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 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.)

Discipline: Drafting Technology   _____

Instructional Discipline Reviewed   **2007-08**

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

	Fall 2004	Fall 2005	Fall 2006	Definitions
Enrollment at Census	403	381	376	*Self Explanatory*
Census Enrollment Load %	103.90%	91.26%	95.62%	Enrollment at Census Divided By Sum of Caps (aka "Seats")
WSCH	2,256	2,153	2,171	Weekly Student Contact Hours
FTES	75.19	71.77	72.37	One Full-Time Equivalent Student = 30 WSCH
Total FTEF	5.00	5.33	5.11	Total Full-Time Equivalent Faculty
WSCH/FTEF	451	404	425	WSCH Generated per Full-Time Equivalent Faculty Member
Full-time FTEF	2.20	2.20	1.87	FTEF from Contract Faculty
Hourly FTEF	1.89	2.22	2.33	FTEF from Hourly Faculty
Overload FTEF	0.91	0.91	0.91	FTEF from Contract Faculty Overload
Part-Time FTEF	2.80	3.13	3.24	Hourly FTEF + Overload FTEF
Part-Time FTEF %	56.00%	58.75%	63.47%	Percent of Total FTEF Taught By Part-Time Faculty
Retention Rate	91.04%	92.67%	93.19%	Non-W Grades (A,B,C,CR,D,F,FW,NC) Divided By A,B,C,CR,D,F,FW,NC,W Grades
Success Rate	73.67%	78.89%	78.95%	A,B,C,CR Grades Divided By A,B,C,CR,D,F,FW,NC,W Grades
Degrees Awarded	12	19	10	Total number of Degrees awarded for the Full Academic Year
Certificates Awarded:	21	25	14	Total number of Certificates awarded for the Full Academic Year
- Under 18 Units	-	-	-	Total number of Certificates awarded for the Full Academic Year
- 18 or More Units	21	25	14	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.**

A. Our numbers reflect a consistent recession pattern: first a drop and then a spike historically occur as new factors influence enrollment. The ROP drafting classes will add significant numbers as they transition into DT, and the facilities need to be updated to deal with the change. Professionals in industry will be returning to our classrooms for retraining as layoffs and employment shifts require fresh software skills offered at Palomar. The downturn in the real estate market and a major building recession have

> impacted our local housing economy, but the two major fires in San Diego County will necessitate a significant increase in new home construction and remodeling. Our last advisory committee meeting indicated a need for mechanical drafters trained in Solid-Works and mechanical applications. It also showed a need for electro-mechanical drafters trained in PC design software.

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

PLAN – 2007-08	Progress – 2008-09
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.)** It will be at least three years before the new facilities are built. Meanwhile, there is a strong need for an inclusion of CAD/CAM in DT as a response to industry demands in North County. Palomar Architectural DT is reestablishing an articulation with the New School of Architecture and the program at Cal Poly SLO, and working with other accredited architectural school programs for new articulations. The Engineering Department has a new Engineering Technician certificate with many of our AutoCAD and SolidWorks classes as requirements.	• **Palomar Drafting is continuing to maintain architectural student transfer articulation agreements with Cal Poly San Luis Obispo and Woodbury University** • **The course outline for DT-202 (basic Revit) goes into effect in the 2009-10 academic year, and the course is scheduled for the Fall Semester. A new course outline (and course) for advanced Revit will be available for the 2010-11 year**
b. **Class scheduling (consider enrollment trends, growth, course rotation, comprehensiveness, etc.)** The Drafting program will be adding several sections of classes as ROP turns their courses over to our program. We are hoping to add a new instructor to reduce the level of adjunct instruction , and also begin CAD/CAM courses. The Drafting program has endeavored to continue to meet the needs of our students while managing to share/juggle classroom space, equipment, and computers with Interior Design in the Design Department.	• **ROP courses are no longer offered in Drafting at Palomar. Two of their courses have been integrated into Drafting for Fall Semester of 2009, and others will be offered as budget permits**

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 no later than 3/2/2009

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

PLAN – 2007-08	Progress – 2008-09
a. Equipment/Technology – block grant funds, VTEA, other resources, etc. We have been told by Jose Vargas in IS that new computers for E-10 and E-13 are on a set renewal, and that they are due to be replaced by the beginning of the 2008/9 school year. Existing computers are at the limit of functional software capacity, and replacement is required for currency in instruction. In addition to our current software, we need to add at least 22 stations of Revit in order to stay current with industry demands. Revit then needs to become part of our annual upgrade contract with AutoDesk.	• **The Drafting program is on the first year of our updated computer hardware in the CAD labs, and is currently scheduled for a 3-year replacement schedule** • **The CAD lab printers are old and require periodic maintenance and repair for continued heavy use** • **Revit software has been installed in both the E-10 and E-13 CAD labs and one course in Revit was offered this year** • **All Drafting software at Palomar is now on subscription and scheduled to be updated annually.**
b. Budget – budget development process, one-time funds, grants, etc. Additionally, we will need to outfit IT-3 with new drafting tables that can accommodate computers with pull-out keyboards in addition to the board drafting equipment. DT shares this facility with ID, and the funding for purchase and upkeep can be shared, but the computers are indispensable.	• **AutoCAD software and 4 new drafting tables have been purchased for the IT-3 drafting lab. We are planning to order the purchase of the computers and the balance of the tables to complete the lab in the 2009-10 academic year, funds permitting** • **It is vital to maintain the funding for the CAD labs hardware and software subscription programs in order to remain currency for the program** • **The architectural students in the Drafting program continue to benefit from regular field trips, but it remains a challenge to fund the buses for the more distant (such as Los Angeles) sites**
c. Facilities – schedule maintenance needs, additional classrooms/labs due to growth, remodeling, etc. DT will need additional funds for drawing table upkeep and labor costs to continue for the next three years in the current locations. Classroom/lab space is also needed for the CAD/CAM equipment (but no space or instructor) already on site.	• **We continue to be challenged with poorly maintained drafting tables and broken chairs as class space is heavily in demand and in constant use** • **Until new construction for Drafting Technology is completed, facilities remain unavailable for the CAD/CAM program**
d. Faculty position(s) – faculty priority process and projected full-time needs for 1 – 3 years We have applied for a new full-time instructor with a focus on CAD, engineering and CAD/CAM experience. This position addresses the replacement of an instructor that retired from the	• **The instruction ratio for the Drafting Program is currently about 40% contract faculty and 60% adjunct and overtime. We are continuing to apply for an new full-time instructor**

program in 2003, and our FTEF combined with ROP FTEF more than fully justifies the position.	
e. **Staff position(s) – changes in instructional or support needs due to program growth, new technology, etc.** Instructional aides are needed in most of the CAD lab classes to facilitate student learning.	• **No funding has been identified for instructional aides at this time**
f. **Other**	

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

"Provide up to date technology and related technical and equipment support for instructional purposes."
Vocational training at Palomar must respond quickly to the changes in local competitive environment hiring practices since the devaluation of the dollar and fine climate has made southern California a fast draw for foreign investment. If we cannot train our workforce with alacrity and currency, some jobs can and will move offshore.

http://www.palomar.edu/strategicplanning/July%20SPC%20Web/STRATEGIC%20PLANNING%20page%202.htm

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.**

The Architectural Drafting program has as one of its learning outcomes student fluency with AutoCAD as applied to architecture. Through the DT 145 and DT 200 and related courses our students are able to construct architectural drawings that range from constructed perspectives to construction documents (working drawings). The assessment measure of success is the student's ability to transfer into articulated university architectural programs. These drawings form a key part of the portfolio that the university programs require and review prior to student transfer.

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

It is difficult to determine if students are transferring and building knowledge from one course to another. The drafting and architectural portfolios are the best way to access and maintain quality indicators of student learning.

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 no later than 3/2/2009

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

For inclusion please…
The addition of DT 160 (Environmental Architectural Design) is a response to a demand from the architectural industry for sustainable construction techniques training. Some changes are slated for tiered inclusion by law starting in 2010. The updates in Title 24 and LEED certification address the energy crisis in southern California. What is now voluntary independent certification will roll into standard practice in building code law as San Diego adjusts to a post-fire construction market and building permits for rebuilding address the transformed local code issues.

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

N/A

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

N/A

10. Other comments, recommendations:

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

Dennis Lutz_____   **Sandra Andre**_____

Kenneth Swift_____   _____

_____

Department Chair/Designee Discipline Review and Signature   **Date**

_____

Division Dean Review and Signature   **Date**

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 no later than 3/2/2009

Please identify faculty and staff who participated in the development of the reviewer's <u>progress/status report</u> - Input Names Here:

_____

_____

Department Chair/Designee Discipline Review and Signature   **Date**

_____

Division Dean Review and Signature   **Date**