

2009-2010 Instructional Program Review and Planning Supplemental Form

Please complete this form for each priority you identified in the 2008-2009 progress report (review these at [PRP Supplemental Report Form](#)). Please list at the end of this form the faculty and staff who participate in this report. Forward (1) a hard copy to Instructional Services and (2) email a Microsoft Word copy to jdecker@palomar.edu no later than 3/05/2010.

Department Reading Services	Department Priority # 4	<input type="checkbox"/> No funding/resources are being requested
Program/Discipline: all		Program/Discipline Priority # FOR 2010-2011: 4

To establish a priority, use the current Program Review and Planning (PRP) document submitted Spring 2009 (posted at [PRP Supplemental Report Form](#)) for this program or discipline. Identify from Box #2 in the PRP a priority for the upcoming academic year or develop a priority based on the data analysis discussed in Box #2.

*2. Data Analysis (restate or summarize the data analysis from the PRP): High enrollment and retention in reading courses force an increase in duplicating materials.					
*3.a/b. Describe your goal (priority) based on data analysis from the PRP: With increased enrollment running all duplicated materials through our Konica copier is too costly.					
Resources requested: Identify all the resources you are requesting to support the implementation of this priority. These resources would be additional funding needed beyond what is already provided to the discipline through the base resource allocation process.	Describe the resource(s) requested	Cite page(s) that provide rationale for this priority request	Estimated Amount of Funding Requested	New, one-time funding	New, on-going funding
*4.a. Equipment – Per unit cost is ≥\$500 (microscopes, table saw, etc.)	Duplo (high volume stencil duplicator)	4a	\$3,600.00	new, one time	
*4.a. Technology (computers, data projectors, document readers, etc.)					
*4.b. Budget for 4000s - Per unit cost is ≤\$500 (supplies)					
*4.b. Budget for 5000s – Printing, maintenance agreements, software license, accreditation fees, etc.					
*4.c. Facilities					
*4.d. Faculty position					
*4.e. Classified staff position (contract)					
*4.e. Classified staff position (hourly)					
			TOTAL \$3,600.00		

*Numbering parallels sections in original Program Review and Planning document
 Program Review and Planning Supplemental 2009-2010 Form Updated with IPC input 1.28.10
 Reviewed by Faculty Senate on 02/01/2010; Reviewed by SPC on 02/02/2010

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**How will you evaluate whether or not you have met your goal/priority with the requested resources?
Keeping large bulk printing costs at a minimum - Saving up to .004 cents per copy on bulk copy jobs.**

**What evidence will you provide to reflect the impact these resources had on student learning?
Reduced usage of duplicating high volume jobs in RC-8 and Comet Copy.**

<p>*5. Strategic Plan goal or objective addressed by this priority in Strategic Plan 2013?</p> <p>6.1</p>	<p>Course(s) & SLO(s) addressed by this priority in Curricunet?</p> <p>All sections, all SLO's in the program</p>	<p>Program(s) and SLO(s) addressed by this priority (program is defined as a certificate, degree, or discipline) in Curricunet?</p> <p>Does Not Apply</p>
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**6. Reflect on the progress your discipline and/or department is making on defining, implementing, and assessing course, program, GE/Institutional level SLOs. What have been the benefits and what have been the challenges?
The department has worked diligently in setting SLO's for all reading and education courses.**

Individuals completing this Program Review and Planning Supplemental document:

Name(s):	Signatures:	Date:
Stan Levy		
Melinda Carrillo		

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