

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 World Languages	Department Priority # 4	<input type="checkbox"/> No funding/resources are being requested
Program/Discipline: All	Program/Discipline Priority # FOR 2010-2011: n/a	

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.

<p>*2. Data Analysis (restate or summarize the data analysis from the PRP): There is an urgent need to hire an additional full-time Instructional Support Assistant for the language laboratory. --All our disciplines require the student to spend considerable time in the language laboratory each semester; --There is an urgent need to extend the hours of the laboratory to meet the needs of the students; --Difficulty in finding time at the laboratory is a consistent complaint from students; --In addition to extending the hours, additional individual attention to students needs is required. --It is not a good practice to rely on student workers to operate the language laboratory on their own when the supervisor has completed his/her working day.</p>					
<p>*3.a/b. Describe your goal (priority) based on data analysis from the PRP: Our goal is to equip our department with an additional full-time Instructional Support Assistant for the language laboratory. This will help the language laboratory operate more efficiently and better. In addition, we are in dire need of the following equipment and materials: DVD films in all of the languages that we offer in our department, music CD's, instructional videos, language software, textbooks and CD-ROMS, DVD players, headphones, microphones, batteries, cables, extension cords, and splitters. These will enhance productivity on both our staff and student ends. Failure to buy these products will hinder our efforts to serve our students effectively.</p>					
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.)					
*4.a. Technology (computers, data projectors, document readers, etc.)	DVD players, movies, CD's, instructional videos	Page 4 of the Department PRP	\$2000		
*4.b. Budget for 4000s - Per unit cost is ≤\$500 (supplies)					
*4.b. Budget for 5000s – Printing, maintenance agreements, software license, accreditation fees, etc.	Language software	Page 4 of the Department PRP	\$8,000		
*4.c. Facilities					
*4.d. Faculty position					X
*4.e. Classified staff position (contract)	Full-time 12 month ISA to support the	Page 5 of the Department	\$46,000		

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	language laboratory	PRP			
*4.e. Classified staff position (hourly)					
			TOTAL		
			\$56,000		

*Numbering parallels sections in original Program Review and Planning document
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How will you evaluate whether or not you have met your goal/priority with the requested resources?
Students will find it easier to get time in the language laboratory. This will be reflected in the student evaluations.

What evidence will you provide to reflect the impact these resources had on student learning?
Student evaluations will reflect easier accomplishment of laboratory requirements. Assessments and evaluations will indicate increased learning and retention.

<p>*5. Strategic Plan goal or objective addressed by this priority in Strategic Plan 2013?</p> <p>Goal 4: Recruit, Hire and Support diverse faculty and staff to meet the needs of students</p>	<p>Course(s) & SLO(s) addressed by this priority in Curricunet?</p> <p>Yes</p>	<p>Program(s) and SLO(s) addressed by this priority (program is defined as a certificate, degree, or discipline) in Curricunet?</p> <p>Yes</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?
With the very large percentage of FTEF being provided by a large number of part-time faculty, SLO's are providing students with a well-planned, standardized and predictable learning experiences. The biggest challenge has been completing the SLO's without such a small percentage of FTEF being full-time faculty. Five of the seven disciplines are 100 percent part-time faculty. The part-time faculty members have tackled the creation of SLO's but there are scheduling difficulties which impact collaboration

Individuals completing this Program Review and Planning Supplemental document:

Name(s):	Signatures:	Date:
Chantal R. Maher		
Carlos Pedroza		

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