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| **Discipline: Diesel Mechanic Technology** | **Date 01-30-2015** |
| **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.**  **Sergio H. Hernandez (Program Director / Assoc. Professor)**  **John Villemez (Part time Instructor)**  **John Larios (Part Time Instructor)**  **Advisory Committee:**  **Dennis Lutz Palomar College (Dept. Chair)**  **Dan Ramirez (NC3) National Coalition of Training Centers (Director of Marketing &Development)**  **Gary Kramer Bobcat (District Service Manager)**  **Dennis Sprong Snap On (Account Manager Snap On Industrial)**  **David Dean Hawthorne Caterpillar (Regional Sales Manager)**  **Gary Oswald Mira Mar Bobcat (Shop Foreman)**  **Jim Champany Hawthorne Caterpillar (General Service Manager/Product Support)**  **Steve Nankervis City of Vista (Fleet Maintenance Lead Tech)**  **Andy Sharpton Sun State Equipment (Service Manager)**  **Dave Tauti Sun State Equipment (Store Manager)**  **Jim Burk Sun State Equipment (Customer Account Manager)**  **Miguel Trujillo San Marcos Unified (Fleet Maintenance Manager)**  **Lee Hoffmann Ranesco (Sales Rep)**  **Mike Saavedra Ramona High School (Automotive Instructor)** |

**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>).   The adding of a one day class per week on Fridays has been very successful. All of the major indicators show positive numbers.  Enrollment:  1. Total seats have increased from 160 to 240 a net gain of 80 Total seats.  2.Census load is at 104.2 %.  3. WSCH is Up from 570 to750  4. FTES is 25  5. Total FTEF is 1.67  6.WSCH/FTEF is up from 427 to 450  Retention:  Over all retention is up from 95% to 97%  Pass rates: Overall pass rates are up from 72.1% to 82.7%  Certificates awarded. staying at 4  Degrees: 1 AS |

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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/>   All SLO’s for courses and program are in place and in the review cycle. |

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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.**   A comparison of data from 2012-2013 through 2013-2014 increases in all areas. Most importantly, our student head count has doubled. Our Census load has increased. Our WSCH shows 450. Under our current facilities and workstation limitations, it will be difficult to achieve the desired 525.  Yes, even more growth is possible with more resources and staffing.   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.**   A. The diesel program does not have adequate storage facilities. This is a vital need because our equipment has a high dollar value. Because we constantly have to move equipment, it gets damaged. (The plans for storage facilities are at DSA for final approval).  B. The District needs a dedicated, informed and interested counselor for Career Technical Education. Too many students get wrong or no information about CTE programs.  C. Although we have a new facility, we don't have enough space to accommodate our program needs. We also need better security in our area such as:  1. Better lighting for the north side of the ITC building and adjacent areas at night to discourage intruders.  2. The north side entrance gate for the ITC building should close automatically every time its opened. This will ensure that vehcles stop and enter slowly into the shop areas deminishing the danger to padestrians.  3. The north side gate should also have a security key pad to limit the entrance of vehicles and pedestrian traffic. |

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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.)**   State of California EDD  Year Period Hourly Mean 25th Percentile Median 75th Percentile  2014 1st Qtr $24.23 $18.85 $23.86 $29.31  State of California (Out look/ Demand)  Estimated Year-Projected Year Employment Employment Change Annual Avg Openings  Estimated Projected Number Percent  2012 - 2022 21,700 24,600 2,900 13.4 760  WWW.careerzone.org  In 2013, the average annual wage in California was $49,390 with most people making between $30,770 and $70,970  Outlook:  1.53% avg. annual growth  During 2010, this occupation employed approximately 19,000 people in California. It is projected that there will be 21,900 employed in 2020. This occupation will have about 290 openings due to growth and about 410 replacement openings for approximately 700 total annual openings. |

**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.**   We are on track with our goal towards NATEF certification.Most of the tooling that was needed has been procured.  Inadequate facilities and resources will hamper the future growth of the program. |

**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.** | **Misc. tools needed for NATEF cerification.** |  | **1** | **1.6 & 1.8** | **These tools are required for NATEF certification** | **$ 5,000** |
| **a2.** | **Hydraulic Trainer** |  | **2** | **1.6 & 1.8** | **DMT 135 Basic Hydraulics need to address SLO** | **$60,000** |
| **a3.** | **CNG engine trainer** |  | **3** | **1.6 & 1.8** | **Address recommendation of the advisory board** | **$75,000** |
| **a4.** | **Replace old Transmission & Driveline**  **Training equipment** |  | **4** | **1.6 & 1.8** | **All of this equipment is very old and out dated.** | **$30,000** |
| **a5.** |  |  |  |  |  |  |

**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.** |  |  |  |  |  |  |
| **b2.** |  |  |  |  |  |  |
| **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.** | **Supplies** |  | **1** | **1.6 & 1.8** | **General Shop supplies** | **$ 6,000** |
| **c2.** |  |  |  |  |  |  |
| **c3.** |  |  |  |  |  |  |
| **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.** | **Maint. Agreement** |  | **1** | **1.6 & 1.8** | **Building Crane inspections and Maintenance (2 each)** | **$ 2,500** |
| **d2.** | **Maint. Agreement** |  | **2** | **1.6 & 1.8** | **Air Compressor inspections and Maintenance (2 each) X $ 4,500** | **$ 9,000** |
| **d3.** | **Maint. Agreement** |  | **3** | **1.6 & 1.8** | **Air Compressor inspecions and Maintenance Welding & Drafting (2 each) X $ 1,500** | **$ 3,000** |
| **d4.** | **Software Subscription renewals** |  | **4** | **1.6 & 1.8** | **Cummins, Detroit Diesel, etc.** | **$ 6,000** |
| **d5.** |  |  |  |  |  |  |

**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.** | **Short term hourly workers** |  | **1** | **1.6 & 1.8** | **Need help to maintain lab safe for students** | **$ 8,000** |
| **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.** | **Maint. Agreement** |  | **d1** |  | **Building Crane inspections and Maintenance (2 each)** | **$ 2,500** |
| **2.** | **Maint. Agreement** |  | **d2** |  | **Air Compressor inspections and Maintenance (2 each) X $ 4,500** | **$ 9,000** |
| **3.** | **Maint. Agreement** |  | **d3** |  | **Air Compressor inspecions and Maintenance Welding & Drafting (2 each) X $ 1,500** | **$ 3,000** |
| **4.** | **Software Subscription renewals** |  | **d4** |  | **Cummins, Detroit Diesel, etc.** | **$ 6,000** |
| **5.** | **Supplies** |  | **c1** |  | **General Shop supplies** | **$ 6,000** |
| **6.** | **Hydraulic Trainer** |  | **a2** |  | **DMT 135 Basic Hydraulics need to address SLO** | **$ 60,000** |
| **7.** | **Short term hourly workers** |  | **f1** |  | **Need help to maintain lab safe for students** | **$ 8,000** |
| **8.** | **Replace old Transmission & Driveline**  **Training equipment** |  | **a4** |  | **All of this equipment is very old and out dated.** | **$ 30,000** |
| **9.** | **CNG engine trainer** |  | **a3** |  | **Address recommendation of the advisory board** | **$ 75,000** |
| **10.** | **Misc. tools needed for NATEF cerification.** |  | **a1** |  | **These tools are required for NATEF certification** | **$ 5,000** |
| **11.** |  |  |  |  |  |  |
| **12.** |  |  |  |  |  |  |
| **13.** |  |  |  |  |  |  |
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| **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.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**