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: Japanese

Instructional Discipline Reviewed

2007-08

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

	Fall 2004	Fall 2005	Fall 2006	< <prelim>> Fall 2007</prelim>	Definitions
Enrollment at Census	177	232	288	370	Self Explanatory
Census Enrollment Load %	98.33%	110.48%	83.48%	98.67%	Enrollment at Census Divided By Sum of Caps (aka "Seats")
WSCH	565	780	893	1,205	Weekly Student Contact Hours
FTES	18.85	26.01	29.77	40.16	One Full-Time Equivalent Student = 30 WSCH
Total FTEF	1.20	1.20	1.80	2.13	Total Full-Time Equivalent Faculty
WSCH/FTEF	471	650	496	565	WSCH Generated per Full-Time Equivalent Faculty Member
Full-time FTEF	-	-	-	-	FTEF from Contract Faculty
Hourly FTEF	1.20	1.20	1.80	2.13	FTEF from Hourly Faculty
Overload FTEF	-	-	-	-	FTEF from Contract Faculty Overload
Part-Time FTEF	1.20	1.20	1.80	2.13	Hourly FTEF + Overload FTEF
Part-Time FTEF %	100.00%	100.00%	100.00%	100.00%	Percent of Total FTEF Taught By Part-Time Faculty
Retention Rate	92.38%	90.71%	95.36%	91.62%	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	65.71%	73.57%	71.52%	60.48%	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.

Japanese is one of the fastest growing disciplines in the Foreign Languages Department. As can be noted from the figures above, enrollment has more than doubled since Fall 2004. Enrollment in every section is consistently high, with several sections being over-enrolled. Without a full-time faculty member we are unable to keep up with the growth of this discipline. The figures more than justify the need for hiring a full-time professor in Japanese.

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.)	
and labor market projections, certificate or degree completions, etc.)	
In the field of ferging longuages, recent trends show increased student	
In the field of foreign languages, recent trends show increased student	
demand for certificates and AA Degrees in a foreign language. To meet	
this demand, our department has added this year an AA Degree and a	
Certificate Program in French. We are in the process of creating such a	
program in Spanish. We need to be able to create similar programs in	
other disciplines. Without full-time faculty in the other disciplines, such	
as Japanese, we are unable to do so and thus compete with community	
colleges in our area.	
Presently the Foreign Languages Department offers:	
a. Japn 101	
b. Japn 102	
c. Japn 201	
d. Japn 202	
e. Japn 197	
b. Class scheduling (consider enrollment trends, growth, course	
rotation, comprehensiveness, etc.)	
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New sections have been added for Fall and Spring semesters, as well as	
for Summer 2008.	

4.	Discuss/identify	y the resources necessar	y to successfully i	implement the	planning describe	ed:
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4. Discuss/identify the resources necessary to successfully impleme	Progress – 2008-09
a. Equipment/Technology – block grant funds, VTEA, other resources,	rivyicss - 2000-03
etc.	
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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.	
compressed schedule.	
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".	
n.	
b. Budget – budget development process, one-time funds, grants, etc.	
Funds are needed to expand our language laboratory and to purchase	
additional equipment. (See above 4a)	
c. Facilities – schedule maintenance needs, additional classrooms/labs	
due to growth, remodeling, etc.	
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.	
d. Faculty position(s) – faculty priority process and projected full-time	
needs for 1 – 3 years	
We have fewer full-time faculty members today than we did in 2001. We	
have gone from 10 full-time to 8 full-time faculty members. We have not	
replaced all retirements nor have we added new faculty as the	
department has grown.	
We have never had a full-time Japanese professor. The growth of this	
discipline has been very rapid, and the department is now in dire need	

of additional faculty.	
For academic year 2009/2010, we desperately need a full-time faculty member in <u>Japanese</u> .	
e. Staff position(s) – changes in instructional or support needs due to program growth, new technology, etc.	
 Needed: 2 full-time Instructional Support Assistant I positions. 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. We will need an additional Instructional Support Asst. I full- time (100%, 12-month) position to support new lab space. 	
f. Other	

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 Japanese at the San Marcos campus. Our strategies to improve retention and persistence include offering classes in the afternoon and evening. When additional classroom space becomes available, we intend to offer classes during the morning. We have also responded to community demand for additional classes by offering three sections of Japanese 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 Japanese, additional sections have been added. This is one of our fastest growing disciplines. The discipline grew from six sections in 2005/2006 to eleven sections in 2007/2008. The first Study Abroad Program to Japan was offered in the summer of 2007. Two additional classes will be offered in the summer of 2008.

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

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

10. Other comments, recommendations:

Our goal with this report is to express the needs and accomplishments of our department. We are committed to offering students a variety of learning and cultural experiences through the study of languages. We feel the need to hire faculty that will represent all languages taught in the department. We are committed to developing stronger programs for all the disciplines offered and we know that this can only be done by hiring full-time faculty.

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

Division Dean Review and Signature

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

Institutional Review and Planning, Instruction

Date

Date

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