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: Tagalog

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	-	66	88	62	*Self Explanatory*
Census Enrollment Load %	-	110.00%	83.81%	88.57%	Enrollment at Census Divided By Sum of Caps (aka "Seats")
WSCH	-	205	290	192	Weekly Student Contact Hours
FTES	-	6.82	9.65	6.41	One Full-Time Equivalent Student = 30 WSCH
Total FTEF	-	0.33	0.65	0.33	Total Full-Time Equivalent Faculty
WSCH/FTEF	-	614	448	577	WSCH Generated per Full-Time Equivalent Faculty Member
Full-time FTEF	-	-	-	-	FTEF from Contract Faculty
Hourly FTEF	-	0.33	0.65	0.33	FTEF from Hourly Faculty
Overload FTEF	-	-	-	-	FTEF from Contract Faculty Overload
Part-Time FTEF	-	0.33	0.65	0.33	Hourly FTEF + Overload FTEF
Part-Time FTEF %	-	100.00%	100.00%	100.00%	Percent of Total FTEF Taught By Part-Time Faculty
Retention Rate	-	100.00%	81.25%	93.10%	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	-	96.88%	72.92%	58.62%	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.

At the request of community members, the discipline of Tagalog was reinstated in Fall 2005. With their assurance of sufficient enrollment, one section of Tagalog was offered. Unfortunately enrollment figures have not mounted, and the hiring of a part-time faculty member has been difficult.

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.)** **Only Tagalog 101 is offered. The opening of subsequent levels cannot be justified due to poor enrollment.**	
b. **Class scheduling (consider enrollment trends, growth, course rotation, comprehensiveness, etc.)** **Only Tagalog 101 is offered. The opening of subsequent levels cannot be justified due to poor enrollment.**	

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.**

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10. Other comments, recommendations:

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

    Kathleen Sheahan _____   _____

    Martha Evans _____   _____

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

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Division Dean Review and Signature   **Date**

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

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