

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: Foreign Languages

Instructional Discipline Reviewed

2007-08

1. 3-year trend of quantitative data

	Fall 2004	Fall 2005	Fall 2006	<<Prelim>> Fall 2007	Definitions
Enrollment at Census	-	-	3	-	<i>Self Explanatory</i>
Census Enrollment Load %	-	-	4.29%	-	Enrollment at Census Divided By Sum of Caps (aka "Seats")
WSCH	-	-	3	-	Weekly Student Contact Hours
FTEs	-	-	0.09	-	One Full-Time Equivalent Student = 30 WSCH
Total FTEF	-	-	0.07	0.00	Total Full-Time Equivalent Faculty
WSCH/FTEF	-	-	42	-	WSCH Generated per Full-Time Equivalent Faculty Member
Full-time FTEF	-	-	-	-	FTEF from Contract Faculty
Hourly FTEF	-	-	0.07	-	FTEF from Hourly Faculty
Overload FTEF	-	-	-	-	FTEF from Contract Faculty Overload
Part-Time FTEF	-	-	0.07	-	Hourly FTEF + Overload FTEF
Part-Time FTEF %	-	-	100.00%	-	Percent of Total FTEF Taught By Part-Time Faculty
Retention Rate	-	-	100.00%	-	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	-	-	100.00%	-	A,B,C,CR Grades Divided By A,B,C,CR,D,F,FW,NC,W Grades
Degrees Awarded	-	-	-	N/A	Total number of Degrees awarded for the Full Academic Year
Certificates Awarded:	-	-	-	N/A	Total number of Certificates awarded for the Full Academic Year
- Under 18 Units	-	-	-	N/A	Total number of Certificates awarded for the Full Academic Year
- 18 or More Units	-	-	-	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.

Courses in the discipline of “Foreign Languages” are typically not offered in our department. The figures shown above reflect a class taught one time in Fall 2006 under the heading: Foreign Language Topics (FL197).

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.)	
b. Class scheduling (consider enrollment trends, growth, course rotation, comprehensiveness, etc.)	

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.	
b. Budget – budget development process, one-time funds, grants, etc.	
c. Facilities – schedule maintenance needs, additional classrooms/labs due to growth, remodeling, etc.	
d. Faculty position(s) – faculty priority process and projected full-time needs for 1 – 3 years	
e. Staff position(s) – changes in instructional or support needs due to program growth, new technology, etc.	
f. Other	

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

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.

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

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

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.