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## 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.)

**Department: Physical Education**

**Instructional Discipline Reviewed**

**2007-08**

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

	<b>Fall 2004</b>	<b>Fall 2005</b>	<b>Fall 2006</b>	<b>Definitions</b>
<b>Enrollment at Census</b>	4,933	5,262	4,966	<i>Self Explanatory</i>
<b>Census Enrollment Load %</b>	85.95%	80.67%	73.89%	Enrollment at Census Divided By Sum of Caps (aka "Seats")
<b>WSCH</b>	11,658	11,744	12,712	Weekly Student Contact Hours
<b>FTES</b>	388.61	391.48	423.75	One Full-Time Equivalent Student = 30 WSCH
<b>Total FTEF</b>	23.98	25.05	25.67	Total Full-Time Equivalent Faculty
<b>WSCH/FTEF</b>	486	469	495	WSCH Generated per Full-Time Equivalent Faculty Member
<b>Full-time FTEF</b>	8.17	9.23	9.55	FTEF from Contract Faculty
<b>Hourly FTEF</b>	11.07	11.78	12.31	FTEF from Hourly Faculty
<b>Overload FTEF</b>	4.75	4.03	3.81	FTEF from Contract Faculty Overload
<b>Part-Time FTEF</b>	15.82	15.82	16.12	Hourly FTEF + Overload FTEF
<b>Part-Time FTEF %</b>	65.95%	63.14%	62.79%	Percent of Total FTEF Taught By Part-Time Faculty
<b>Retention Rate</b>	93.28%	95.70%	95.72%	Non-W Grades (A,B,C,CR,D,F,FW,NC) Divided By A,B,C,CR,D,F,FW,NC,W Grades
<b>Success Rate</b>	72.71%	73.92%	74.06%	A,B,C,CR Grades Divided By A,B,C,CR,D,F,FW,NC,W Grades
<b>Degrees Awarded</b>	2	-	1	Total number of Degrees awarded for the Full Academic Year
<b>Certificates Awarded:</b>	2	1	-	Total number of Certificates awarded for the Full Academic Year
<b>- Under 18 Units</b>	-	-	-	Total number of Certificates awarded for the Full Academic Year
<b>- 18 or More Units</b>	2	1	-	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.**

**Top concern within the Physical Education, Health Department is the dire need to hire Full Time contract instructors. The trend over the past three years substantiates the need. Data which shows positive increases for Fall 2006 is indicated below.**

**As indicated in question #1(quantitative data) the increases are significant in ( WSCH, FTES, Total FTEF, WSCH/FTEF) in Health and PE coupled with the increase in (HRLY FTEF, Part Time FTEF and Part Time-Total FTEF %) justify the need. These last four areas have been impacted tremendously. With a recent retiree in Spring of 2007, (PE currently down 4 Full-time contract Instructors), growth of additional sections in Health and Physical Education, as well as the fact the PE department has had only 1 hire in the last 37 district contract faculty hires, it is obvious the need is justified. PE shows for Fall 2006, a 37.21/62.79 FT/PT ratio which is far from the district goal of 75/25 FT/PT ratio. Our growth in 2007 along with the 2007 retiree will**

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indicate a greater margin in our FT/PT departmental ratio obligation. The IPC needs to truly take a hard look at our need to replace the 4 FT contract instructors in Physical Education. Currently the PE/Head Baseball Coach replacement and PE/Women's Athletic Head Coach position have been on the table for a few years. Justification has been presented in support of these two positions for next year 2008/09. Over the next three years, consideration needs to be given to the replacement of our other two positions to be filled. We will suffer another retirement in Spring 2009 and possibly another in the next three years.

**3. Reflecting on the 3-year trend data, describe/discuss discipline planning related to the following:**

PLAN – 2007-08	Progress – 2008-09
<p>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.)</p> <p>PE - New classes are constantly being introduced due to changing trends in PE. The data reveals higher numbers throughout with the exceptions of census and load%. Increase reflects efforts applied to increasing PE curriculum offerings, new programs, certifications and degrees. The additions of short term classes, intersession classes have helped with the increase in student contact hours.</p> <p>HE – New curriculum has been developed in Nutrition and Health 100 classes which are being taught on-line. This has boosted growth in this area. The 3-year trend of quantitative data shows significant increase WSCH and FTES hours. This increase is a direct result following a major revision of Health 100 and the creation of Health 100 Lab in the Fall of 2006.</p> <p>REC – Recreation needs to develop more courses related to CSU/UC transfer students interested in that program. Data for the recreation department programs indicate up-down numbers with the best results in 2006. This program has been expanded to encourage recreation major enrollment and recruitment.</p>	<p>Our Health 100/100L concept seems to be quite popular entering its 3<sup>rd</sup> year of the separate lecture and lab concept. PE courses and Recreation courses maintained as we were unable to increase offerings. Our Recreation Management program appears to be improving and becoming more in demand students as enrollment showed growth in each course offering.</p> <p>The department has been working on the process of incorporating Student Learning Outcomes for each Course Outline of Record. The process will take some time but the department is making significant strides during this 2008-09 academic year.</p>
<p>b. Class scheduling (consider enrollment trends, growth, course rotation, comprehensiveness, etc.)</p> <p>PE – Courses are rotated based on needs for either Spring or Fall semester. Scheduling blends with the student's desires, time, needs and trends. Offerings are repeatable each semester based on electing to enroll. Other courses are rotated to accommodate demand and transfer needs. Sections are numerous and diverse.</p> <p>HE – More on-line health and nutrition classes have been added to the class schedule and fill quickly. This is brought a different type of student and needs to the department. Concurrent enrollment offerings of Health 100 lecture and lab provide newly found flexibility. Students can gain a credit and utilize our fitness facility more frequently. Many</p>	<p>Unfortunately we were forced to cut 51 sections (10%) of course offerings for the academic year. This was a result of the district wide budget cuts. This did encourage larger enrollment for many of the remaining sections. However, it had a significant impact regarding our inability to create new sections. This was significant in Health as we eliminated some very popular sections in the Spring/Summer intersession and at our satellite campuses. It is our hope these sections will be reinstated very soon.</p>

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<p>health sections are available during semester length, short-term and intersession, day and evening to broaden the pool to attract and accommodate the diversity of a student's need.</p> <p>REC - As the program grows, more classes may be added including short-term classes. Class scheduling attempts are sensitive to student demand, needs. The flexibility as to days/times and sections of offerings takes into consideration of required courses in other disciplines for those students in the Adult Fitness Management Certificate Program.</p>	
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**4. Discuss/identify the resources necessary to successfully implement the planning described:**

PLAN – 2007-08	Progress – 2008-09
<p>a. Equipment/Technology – block grant funds, VTEA, other resources, etc.</p> <ol style="list-style-type: none"> <li>1. Wellness Fitness Center and Strength Facility (CT Bldg) – on going replacement of Weight Machines, cardio machines and all exercise apparatus. Increased student enrollments, use, annual updating of equipment and safety of equipment due to normal wear and tear are all contributing factors for annual replacement.</li> <li>2. Fitness Testing Equipment – (Future Fitness Testing Lab) – Outfit and supply future instructional lab. Provide students the opportunity to learn testing techniques in administering fitness tests, evaluate fitness levels of individuals as they pertain to the different levels of Health and Fitness. Provide a learning tool for potential PE, Kinesiology Majors.</li> <li>3. Fixed Equipment re: Individual facilities as needed. Ongoing replacement, repair, and or installation of new items on all indoor/outdoor PE facilities. To ensure safety of students, every facility must be annually checked for needed improvements in the playing surface as well as their respective required fixed equipment items, i.e. Dome, Pool, Tennis courts, Football field, Baseball facility, Softball field, soccer facility, Men's &amp; Women's locker rooms, CT Bldg., O Bldg classrooms and Wellness Fitness Center. The relocation of the new Baseball facility is to commence in Spr. of 2008 and meetings will take place regarding its respective facility items.</li> <li>4. The need for Smart classrooms, new AV technology for skill analysis in activity classes, as well as continually updating necessary technology as we expand our on-line curriculum is essential.</li> </ol>	<p>We received new equipment for our WFC and CT building. Two new elliptical Runners in the WFC added to the replacement of some outdated machines</p> <p>Still working on the Fitness Testing Equipment. Budget cuts has delayed the development of our Fitness Testing Lab, which is to be located in the CT building, CT-8. We did receive some small Fitness Testing supplies. Also had new plexi glass mirrors installed in each of the CT rooms for our Wt Training classes to replace glass mirrors (safety). The glass mirrors were moved and installed in CT-8, the future site of our Fitness Lab.</p> <p>Future Block Grant needs for Physical Ed./Health/Recreation instruction to include:</p> <ol style="list-style-type: none"> <li>1. Complete rubber flooring in CT Building in the entry and for Fitness Testing Lab. Approx: 1600 sq ft. (\$6600.00)</li> <li>2. Replace 1 Treadmill and 1 elliptical in the WFC. (\$10,000.00)</li> <li>3. (2ea.) Chair Bench w/back for CT Building (Wt. Training Classes) (\$1000.00)</li> <li>4. Monster Drag Mat-Iron Drag for Softball. (\$500.00)</li> <li>5. Pro-Mesh Cage Collar- 2 pc. ease collar (\$1700.00)</li> <li>6. Tennis Ball Machine (\$3600.00)</li> <li>7. HP Laser Jet Printer- PE resource room.(\$1450.00)</li> <li>8. Monarch Testing Bicycle Ergometer. (\$2500.00)</li> <li>9. 6ea.- Batting Cage Nets (#36nylon) (\$12,000.00)</li> </ol>

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<p><b>b. Budget – budget development process, one-time funds, grants, etc.</b></p> <ol style="list-style-type: none"> <li>1. Need to be commensurate with the growth of the department. Increased section offerings in HE, HE on-line and fitness related courses.</li> <li>2. Also creation of Pre-Kinesiology program to include Evaluative fitness lab and its respective supplies and equipment. Increased growth in related courses will also increase the demand for supplies, hourly aides, printing costs, technological expenses etc.</li> </ol>	<p>The budget this past year saw us cut 25% across the board in operating expenses and 10% in reduction of course offerings. This has had a tremendous affect on staffing students in the WFC, supplies, printing costs etc. Our needs do not diminish but the reduction in funding has forced all to adjust. We will develop a budget around our instructional needs with the understanding adjustments will still need to be in place based on the district’s projection in its ability to fund the 2009-2010 academic year.</p>
<p><b>c. Facilities – schedule maintenance needs, additional classrooms/labs due to growth, remodeling, etc.</b></p> <ol style="list-style-type: none"> <li>1. Aside from replacing our Full Time contract Instructors, facility replacement, upgrades and improvements is our departments #1 need.</li> <li>2. All turf fields require renovation every 3 years (1 field/year). Baseball, Softball and football field - \$10,000/year average to include laser leveling, over seeding, sod, soil, top-dressing etc. Safety for students to provide a safe surface for participation.</li> <li>3. Wellness Fitness Center and CT Building – Annual Maintenance Contract agreement with outside vender for the maintenance and repair of equipment.</li> <li>4. Pool/ Tennis courts – resurfacing as needed.</li> <li>5. Dome floor – resurface annually.</li> <li>6. As per college Master Facility Plan – in conjunction with Prop. M funding. All PE facilities will need to include the necessary fixed equipment items, state of the art technology when the individual design phase begin for each respective facility.</li> </ol>	<p><b>Fixed Equipment/Facilities:</b> playing surfaces for baseball, softball and Football were resurfaced, over seeded and laser leveled. This should be done on an annual basis and scheduled by the district and should be scheduled in early fall for the 2009-2010 academic year. The gym floor was refinished Summer 08 but was not done properly and is scheduled this Sp/Summer Intersession to be redone. Our new synthetic Soccer facility was condemned as unsafe in December because of shotty installation. This forced us to move all soccer classes off campus, costing the district additional instructional cost. This is scheduled to be repaired in late Spring or early Summer of 2009. New Baseball facility planning committee is continuing in the design phase of the project and may be behind schedule to have the field ready for play in Spring 2010.</p>
<p><b>d. Faculty position(s) – faculty priority process and projected full-time needs for 1 – 3 years</b></p> <p>Top concern within the Physical Education, Health Department is the dire need to hire Full Time contract instructors. The trend over the past three years substantiates the need. Below is data which shows consistent positive increases but significant growth in Fall 2006.</p> <p>As indicated in question #1(quantitative data) the increases are significant in ( WSCH, FTES, Total FTEF, WSCH/FTEF) in Health and PE coupled with an increase in (HRLY FTEF, Part Time FTEF and Part Time-</p>	<p>The PE/Health Department was finally approved for two Full-Time faculty positions for 2009-10 academic year, PE/Head Baseball Coach (#1) and PE/Women’s Softball Coach (#4). Unfortunately, a hiring freeze was put in place and those positions have yet to be filled. It is our hope the freeze will be lifted soon in order we can work toward the 75/25 FT/PT ratio as a department and institution.</p> <p>We anticipate another retiree in Spring 2010 and if hiring the two positions do not take place, we will be down 5 Full Time faculty again.</p>

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<p><b>Total FTEF (%) justify the need.</b> These last four areas have been impacted tremendously. With a recent retiree in Spring of 2007, (PE currently down 4 Full-time contract Instructors), growth of additional sections in Health and Physical Education as well as the fact the PE department has had only 1 hire in the last 37 district contract faculty hires, it is obvious the need is justified. PE shows a 37.21/62.79 FT/PT ratio which is far from the district goal of 75/25 FT/PT ratio. Our growth in 2007 along with the retiree in Spring of 2007 will indicate even a greater margin of FT/PT ratio for our departmental obligation. The IPC needs to truly take a hard look at our need to replace the 4 FT contract instructors in Physical Education. Currently the PE/Head Baseball Coach replacement and PE/Women's Athletic Head Coach position have been on the table for a few years. Justification has been presented in support of these two positions for next year 2008/09. Over the next three years, consideration needs to be given to the replacement of our other two positions to be filled. We will suffer another retirement in Spring 2009 and possibly another in the next three years.</p>	
<p><b>e. Staff position(s) – changes in instructional or support needs due to program growth, new technology, etc.</b></p> <p>With the growth of sections in Health and Physical Education, construction of new PE facilities, and now overseeing the operation of the Wellness Fitness Center it is anticipated there will be a need for additional support staff. Already there is a need for an Asst. Mgr in our Wellness Center. The increased demands put on the center, i.e., over 1500 HE 100L lab students, community members, and PE 128 students, plus the projection of new course offerings in the center more than justify the need.</p>	<p>Instruction did approve a fulltime Program Coordinator and a part-time assistant for the Wellness Fitness Center. This will help meet the increased demand the center has assumed with more HE lab students, PE 128 students and increased membership sales.</p> <p>The staffing of Lifeguards at the pool for our instructional needs is critical. We hired two in the Fall semester 2008 and have hired one in the Spring 2009 semester. We need to have all instructional classes staffed with lifeguards for safety and security. It is our hope the district realizes the importance and is committed to financially support the need.</p>
<p><b>f. Other</b> N/A</p>	

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

Palomar has a strong commitment to learning and success. In fact, that is the Vision statement for the College. This is stated in the Strategic Plan 2009. The Strategic Plan has outlined five goals which Palomar College will focus Districts efforts. Student Success, Teaching and Learning have been our Departments strengths. Conversely, Facilities Improvement has been a sore spot for numerous



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years.

According to the Instructional Review and Planning document, the Physical Education and Health Department, has consistently increased its WSCH, FTES, Student Retention and Student Success Rate. As these numbers have increased, we have lost fulltime faculty members which have not been replaced. Although our department is depleted of fulltime personal, there has been a determined effort to recruit, retain and promote student learning. It has been our commitment to excel in these areas.

The concern of the department is that we may be reaching a ceiling for recruitment and retention of students. The glaring reason is the facilities we are teaching in are sub-par. We have great instructors that do a phenomenal job with what they have. The numbers we generate in relation to the environment we work in is truly amazing. The facts are the facts; there is not one Physical Education/Health facility that is current. Further, many have numerous safety issues which need to be addressed. Improving our facilities will assist our department in continuing to improve our teaching excellence.

According to the Instructional Review and Planning document, here are the numbers:

### **WSCH (weekly student contact hours)**

Physical Education	Health
11,658 in 2004 to 12,712 in 2006	3,024 in 2004 to 4,971 in 2006

### **FTES (full time equivalent student)**

Physical Education	Health
3.61 in 2004 to 423.75 in 2006	100.79 in 2004 to 165.69 in 2006

### **Student Retention Rate**

Physical Education	Health
93.28% in 2004 to 95.72% in 2006	95.03% in 2004 to 95.91% in 2006

### **Student Success Rate**

Physical Education	Health
72.71% in 2004 to 74.06% in 2006	77.69% in 2004 to 72.44 in 2006 (Change of class format 2006)

In summary, the disciplinary goal we have targeted to help maintain the success of our students is Facilities Improvement. As noted above, our numbers have been improving consistently from year to year. We are producing these numbers with facilities which are out of date and rundown. Unfortunately, the facilities we are working in are becoming a deterrent for improving the numbers we have generated. Our department's effort to provide a high quality educational experience is being overshadowed by the sub-par environment we provide it in. Our primary goal needs to be to improve the Facilities we work in.

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**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.**

#6 a. Identify one learning outcome that has been incorporated in one course program and identify a measure for determining whether the learning outcome has been achieved.

Physical Education 104/EME 100 Advanced First Aid

Each student is required to perform and pass nationally standardized written and physical examinations. Upon successful completion, each student is certified and qualified for employment. The successful completion rate for these courses in the Fall 2007 semester was approximately 90%.

Physical Education 231 Water Safety Instructor

Each Student is required to pass a national written examination, adequately perform six basic practical swim strokes, successfully perform emergency rescue techniques, as well as, properly organize, instruct and conduct five class activities. Upon successful completion, each student is certified and qualified for employment opportunities at aquatics facilities. The successful completion rate for this course in the Fall of 2007 was approximately 95%.

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

PE 120 Beginning Surfing

PE 121 Intermediate Surfing

A learning outcome for the classes in surfing is difficult to measure quantitatively but is measurable subjectively through observation. The instructor will be able to determine the student's ability of their awareness in ocean and wave conditions/situations while paddling out to the waves. The student will then be able to know where they are to situate themselves to increase their ability to catch and surf the wave. By attending class, participating, gaining water experience and confidence and following the instructor's advice, a student will be able to determine ocean swell/wind direction, wave take-off location and potential rip-current situations. While out in the water, a student's location will be observable by the instructor to determine if the student is safely situated to catch waves according to their ability and experience. Also, having learned proper safety rules and procedure while in the water, the instructor will be able to observe if the student practices ocean etiquette, proper protocol and safety rules as they apply to other student surfers when selecting a wave.

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

- Our best indicator of accomplishment in Physical Education is that in 2006 we added so many sections that we are now capped out on faculty use and instructor load.
- A major accomplishment was Health 100 was added to our online curriculum which has been a boom to accommodate our distance education students. It has been a great success as enrollment is filled in one day. Attention has also been high. This has been the final class so students can now get a AA degree online from Palomar College.
- The Physical Education department in conjunction with the Team Life Committee is developing a physical fitness assessment lab. This lab will enable faculty and students to have their fitness assessed using state of the art exercise equipment using the “Polar USA Tri FIT”.
- The new Health 100 Lab format has been a huge success as Health 100 students now do their fitness workouts in a quality facility on campus. This has increased the fitness level of our students in general. We are maximizing the wellness facility as we have never done before. It has been instrumental in boosting our WSCH in HE to 806 and overall department WSCH of 495 in Physical Education for Fall 2006. Fall 2007 data will indicate a significant increase in both these areas.
- Customizing the text book by adding information to the health 100. This put both the class and lab together in one convenient spiral bound notebook.
- New class additions being considered this year include Self Defense for Women and PE 103- Evaluative Fitness.
- Since our introduction of a surf class in 2005 we have added more sections of this popular class.
- The updating and redevelopment of new classes that is specific in Kinesiology. This will enable our students an easy transition into the Cal State San Marcos Kinesiology Department.
- Creating new course outlines for pre kinesiology and biomechanics.
- A New screen was added to our baseball field to protect tennis students. This addition to our facilities was a major safety concern that was needed to protect our physical education students.
- New and upgraded fitness equipment to our wellness center such as three new treadmills, thirteen upper and lower body machines and a new set of dumbbells.
- Our Strength/Training facility (Previously Racquet Ball Courts) we added for the students benefit a new “Smith” squat machine, lat pull down machine, inverted hip sled and thirteen new mirrors.
- Creation of an advanced fitness class for wellness center for the numerous students who want something more advanced than the regular P.E. 128 class.
- Creation of PE 204 & PE 205 (In season and Out of Season Sports Conditioning) courses in Fall, 2005. Offered one section each semester in 2005/2006. The growth in these courses have blossomed and have become very successful. We now offer 6-7 sections each semester with full enrollments.
- Creation of Beginning and Intermediate Surfing (PE 120 & 121) in 2005 has now grown to be one of the most popular classes. It has been a huge success. One section was offered in 2005 and now we offer full semester length, short term, summer and intersession sections all year long and the popularity is overwhelming.



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

N/A

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

N/A

10. Other comments, recommendations:

In summary, as it relates to our previous Institutional Review of 2005, the Physical Education Department has made significant strides in the critical areas of the district and program's strategic plan. Although improvements have been accomplished, the department recognizes the need for improvement and will focus in the areas presented in this 2007-08 document to better serve the students and community.

Growth is projected to be commensurate with the college as the department continues to serve the needs of the students and community. Although the department will continue to offer new and exciting lab activity courses, there will be more focus on fitness/exercise programs and science-based lecture courses related to areas such as athletic training, evaluative fitness, bio-mechanics, pre-kinesiology. The additional lecture courses would also give us the ability to expand our distance learning offerings. Department goals include expanding our program and facilities at education centers. This would increase opportunities for potential Physical Education majors and add to our department WSCH. Our goal is to hire additional PE Full Time Contract faculty in the upcoming years to replace the 4 we are currently down.

The majority of the Physical Education facilities are outdated, obsolete and in dire need of attention. Overall, the maintenance, surfacing and refurbishing of all Physical Education class facilities need to be addressed as an annual or bi-annual maintenance plan established and scheduled by Facilities. All outside natural playing surfaces need an annual maintenance plan as addressed previously in this document. It is recommended the funding source be recognized by the district and annually be budgeted under the facilities /grounds department and not be absorbed by the Physical Education/Athletic departments.

Community outreach is critical in our discipline. We will continue our departmental philosophy of involving the community. Youth groups and community based businesses are continually in need of our physical education facilities and fields.

- The wellness center is open to community membership as well as attracting Cal State University, San Marcos students, local fire fighters and law enforcement officers.
- Health classes call on local health centers to provide lectures and current trend information
- Swimming pool facility is used by local high schools, junior high schools, clubs for training, swim meets, water polo games, swim instruction, adaptives and recreational services.
- Physical Education facilities (dome), and other playing field are continually used by local youth volleyball, football, baseball, basketball, and other assorted clubs and teams in the North County.

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

Aegerter, J., Cnossen, J., Crawford, J., Early, D., Early, J., Eldridge, M., Falcone, K., Gerhardt, H., Mancao, R., McAdams, J., Seiler, K., Taylor, C., Waterman, P., Lopez, M., Vetter, R.

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*This is the review your department or program submitted in Spring 2008. For Questions #3 and #4 on this form, please provide a progress or status report on the plans you identified last year. For each item, type your progress report in the right column titled, Progress-2008-09. Also, please list the faculty and staff who participate in this progress report. Forward (1) a hard copy to Instructional Services for review by IPC and (2) an electronic copy to [jdecker@palomar.edu](mailto:jdecker@palomar.edu) no later than 3/2/2009*

**Please identify faculty and staff who participated in the development of the reviewer's progress/status report -  
Input Names Here:**

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

**Date**

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**Division Dean Review and Signature**

**Date**