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| **Department: American Indian Studies** | **Date: 12/8/15** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review.)** |  |

**DEFINITION**

Program Review and Planning is the means by which faculty, staff, and/or administrators complete a self-evaluation of an academic discipline, program, or service.  The self-evaluation includes an analysis of both quantitative and qualitative data on how the academic discipline, program, or service is supporting the mission and strategic planning of Palomar College in meeting the educational and career interests of students.  Through the review of and reflection on key program elements, such as program data and student learning outcomes, Program Review and Planning defines the curriculum changes, staffing levels, activities, and/or strategies necessary to continue to improve the academic discipline, program, or service in support of student success.  The Program Review and Planning process also ensures short-term and long-term planning and identification of the resources necessary to implement identified goals and priorities.

**Purpose of Program Review and Planning:**

Program Review and Planning for Years 2 and 3 provides a “check-in” on the Year 1 Comprehensive PRP. The PRP documents the vision and planning for a program or discipline. It also provides information for the development of the College’s Strategic Plan goals and annual objectives, documents overarching themes/issues occurring across academic programs and instruction, identifies the needs for resource allocations, and identifies department needs for developing the annual Staffing Plan update.

[**Palomar College Mission**](http://www.palomar.edu/about/goals.aspx)

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

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| **List everyone who participated in completing this Program Review and Planning Document.**  **Patricia Dixon, Deborah Dozier, Alan Aquallo-Lechusza, Seth San Juan** |

**Resources Requested for Academic Year 2015-16: Identify the resources needed to achieve the department’s goals and plans.   
RESOURCE REQUESTS THAT SUPPORT MORE THAN ONE DISCIPLINE SHOULD BE INCLUDED ON THIS FORM.**

**STEP I. Resources Requested for FY 2015-16: I**dentify all additional resources you will need to achieve goals, plans and strategies. First, identify all resource needs in each budget category. You may have up to five (5) requests per budget category. Provide a meaningful rationale for each request and how it links to your Goals, Plans, and Strategies. Resource requests to simply replace budget cuts from previous years will not be considered. Negotiated items should not be included in any resources requested. PLEASE NOTE THAT ALL FUNDING ALLOCATED BY IPC IS ONE-TIME AND MUST BE SPENT WITHIN THE DEFINED TIMELINE. Click here for examples of [*Budget Category*](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)*.*

Prioritize within each category and then prioritize across categories in Step II.

**\***Refer to Strategic Plan 2016 Objectives at http://www.palomar.edu/strategicplanning/StrategicPlan2016-Year2.pdf

**Budget category a. Equipment (acct 600010 and per unit cost is >$500). Enter requests on lines below. Click here for examples of equipment:** [**Budget Category**](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **a1.** | **Camera Macro-lens** | **600010** | **3,4, continuing goal** | **1,2** | **Macro-lens for camera to support the Department by attracting students with photos of events posted on the Department website. It will also support Continuing Goal # 3 by producing close up, large format photos of plants and landscape for the developing courses in West Coast and Hawaiian ethno-botany.** | **700.00** |
| **a2.** |  | **600010** |  |  |  |  |
| **a3.** |  | **600010** |  |  |  |  |
| **a4.** |  | **600010** |  |  |  |  |
| **a5.** |  | **600010** |  |  |  |  |

**Budget category b. Technology (acct 600010, examples: computers, data projectors, document readers). Enter requests on lines below. Click here for examples of technology:** [**Budget Category**](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **b1.** |  | **600010** |  |  |  |  |
| **b2.** |  | **600010** |  |  |  |  |
| **b3.** |  | **600010** |  |  |  |  |
| **b4.** |  | **600010** |  |  |  |  |
| **b5.** |  | **600010** |  |  |  |  |

**Budget category c. Supplies (acct 400010 and per unit cost is <$500). Enter requests on lines below. Click here for examples of supplies:** [**Budget Category**](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **c1.** | **Visual media and printed sources** | **400010** | **2, 3, 4** | **1,2** | **In addition to replacing selected VHS tapes with DVDs, we have two new courses in AMS in need of quality and contemporary instructional material. Videos for the new classes on American Indian Theatre and Dance and Pacific Islanders are costly. We have two we want to purchase: Maria Tall Chief and Holo Mai Pele. They can also be used in several other classes.**  **We have a VHS series on American Indian History (How the West was Lost) that needs to be replaced with DVDs.**  **The potential DVDs relate to a number of SLOs for these, and other classes based on assessments made of our key classes in AIS and AMS.**  **Many of our reference books are outdated and needed in the fields of law, archeology, and research methodology for historical review.**  **Due to our various fields of study in our disciplines, subscriptions to specialized magazines to maintain our currency.** | **1200** |
| **c2.** |  | **400010** |  |  |  |  |
| **c3.** |  | **400010** |  |  |  |  |
| **c4.** |  | **400010** |  |  |  |  |
| **c5.** |  | **400010** |  |  |  |  |
|  |  |  |  |  |  |  |

**Budget category d. Operating Expenses (acct 500010; examples: printing, maintenance agreements, software license) Enter requests on lines below. Click here for examples of operating expense:** [**Budget Category**](http://www.palomar.edu/irp/Document%20Library/PRP%20Budget%20Category.pdf)

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already partially funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **d1.** | **Printing and postage** | **500010** | **1,2,3,4, continuing goal** | **1,2** | **Our outreach efforts to our tribal communities have been limited because some of them lack internet access and are dependent upon printed materials. We require increased funds to meet student and tribal community needs.** | **500** |
| **d2.** | **Guest speakers,**  **High school outreach, California Indian Day** | **500010** | **1,4, continuing goal** | **1,2** | **For American Indian scholars'/artists' to enrich the current academic curriculum, such as California Indian Day and the spring American Indian high school outreach. The event(s) are open to the campus and pubic. Honorariums are provided to speakers, performers and scholars. Our events often include refreshments for guests and participants. The additional 500 dollars requested will allow us to provide a major event each semester of the school year.** | **1000** |
| **d3.** | **Brochures** | **500010** | 4, Continuing Goal | **1,2** | **Color trifold brochures that will be used to advertise our courses in AIS and AMS in relationship to the College’s Mission statement and vision. Such brochures can aid in filling underperforming classes and as outreach for events when prospective students visit campus. We would print these on campus and work with the proper department on design. 600—800 potential.** | **500** |
| **d4.** |  | **500010** |  |  |  |  |
| **d5.** |  | **500010** |  |  |  |  |

**Budget category e. Travel Expenses for Faculty (acct 500010: faculty travel only)**

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits if applicable)** |
| --- | --- | --- | --- | --- | --- | --- |
| **e1.** | **Conferences/Workshops** | **500010** | **1,2,3, continuing goal** | **1,2** | **As an interdisciplinary department dedicated to the fields of American Indian Studies and American Studies it is essential that we participate in conferences to bolster our expertise and currency. Examples are the California Indian Conference, American Indian Studies Association Conference, and the American Studies Association Conference.**  **SDSU is hosting the California Indian Conference in fall of 2016. This is an excellent and affordable opportunity to work and meet colleagues throughout the state.** | **1500** |
| **e2.** |  | **500010** |  |  |  |  |
| **e3.** |  | **500010** |  |  |  |  |
| **e4.** |  | **500010** |  |  |  |  |
| **e5.** |  | **500010** |  |  |  |  |

**Budget category f. Short-term hourly (temporary and student worker). Enter requests on lines below.**

| **Priority Number for Resource Requests** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits if applicable)** |
| --- | --- | --- | --- | --- | --- | --- |
| **f1.** |  | **230010** |  |  |  |  |
| **f2.** |  | **230010** |  |  |  |  |
| **f3.** |  | **230010** |  |  |  |  |
| **f4.** |  | **230010** |  |  |  |  |
| **f5.** |  | **230010** |  |  |  |  |

**STEP II. Prioritize Resource Requests.** Now that you have completed Step I, prioritize all of your resource requests as one group; not prioritized within each budget category. This means you could have your #1 priority in technology, your #2 priority in short-term hourly, and your #3 priority in equipment, etc. If you actually have five (5) requests in each of the six (6) budget categories, you would end up with 30 prioritized requests**. IPC will not consider requests that are not prioritized.** Note that all funding allocated by IPC is one-time and must be spent within the defined timeline.

| **Priority Number for all Resource Requests in Step I** | **Resource Item Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide ~~a~~ detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include tax, shipping, benefits, etc.)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Visual Media and printed sources** | **400010** | **2,3,4** | **1,2** | **In addition to replacing selected VHS tapes with DVDs, we have two new courses in AMS in need of quality and contemporary instructional material. Videos for the new classes on American Indian Theatre and Dance and Pacific Islanders are costly. We have two we want to purchase: Maria Tall Chief and Holo Mai Pele. They can also be used in several other classes.**  **We have a VHS series on American Indian History (How the West was Lost) that needs to be replaced with DVDs.**  **The potential DVDs relate to a number of SLOs for these, and other classes based on assessments made of our key classes in AIS and AMS.**  **Many of our reference books are outdated and needed in the fields of law, archeology, and research methodology for historical review.**  **Due to our various fields of study in our disciplines, subscriptions to specialized magazines to maintain our currency.** | **1200** |
| **2.** | **Guest speakers,**  **High school outreach, California Indian Day** | **500010** | **1,4** | **1,2** | **For American Indian scholars'/artists' to enrich the current academic curriculum, such as California Indian Day and the spring American Indian high school outreach. The event(s) are open to the campus and pubic. Honorariums are provided to speakers, performers and scholars. Our events often include refreshments for guests and participants. The additional 500 dollars requested will allow us to provide a major event each semester of the school year.** | **1000** |
| **3.** | **Brochures** | **500010** | **4** | **1,2** | **Color trifold brochures that will be used to advertise our courses in AIS and AMS in relationship to the College’s Mission statement and vision. Such brochures can aid in filling underperforming classes and as outreach for events when prospective students visit campus. We would print these on campus and work with the proper department on design. 600—800 potential.** | **500** |
| **4.** | **Conferences/Workshops** | **500010** | **1,2,3** | **1,2** | **As an interdisciplinary department dedicated to the fields of American Indian Studies and American Studies it is essential that we participate in conferences to bolster our expertise and currency. Examples are the California Indian Conference, American Indian Studies Association Conference, and the American Studies Association Conference.**  **SDSU is hosting the California Indian Conference in fall of 2016.** | **1500** |
| **5.** | **Camera Macro-lens** | **600010** | **3,4** | **1,2** | **Macro-lens for camera to support the Department by attracting students with photos of events posted on the Department website. It will also support Continuing Goal # 3 by producing close up, large format photos of plants and landscape for the developing courses in West Coast and Hawaiian ethno-botany.** | **700** |
| **6.** | **Printing and postage** | **500010** | **1,2,3,4** | **1,2** | **Our outreach efforts to our tribal communities have been limited because some of them lack internet access and are dependent upon printed materials. We require increased funds to meet student and tribal community needs.** | **500** |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |
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| **29.** |  |  |  |  |  |  |
| **30.** |  |  |  |  |  |  |

**STEP III. Contract Position Requests.** Prioritize all contract positions you feel are needed to achieve your goals, plans and strategies. Include all requests for Classified, CAST, and Administrator positions that either replace a vacancy due to retirements, resignations, lateral transfers, etc., or any new positions. You may request up to ten (10) positions and they must be prioritized to be considered by IPC. Please note that only these position requests will be prioritized by IPC when developing the annual Staffing Plan for Instruction.   (Do not include faculty positions.)

| **Priority Number for Contract Position Requests** | **Position Title/Category**  **Requested** | **Fund Category** | **Discipline goal addressed by this resource** | [**Strategic Plan 2016 Objective Addressed by this Resource**](http://www.palomar.edu/strategicplanning/PALOMAR_STRATEGICPLAN2016.pdf)**\*** | **Provide a detailed rationale for the each position. The rationale should refer to your discipline’s goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If position is already funded, name the source and describe why it is not sufficient for future funding.)** | **Amount of Funding Requested (include benefits)** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**