

# 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: Chinese

Instructional Discipline Reviewed

2007-08

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

	Fall 2004	Fall 2005	Fall 2006	<<Prelim>> Fall 2007	Definitions
<b>Enrollment at Census</b>	115	108	105	75	<i>Self Explanatory</i>
<b>Census Enrollment Load %</b>	95.83%	77.14%	84.00%	73.53%	Enrollment at Census Divided By Sum of Caps (aka "Seats")
<b>WSCH</b>	392	368	360	247	Weekly Student Contact Hours
<b>FTEF</b>	13.08	12.27	12.01	8.24	One Full-Time Equivalent Student = 30 WSCH
<b>Total FTEF</b>	0.87	0.87	0.87	0.67	Total Full-Time Equivalent Faculty
<b>WSCH/FTEF</b>	453	425	416	371	WSCH Generated per Full-Time Equivalent Faculty Member
<b>Full-time FTEF</b>	-	-	-	-	FTEF from Contract Faculty
<b>Hourly FTEF</b>	0.87	0.87	0.87	0.67	FTEF from Hourly Faculty
<b>Overload FTEF</b>	-	-	-	-	FTEF from Contract Faculty Overload
<b>Part-Time FTEF</b>	0.87	0.87	0.87	0.67	Hourly FTEF + Overload FTEF
<b>Part-Time FTEF %</b>	100.00%	100.00%	100.00%	100.00%	Percent of Total FTEF Taught By Part-Time Faculty
<b>Retention Rate</b>	97.37%	96.88%	100.00%	97.44%	Non-W Grades (A,B,C,CR,D,F,FW,NC) Divided By A,B,C,CR,D,F,FW,NC,W Grades
<b>Success Rate</b>	82.89%	84.38%	75.38%	79.49%	A,B,C,CR Grades Divided By A,B,C,CR,D,F,FW,NC,W Grades
<b>Degrees Awarded</b>	-	-	-	N/A	Total number of Degrees awarded for the Full Academic Year
<b>Certificates Awarded:</b>	-	-	-	N/A	Total number of Certificates awarded for the Full Academic Year
<b>- Under 18 Units</b>	-	-	-	N/A	Total number of Certificates awarded for the Full Academic Year
<b>- 18 or More Units</b>	-	-	-	N/A	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.

Fall 2007 enrollment figures are down. One of our outstanding and popular part-time faculty members who served the Department for many years was offered a full-time position in another institution. We no longer have the qualified personnel to teach Chin 130 (Chinese Civilization).

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

PLAN – 2007-08	Progress – 2008-09
<p><b>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.)</b></p> <p>Presently the Department offers:</p> <ul style="list-style-type: none"> <li>a. Chin 101</li> <li>b. Chin 102</li> <li>c. Chin 201</li> </ul>	
<p><b>b. Class scheduling (consider enrollment trends, growth, course rotation, comprehensiveness, etc.)</b></p> <p>In the future we are hoping to work in conjunction with Su Lin Education Foundation, an international Chinese educational organization that promotes Chinese culture and language at U.S. universities and colleges.</p>	

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

PLAN – 2007-08	Progress – 2008-09
<p><b>a. Equipment/Technology – block grant funds, VTEA, other resources, etc.</b></p> <p>With growing enrollment, more laboratory space is desperately needed. With only 23 computers in our lab, we are under equipped to serve our students who must complete their 16-hour language lab requirement. This problem is even more serious in the summer because of the compressed schedule.</p> <p>Equipment needed include: Computers, DVD players, lab management software, updated versions of lab software (such as Rosetta Stone), additional foreign films, Sanako language learning software and hardware, and software subscription to “Scola” and “Before you know it”.</p> <p>The Language Laboratory has acquired a limited number of programs and resources in Chinese. In order to better serve students, additional software needs to be purchased.</p>	
<p><b>b. Budget – budget development process, one-time funds, grants, etc.</b></p> <p>Funds are needed to expand our language laboratory and to purchase additional equipment. (See above 4a)</p>	
<p><b>c. Facilities – schedule maintenance needs, additional classrooms/labs due to growth, remodeling, etc.</b></p> <p>MORE dedicated classrooms. MORE lab space. Our department has expanded by offering additional sections. Our limitation is classroom space (dedicated classrooms) that we can rely on to offer classes over the next five years as we prepare to move into the Humanities building. The current language lab cannot accommodate the number of students in our program.</p>	
<p><b>d. Faculty position(s) – faculty priority process and projected full-time needs for 1 – 3 years</b></p> <p>At this time our department is requesting positions in other disciplines (Italian, Japanese, and German).</p>	

<p><b>e. Staff position(s) – changes in instructional or support needs due to program growth, new technology, etc.</b></p> <p><b>Needed: 2 full-time Instructional Support Assistant I positions.</b></p> <p><b>a. We lost our full-time Instructional Support Assistant I position (100%, 12-month contract) in 2003 when the employee resigned. This position has never been replaced. An Instructional Support Assistant was transferred from ESL to work in our department but her contract is only part-time (45%, 10-month contract). Currently, we rely on student workers to staff the lab during peak times and summer months.</b></p> <p><b>b. We will need an additional Instructional Support Asst. I full-time (100%, 12-month) position to support new lab space.</b></p>	
<p><b>f. Other</b></p>	

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

**Strategic Plan 2009: "Facilitate student learning and goal attainment by providing comprehensive educational programs and services in diverse, accessible formats and locations: Develop and implement an institution wide plan that includes strategies to improve retention (course completion) and persistence (semester to semester attendance and completion)."**

**Our goal in the Foreign Languages Department is to offer a wide range of transfer-level classes in a variety of formats and meeting times. We offer courses in Chinese at the San Marcos campus. Our strategies to improve retention and persistence include offering classes in the afternoon and evening. We have also responded to community demand for additional classes by offering a section of Chinese during Summer 2008.**

**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.**

**Learning Outcome: Intermediate level speaking skills.**

**In our third semester language courses, (201 level) students learning outcomes are measured through oral presentations, in-class speaking activities, recordings made by students, oral interviews and in-class pair-work.**

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

**Learning Outcome: Cultural Insight, an awareness and appreciation for the culture of the speakers of the target language.**

**Students at all levels study the culture of the target language through the study of festivities and holidays, the customs and traditions of each society and their impact on our culture. Students are asked to make cultural presentations at all levels of language learning. Also emphasized is the importance of artists and historical figures that shape our world.**

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

**In the Chinese discipline, a summer class will be offered for the first time in 2008.**

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

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

10. Other comments, recommendations:

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

Kathleen Sheahan

\_\_\_\_\_

Martha Evans

\_\_\_\_\_

\_\_\_\_\_  
Department Chair/Designee Discipline Review and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Dean Review and Signature

\_\_\_\_\_  
Date

\* By no later than 2/14/08, forward a hard copy to Instructional Services for review by IPC.

\* Also, by no later than 2/14/08, forward an electronic copy to Institutional Research and Planning.