students will be able to produce a temporary restoration on typodont tooth #19 that is "clinically acceptable"**  **Assessment Method: Outcome is measured by students successfully passing a series of evaluations showing progress in this area of dentistry, resulting in students performance of these skills being deemed clinically acceptable. After the student passes a series of competency exams showing progress with this procedure, a final rubric will be used to deem the restoration clinically acceptable.**  **Criterion: The expected outcome is that ninety percent (90%)of students will be able to produce a temporary restoration that is deemed "clinically acceptable" The data will be collected and results analyzed of the final rubric to see that expected outcomes were met. Outcomes will be discussed at a formal meeting with faculty and course improvement will be made as needed.**  **2/21/2011 The results for measured outcome: after completion of a series of evaluations for placement of a temporary restoration on tooth #19 on a typodont, a total of 26 students were deemed "Clinically Acceptable". This reflects a 100% goal met.**  **I.B.2 Summarize Program SLO assessment results beginning on the next line.**  **Program Outcome: Upon successful completion of this program, the majority of students will be able to pass the California Registered Dental Assistant examination.**  **This goal has been met. On the first attempt at the RDA exam Palomar graduates achieve a pass rate of 88% in 2011, 95% in 2010, 95% pass in 2009, 95% in 2008, 88% in 2007. Graduates attain a 100% pass rate on the second attempt. Both CA state written exams pass rates remain at 100% every year for the past four years, with the exception of only one student that did not pass the Law and Ethics exam in August of 2011 on the first attempt.** |

| **I. C. Reflect upon the SLO assessment findings in Box B above. Discuss overall observations and any areas of concern or noteworthy trends.**  **(For examples of such analysis, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **I.B.1 Please reflect upon the Course SLO findings in Box B (above) beginning on the next line.**  **The department is satistifed that 100% of the students are able to meet this goal, since this is the procedure they will be performing on the state practical exam.**  **I.B.2 And, please reflect upon the Program SLO findings in Box B beginning on the next line.**  **The state examination pass rates are of utmost concern for us, since this is the main goal of our students and faculty. Our pass rates are higher than the state average (79-81%) so the department is satisfied.** |

| **I. D. For Career Technical disciplines only, please provide a brief summary of the labor market outlook. This data can be found at <http://www.labormarketinfo.edd.ca.gov/> Please include job projections and trends that may influence major curriculum revisions.** |
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| **According to EDD statistics, Dental Assisting is listed in the "fastest growing occupations" from 2008-2018 with a job increase of 25.7%. In San Diego county job inceases were up by 24.4% with a median wage of $17.38 per hour. There are job projections of 11,900 jobs in California from 2008-2018. In San Diego county, the job projections were listed at 920.** |

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| **STEP II. PLANNING**  **Reflecting on the 4-year trend data, the SLO assessment results, and the college’s** [**Strategic Plan 2013**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**, describe/discuss the discipline planning related to the following: (For sample reflections, see** <http://www.palomar.edu/irp/11PRYear1/samplesforII.pdf>) |

| **II. A. Curriculum, programs, certificates and degrees (consider changes due to Title 5 or other regulations, CSU/UC transfer language updates, articulation updates, student retention or success rates, workforce and labor market projections, certificate or degree completions, etc.)** |
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| **Statutes that define educational programs for Registered Dental Assisting have changed significantly over the past 2 to 3 years. The department has spent time reviewing and updating curriculum to comply with these new regulations. In addition, the scope of practice for RDA duties has increased and the Dental Practice Act mandates that RDA programs teach the new duties. There was also a mandated supply and equipment requirement that the college agreed to purchase for continued accreditation by the state which has been met. The faculty continue to work towards implementing these new duties while maintaining the program within two semesters.** |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **During the past four years the department has had a "wait list" to enter the Registered Dental Assisting Program. Based on the PRP data the department decided to remove two required courses from the regular class schedule and offer these courses as prerequisites. This decision was intended to enroll better prepared students which will increase student retention and success rates. The department attempted to offer some continuing education classes to meet the needs of the new laws that are required for dental assistants and registered dental assistants but enrollment was lacking due to course awareness. The classes will be offered again in 2012-13.** |

| **II. C. Faculty (Briefly discuss the faculty hiring needs for this discipline. This discussion does not replace the requirement to submit a Rationale Form for Faculty Hiring to IPC.)** |
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| **none at this time** |

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| **STEP III. RESOURCE REQUESTS FOR DISCIPLINE:** |
| **III. A. Describe the resources necessary to successfully implement the planning described above. Provide a detailed rationale for each request by referring to the analyses of data and SLO assessment results in Step I and/or to any other evidence not apparent in the data or SLO Assessment** results.  NOTE: Do **NOT** include Resource Requests that duplicate requests from other disciplines In your department. Place requests common to two or more disciplines on the form: ACADEMIC DEPARTMENT RESOURCE REQUESTS. |

| **a. Equipment (per unit cost is >$500) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | **Prioritize these requests**  **1,2,3, etc.** | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **a1.** | **Milling Unit to create crowns with the Dental CADCAM (Computer Aided Design and Computer Aided manufacturing device and stain in the oven)** | **1** | **goal 6** | **Rationale: Program SLO reflecting this request: "Upon successful completion of this program graduates will be prepared for employment as a dental health care professional". The software and oven were purchased in 2012 but the milling unit was not figured into the quote that came from the vendor. The department was unaware of this at the time.**  **Without the milling unit, the students can not make the crowns. Without the crowns it would be difficult to master the skill or assess proficiency.** | **$13,000** | **no** | **no** |
| **a2.** | **X-ray DXTTR manikin refurbishment** | **3** | **goal 5** | **Course SLO reflecting this request:**  **DA-70 "After gaining skills learned throughout this course, studets will be able to demonstrate the ability to expose one full dental radiographic survey on a "human patient at diagnostically acceptable level, before the skill is perfomed on a human patient" ; students must become competent on a manikin DXTTR before seeing dental patients. Refurbishment is $3000 compared to $7000 for a new one and lasts just as long.** | **2) at $3000 each=**  **$6000** | **on-going** |  |
| **a3.** | **Aluminum head with removable buccal plates (simulation manikin)** | **4** | **goal 5** | **Rationale: Program SLO reflecting this request: "Upon successful completion of this program graduates will be prepared for employment as a dental health care professional". This piece of equipment is utilized in several dental procedures to recreate the conditions under which students will be working in the patient's mouth. The metal heads are part of the manikin. With the addition of three dental treatment rooms in the new HS building, additional maniquins are needed to provide adequate instruction and utilize the new equipment.** | **5 at $343.00=**  **1,715** | **one-time** | **no** |
| **a4.** | **Fletcher Plassein head/face**  **(simulation manikin)** | **5** | **goal 2** | **Rationale: Program SLO reflecting this request: "Upon successful completion of this program graduates will be prepared for employment as a dental health care professional. The addition of three dental treatments rooms in the new HS building, additional manikin faces are needed to provide adequate instruction in all 6 treatment rooms. This piece of equipment is utilized in several dental procedures to recreate the conditions under which students will be working in the patient's mouth.** | **5 at $138.00=**  **$690.00** | **One-time** | **no** |
| **a5.** | **Assorted Orthodontic, Endodontic,**  **Operative Instruments and small equipment such as:**  **(3) Endodontic explorers**  **(3) Endodontic spoons**  **(7) Locking endo pliers**  **(3) Endodontic spreaders**  **(3) Endo Pluggers**  **(1) Vitality scanner 2006 Sybronendo**  **(5) Contouring pliers**  **(6) Anterior end cutters**  **(5) Distal end cutters**  **(12) Posterior band removers**  **(14) Band pusher/scaler**  **(12) Ligature directors**  **(5) Elastic Separator pliers**  **(14) Matheiu Pliers**  **(1) Three prong pliers**  **(5) Cord packing instruments** | **5** | **goal 6** | **Program SLO reflecting this request: "Upon successful completion of this program graduates will be prepared for employment as a dental health care professional".**  **Rationale: The department has some orthodontic and endodontic instruments , but not enough to provide adequate training. Additional instruments are needed to provide orthodontic and endodontic instruments for all students to use. This will ensure that they obtain sufficient opportunity to develop minimum competence in various orthodontic and endodontic procedures (placing and ligating arch wires, placing and removing elastic ties and separators, performing pulp vitality, setting endodontic tray set ups). Students are expected to perform these procedures at the clinical externship and on the job on dental patients.** | **$5491.00** | **One-time** | **no** |

| **b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | **Prioritize these requests**  **1,2,3, etc.** | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **b1.** | **Copier/Fax Machine** | **2** | **goal 5** | **Program SLO reflecting this request: "Upon successful completion of this program graduates will be prepared for employment as a dental health care professional". Rationale:**  **The departments current FAX and copy**  **machines are both very old and no longer function. It is vital for our externship contracts with dental offices/clinics that we have a reliable FAX machine since signatures are needed on the contracts. In addition the department needs the ability to make copies for day to day operations and documentation. A copier/Fax (all-in-one) machine is the most cost effective solution.** | **$299.00** | **1 time** | **no** |
| **b2.** | **Shredder** | **2** | **goal 5** | **The department does not have a shredder. It is imperative that our faculty and staff have the ability to properly dispose confidential documents in a timely manner to protect our students, staff and the college.** | **225.00** | **1 time** | **no** |
| **b3.** |  |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500 supplies) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **c1.** |  |  | |  | |  | |  | |  | |  | |
| **c2.** |  |  | |  | |  | |  | |  | |  | |
| **c3.** |  |  | |  | |  | |  | |  | |  | |
| **c4** |  |  | |  | |  | |  | |  | |  | |
| **c5.** |  |  | |  | |  | |  | |  | |  | |

| **d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** | |
| **d1.** | **install and monitor security alarm** | **2** | | **goal 1** | | **To protect expensive equipment and computers in HS building. The cad/cam machine itself is valued at $150,000. It seems irresponsible that this equipment is not properly protected.** | | **$1192 one time install fee and**  **$28.90 per month thereafter** | | **$1192 one time**  **ongoing monthly fee of $28.90** | | **no** | |
| **d2.** | **STATE of CA dept. of Health Radiation Machine Registration** | **1** | | **goal 1** | | **Program SLO #1 for this request: Upon completion of this program, graduates will be safe and competent dental health care professionals by being in compliance with both California State and Federal regulations and standards.**  **Program**  **Rationale: Radiation Machine Registration increase due to having additional machines in new buildng** | |  | | **$474 every 2 years** | | **no** | |
| **d3.** | **Commission on Dental Accreditation annual fee** | **1** | | **goal 2** | | **Program Goal: To Prepare the dental assisting student with academic knowledge and skill competence to qualify for both the California Registered Dental Assistant Examinations and the Dental Assisting National Board examinations Rationale: Students cannot quaify for the National board without ADA accreditation.** | | **$968** | | **on-going yearly** | | **no** | |
| **d4.** | **Radiation Dectection badges for staff and students** | **2** | | **goal 2** | | **Program SLO #1: Upon completion of this program, graduates will be safe and competent dental health care professionals by being in compliance with both California State and Federal regulations and standards.**  **Program. Rationale: State Law mandates wearing dosemitry badges when exposing radiograhic images and film.** | | **$900** | | **on-going every year** | | **no** | |
| **d5.** | **Continuing Education Permit from the Dental board of CA** | **3** | | **goal 1** | | **Program Goal: To Prepare the dental assisting student with academic knowledge and skill competence to qualify for both the California Registered Dental Assistant Examinations and the Dental Assisting National Board examinations Rationale: Keeping a permit to offer continuning education classes for Registered Dental Assistants is important for the community.** | | **$250 every other year** | | **every other year** | | **no** | |

| **e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **e1.** |  |  | |  | |  | |  | |  | |  | |
| **e2.** |  |  | |  | |  | |  | |  | |  | |
| **e3.** |  |  | |  | |  | |  | |  | |  | |
| **e4.** |  |  | |  | |  | |  | |  | |  | |
| **e5.** |  |  | |  | |  | |  | |  | |  | |

| **f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe Resource Requested** | | **Prioritize these requests**  **1,2,3, etc.** | | **Strategic Plan 2013 Goal/**  **Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **f1.** |  |  | |  | |  | |  | |  | |  | |
| **f2.** |  |  | |  | |  | |  | |  | |  | |
| **f3.** |  |  | |  | |  | |  | |  | |  | |
| **f4.** |  |  | |  | |  | |  | |  | |  | |
| **f5.** |  |  | |  | |  | |  | |  | |  | |

| **III. B. Are there other resources (including data) that you need to complete your discipline review and planning?** |
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| **STEP IV. SHARE YOUR ACCOMPLISHMENTS (AKA Brag, Toot your horn) Please include at least one discipline accomplishment that you’d like to share with the college community.** |
| **The graduates of the Registered Dental Assisting program at Palomar College continue to excell on the California state exams for licensure.**  **Practical Exam 2007 to 2011 average 92% pass rate**  **Written Exam 2010-2011 100% pass rate**  **Law and Ethics Exam 2010-2011 92% pass rate** |

| **STEP V. ACCREDITATION For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.** |
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| **December 2005, no recommendations, 2 commendations for the academic program and community relations, and 1 suggestion, to equalize DA teaching hours to be the same as the other faculty in the MNHS division which has been accomplished. The RDA progam is scheduled for a sit visit in November 2012. The expectation is that the program will continue be accredited by the Commission on Dental Accreditation.** |

| **STEP VI. COMMENTS Other comments, recommendations: (Please use this space for additional comments or recommendations that don’t fit in any category above.)** |
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| **The staffing needs for the Registered Dental Assisting program has now been met with the addition of a full-time Academic Department Assistant.** |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Denise Rudy *Name*** | **Adelina Acevedo *Name*** | ***Name*** |

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| --- | --- | --- |
| ***Name*** | ***Name*** | ***Name*** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**

* **Provide a hard copy to the Division Dean no later than September 14, 2012**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by September 28, 2012**
* **Email an electronic copy to** [**jdecker@palomar.edu**](mailto:jdecker@palomar.edu) **by September 28, 2012**