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| **Discipline:**  | **Date:** **9/28/2015** |
| **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.****Kalyna Lesyna, Susan Miller, Kathleen Grove, Devon Smith, Joe Briceno** |

**STEP I. Evaluation of Program & SLOAC Data.** In this section, examine and analyze updated program data, the results of SLOACs, and other factors that could influence your program/discipline’s plans for the current year. Consider trends and any changes in the data as they relate to this year’s analysis.

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| 1. **Analysis of Program Data. Review and comment on any significant changes or noted concerns since last year’s PRP.**

**(For enrollment, WSCH, & FTEF data, use Fall term data only).** * + [Enrollment, Enrollment Load, WSCH, and FTEF](https://sharepoint2.palomar.edu/sites/IRPA/SitePages/Productivity%20Metric%20Summary.aspx)
	+ [Course Success and Retention Rates](https://sharepoint2.palomar.edu/sites/IRPA/SitePages/Success%20and%20Retention.aspx)
	+ [Degrees and Certifications](https://sharepoint2.palomar.edu/sites/IRPA/SitePages/Degrees%20and%20Certifications.aspx)

We are proud to note that, despite the overall decrease in enrollment statewide at community colleges, Sociology at Palomar continues to grow. We are confident that our program is strong and that the changes we have made to our curriculum will improve the overall quality of our program, particularly our AA-T degree.1. Enrollment. As previously noted, enrollment is down systemwide; however, Sociology enrollment remains strong. Our enrollment at Census is close to 90%. Our WSCH/FTEF ratio, while down slightly, also remains strong at 509.27. Overall enrollment load at Census in Sociology is higher (88.37%) than the college average (86.4% ). Our percent of FTEF taught by part-time faculty remains high (68.24%), which we believe justifies adding a new hire in the next year. 2. Success and Retention. Our retention rates remain very strong, especially in our day classes (92.1%). Our evening and distance education classes are also holding steady (85.6% and 82% respectively). Our overall retention rate for all classes combined is 89.3%. As expected, our overall success rate (67.5%) is somewhat lower than our overall rentention rate. We are happy to note that they have increased slightly from last year. We believe our 67.5% success rate reflects the rigor of our courses as well our intention to prepare students to transfer to a four-year college/university. We continue to consider the idea of implementing prerequisties and expanding tutoring options for our courses in order to better prepare students. We feel that there is a particular need for tutoring in Statistics 205 and would like to really focus our efforts on bringing up success rates for African American and Latino students, whose success rates (63.6% and 60.9% respectively) lag behind other groups. 3. Degrees and Certificates. With the institutionalization of our AA-T degree, we are pleased to report that in 2014-15, 24 students received an AA-T degree in sociology. Each year this number increases significantly (up from 16 last year), indicating a strong and growing interest in the major as a transfer degree. |

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| 1. **SLOACs. Using the comprehensive SLOAC reports and faculty discussions as a guide, summarize your planned SLOAC activities for courses and programs for the current academic year. Link to SLOAC resources:** <http://www2.palomar.edu/pages/sloresources/programreview/>

Looking at our overall SLOAC summary, we are proud to report that we are up-to-date with reporting on all courses. We have developed SLOs for every course. Each SLO has been assessed, and we now feel confident that we are on a three-year cyle with all of our courses. Part-time faculty play a large role in gathering SLO assessment data, and we are grateful for their interest and participation. The SLOs allow us to reflect on our teaching and allow us insight into what are students are learning. We have mapped each SLO to the GE/ILOs.Recently one of our faculty members became SLO Facilitator for the department.We will continue to monitor and update our courses on the timelines we have developed. We are very pleased that our SLO assessment results reflect student success and provide us with ideas on how to better shape our curriculum and serve our students.  |

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| 1. **Other Relevant Data and Information.**
2. **Review other data and/or information that you included in last year’s assessment of your program (see Step II.C). (Examples of other data and factors include, but are not limited to: external accreditation requirements, State and Federal legislation, four-year institution directions, technology, equipment, budget, professional development opportunities). Describe other data and/or information that you have considered as part of the assessment of your program. If there is additional information you are using to assess your program this year, also describe that information here.**

Our Part-Time/Total FTEF is still unbalanced (68.24%). We would like to hire a full-time faculty member who specializes in the area of race and ethnicity. We believe that expertise in this area is important in light of current events and the changing demographics of our society. There is strong student interest in this area of sociology around issues of race and ethnicity. Because Palomar is an Hispanic-serving institution, we believe that adding an expert in the area of race and ethicity will bolster our program. Race and Ethnicity is a area core to our AA-T degree. This year we have added a new course on Social Justice (Soc 170), and the course was developed to articulate directly with the sociology program in Criminology and Social Justice at CSUSM. This expansion of our program was done as a result of an NCHEA grant. We have also begun to offer a series of events that directly address these issues of race/ethnicity and social justice. For example, last Spring 15, we held an event to screen the film "Homie Up," a documentary that looks at mass incarceration and the impact that incarceration has on communities of color. We also held an event to explore Black Lives Matter, a social movement gaining in visibility in the United States. At both of these events, we had standing-room-only attendance, which we belive speaks to growing interest in this area of sociology. We are currently staffing three sections of Soc 200-Race, Class and Gender with adjunct faculty and would very much like to have a full-time person teaching those courses. Because this class (Soc 200) is so fundamental to Sociology, we believe that having a full-time faculty teaching these courses would allow us to integrate our extra-curricular activities with our courses. We also continue to have a strong need for travel assistance to conferences. Sociology is a dynamic field, and these conferences provide an important opportunity for faculty to stay current. As the mission of Palomar College has shifted from community involvement and lifelong learning to a focus on transfer degrees, the need for our attendance at conferences has intensified. In the past, our participation at professional conferences has resulted in new course development, the integration of current research into our lectures, and research collaborations between Palomar and four-year universities. Our success in providing students with a rigorous foundation in sociology and adequately preparing them for transfer to four-year institutions and careers depends on being part of a community of scholars. 1. **Given this updated information, how are your current and future students impacted by your program and planning activities? Note: Analysis of data is based on both quantitative (e.g., numbers, rates, estimates, results from classroom surveys) and qualitative (e.g., advisory group minutes, observations, changes in legislation, focus groups, expert opinion) information.**

Many of our students are beginning to transfer to the Criminology and Social Justice program in Sociology at CSUSM. We have noted increased interest in this major and want to continue to focus our efforts on providing courses such as Soc 170 (Social Justice) and Soc 200 (Race and Ethnic Relations) that help to prepare students for transfer in sociology. We also intend to continue to respond to important race/ethnicity issues in the larger society through our scholarship, course offerings, and college events. This past year we have held student events to discuss the social movement #Black Lives Matter which had standing-room-only attendance. Additionally, there is a new Black Student Union club on campus, and one of our part-time faculty serves as the advisor. Two of our faculty members have joined the research group for Tarde de Familia. We feel that our students need support and benefit from our involvements in these activities.  |

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| 1. **Labor Market Data. For Career/Technical disciplines only, review and comment on any significant changes or concerns since last year’s PRP. (See Step II.D). This data is be found on the CA Employment Development website at** [**http://www.labormarketinfo.edd.ca.gov/**](http://www.labormarketinfo.edd.ca.gov/)**. Go here and search on Labor Market Information for Educators and Trainers (http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=112). Click on summary data profile on right side of page to search by occupation. (Check other reliable industry or government sources on Labor Market Data websites that support findings and are relevant to Region Ten – San Diego/Imperial Counties. Include job projections and trends that may influence major curriculum revisions.)**

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**STEP II. Progress on Previous Year’s Goals and Plans** (See ”Step III - Updated Goals and Plans” in your completed 2014-15 PRP at <http://www.palomar.edu/irp/PRPCollection.htm>).

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| **Discuss/Summarize progress on last year’s goals. Include** 1. **the impact on resources allocated and utilized;**
2. **any new developments or concerns that are affecting the program;**
3. **any new goals for the program; and**
4. **other information you would like to share.**

a. We were able to purchase a laminator and an iPad with department funds, both of which have been used to improve student success in our courses. The laminator has been used to produce statistics tables so that we can use them multiple times without printing new tables each semester. This should save a great deal of money on printing as well as providing this resource in the classroom. We would like to order new lamination sheets to continue finding ways to save printing costs. The iPad was used extensively to create short videos and instructional materials for online classes. The iPad has been used with a program called Edu-Create to develop short videos for online Stats 205. We can certainly see the value in this resource, and we would like to incorporate it in other courses, particularly online courses that need more interactive instruction. This resource allows us to answer student questions with examples and with interactive immediate responses. It is an extremely useful tool for online teaching. We will request another iPad to expand our teaching resources in this area.b. A concern is the lack of clear information from the Counseling office about one of our classes (Soc. 165) and the utility of our AA-T degree. Students have been incorrectly advised that the AA-T degree is not useful for transfer. Additionally, we have struggled to maintain adequate enrollment in Soc. 165. This course was approved by the curriculum committee in Fall 2013, initially offered in Fall 2014, and placed into the Catalog as part of our AA-T degree in 2014. However, we were only recently informed that it had not been submitted and approved by the Chancellor's office. The Counseling office has relied on information from the 2013 catalog and told students not to take Soc. 165 and instead to take Soc. 120 (an old course which is no longer offered). We need clear channels of communication between our discipline and Counseling. The Chancellor's office actively encourages the creation of AA-T degrees and yet is so backlogged that even slight revisions can not be approved in a timely fashion. In the current situation, our AA-T and our students are in limbo.  An additional concern is that we recently changed our Sociology 205 course from 3 to 4 units, which has allowed us to incorporate teaching SPSS (a statistical software package). We have noticed an increased need for tutoring for this course and hope that we can find funding to better support student learning. This is particularly critical for online students. Additionally, we are seeking to retrofit our computer classroom, MD-130, to protect the computers and equipment. The current configuration is creating mulitple work orders for repair, and we believe this situation can be resolved by raisng the desks so that computer keyboards can be stored on sliding trays beneath them. We will be requesting a retrofit for the MD-130 classroom to protect our equipment. c. Sociology is growing, not in small part due to our outreach efforts. Our goals include expanded outreach and commitment to student excellence and equity. Last year we participated in Career Day on the Palomar Campus, and we have also gone to local high schools (Alta Vista, Mision Hills, and San Marcos High) to present and promote our discipline and AA-T degree. Often, high school students have had no exposure to Sociology, so we have attempted to ameliorate that by these outreach efforts. We are focused on the AA-T and have joined forces with Cal State San Marcos to present a smooth path for transfer there for our students. In particular, we have noticed increased student interest in Cal State's Criminology and Social Justice BA degree. To accommodate this interest, we developed the lower-division course Soc 170 (Social Justice) to allow our students more opportunities to prep for that major. Another major concern for us is the need for qualified tutors, particularly for our Statistics 205 courses. We have analyzed our success and retention data carefully and would like to improve success rates for our courses. We would like to target groups that need more support such as Hispanic and African American males. We strongly believe that tuoring is needed to improve our success rates. In additon, we have some concerns about success in online classes. We believe that additional tutoring resources across our curriculum would have an impact on success. Our interest in student equity in the form of more success and retention for Hispanic students has led to our involvement with the Tarde de Familia project. An additional concern is that we need to travel to conferences to keep current in our fields. As previously mentioned, Sociology is dynamic and ever-changing as it is the study of social groups, social movements and how culture and society changes. It is important that we stay current by attending conferenes and by keep our memberships in ASA and PSA up to date. Finally, we hope to continue to build our program and to expand our full-time faculty to include an expert on race and ethnicity.   |

**STEP III. Resources Requested for FY 2014-15:** Now that you have completed Steps I and II, Step III requires you to identify all additional resources you will need to achieve goals, plans and strategies for Step II. 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. Requests that support more than one discipline should be included on the “Academic Department Resource Requests” PRP form only. 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 IV.

\*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.**  |  | **600010** |  |  |  |  |
| **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.**  | **Keyboard Tray Retrofit for MD 130 to include keyboard trays, height adjustment, labor etc.** | **600010** | **Improve learning environment in MD 130** | **Goal 5: Facilities and Infrastructure:** **Ensure that existing and future facilities and infrastructure** **support student learning, programs, and services** | **Currently, the configuration for computers in MD 130 has students putting the keyboards and mice in a drop down tray. Keyboards are broken, the mice are torn our and the trays are bent to the extent that we need to make work orders on nearly a weekly basis. By retofitting the computers in this room, we will save a great deal of labor and cost by allowing the keyboards/mice to be placed beneath the desks and thus avoiding the constant wear, tear and breakdown of this equipment. We have received a cost estimate for this retrofit.**  | **6449.48** |
| **b2.**  | **3 iPad** | **600010** | **Bring new technology to classroom and online.** | **Goal 4: Ojective 4.3 and 4.4** | **We belive that incorporating new technology into our classrooms and particularly online will benefit and enhance student learning.** | **2110.68** |
| **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.**  | **Laminations** | **400010** | **To continue efforts to save printing cost, we will continue to laminate statistics tables and other re-usable handouts.** | **Goal 1** | **We have begun laminating our statistics tables which will cut down on printing costs. We are also laminating archival materials. We need more lamination pouches.** | **211.00** |
| **c2.**  | **Lorell Dry-Erase Board Display Easel x2** | **400010** | **Improve excellence in teaching** | **Goal 1** | **Mobile white boards are a necessity for tutoring statistics students, office hours, group work, study sessions, and demonstrations. Neither the discpline nor the department currently have any mobile white boards.**  | **180.00** |
| **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 costs for flyers and outreach materials** | **500010** | **Outreach efforts and alignment of curriculum and student transition from High school to Palomar College** | **Goal 1 Objective 1.1.** **Goal 3. Objective 3.1**  | **We have been actively involved in outreach strategies to area high schools (San Marcos, Mission Hills, Alta Vista). As part of our efforts, we have prepared packets about sociology careers, and the Sociology AA-T degree We have been working with high schools to improve alignment of curriculum and student transition. The printing request would allow us to put together more packets for counselors and students.**  |  **$500** |
| **d2.**  | **American Sociological Assoc. Membeships (5x 280.00)** | **500010** | **Improving teaching exellence and remaining current in the field** | **Goal 1 and Goal 3** | **This resource will allow us to meet our first program goal, that of being excellent teachers. To do so, we need to stay current and ASA memberships foster teaching excellence. ASA membership also comes with a subscription to Trails, the teaching resource journal.** | **1400.00** |
| **d3.**  |  | **500010** |  |  |  |  |
| **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.**  | **Travel Funds for attendance at the Pacific Sociological Assocation meeting in Oakland, CA March 2016.**  | **500010** | **Vision and Values-Excellence in teaching, learning and service. Goal 1.** | **Goal #1** | **A core value of Palomar College is "excellence in teaching, learning, and service." Sociology is a very dynamic field, and staying current in our respective areas of specialization is essential to our being excellent instructors, implementing effective pathways, academic programs and services to improve student progress and learning, and defining career pathways for students.. Going to conferences such as the annual meeting of the Pacific Sociological Assocation helps us tremendously in our efforts to keep up in our field. Two of the faculty requesting funds will be presenting at the PSA. The amount of funding requested here is the total cost for the four full-time faculty members to attend the annual PSA meeting in 2016. (The fifth member of the Sociology disciplien is making a separate request in the Women's Studies PRP).The cost includes flights, hotels, food, and registration fees. Our attendance at these conferences is in line with Strategic Plan Objective 3.3 (Increase professional development opportunities to strengthen the technological knowledge and skills of faculty and staff) and Strategic Plan Objective 3.4 (Implement professional development opportunities that support faculty innovation in teaching and learning through action-based research.** | **3912.00** |
| **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.**  | **Tutor for Statistics 205 -face to face classroom support.** | **230010** | **To support student learning, success and retention.** | **Goal 1** | **Students need support in this class. It is difficult and with the addition of SPSS to the curriculum, more tutoring is needed for student success.** | **4000.00 (12.00 per hour, 20 hours per week, 16 weeks)** |
| **f2.**  | **Student tutor for Statistics Online** | **230010** | **To support student success and retention** | **Goal 1** | **Online students need tutoring resources for statistics.** | **4000.00 (12.00 per hour, 20 hours per week, 16 weeks for 1 tutors )** |
| **f3.**  |  | **230010** |  |  |  |  |
| **f4.**  |  | **230010** |  |  |  |  |
| **f5.** |  | **230010** |  |  |  |  |

 **STEP IV. Prioritize Resource Requests.** Now that you have completed Step III, 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 III** | **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.**  | **Keyboard Tray Retrofit for MD 130 to include keyboard trays, height adjustment, labor etc.** | **600010** | **Improve learning environment in MD 130** | **Goal 4: Facilities and Infrastructure:** **Ensure that existing and future facilities and infrastructure** **support student learning, programs, and services** | **Currently, the configuration for computers in MD 130 has students putting the keyboards and mice in a drop down tray. Keyboards are broken, the mice are torn our and the trays are bent to the extent that we need to make work orders on nearly a weekly basis. By retofitting the computers in this room, we will save a great deal of labor and cost by allowing the keyboards/mice to be placed beneath the desks and thus avoiding the constant wear, tear and breakdown of this equipment. We have received a cost estimate for this retrofit** | **6449.48** |
| **2.**  | **3 Ipads** | **600010** | **Improve access for students and update technology skills for educators** | **Goal 3: Ojective 3.3 and 3.4** | **We believe that incorporating new technology into our classrooms and particularly online will benefit and enhance student learning** | **2110.68** |
| **3.**  | **Lamination pouches** | **400010** | **To continue efforts to save printing cost, we will continue to laminate statistics tables and other re-usable handouts.** | **Goal 1** | **We have begun laminating our statistics tables which will cut down on printing costs. We are also laminating archival materials. We need more lamination pouches.** | **211.03** |
| **4.**  | **Lorell Dry-Erase Board Display Easel x2** | **400010** | **Improve excellence in teaching** | **Goal 1** |  **Mobile white boards are a necessity for tutoring statistics students, office hours, group work, study sessions, and demonstrations. Neither the discipline nor the department currently have any mobile white boards.** | **180.00** |
| **5.** | **Printing costs for flyers and outreach materials** | **500010** | **Outreach efforts and alignment of curriculum and student transition from High school to Palomar College** | **Goal 1 Objective 1.1.** **Goal 2. Objective 2.1** | **We have been actively involved in outreach strategies to area high schools (San Marcos, Mission Hills, Alta Vista). As part of our efforts, we have prepared packets about sociology careers, and the Sociology AA-T degree We have been working with high schools to improve alignment of curriculum and student transition. The printing request would allow us to put together more packets for counselors and students** | **500.00** |
| **6.** | **Travel Funds for Conferences** | **500010** | **Vision and Values -Excellence in Teaching, Learning and Service** | **Goal 1** | **A core value of Palomar College is "excellence in teaching, learning, and service." Sociology is a very dynamic field, and staying current in our respective areas of specialization is essential to our being excellent instructors, implementing effective pathways, academic programs and services to improve student progress and learning, and defining career pathways for students.. Going to conferences such as the annual meeting of the Pacific Sociological Assocation helps us tremendously in our efforts to keep up in our field. Two of the faculty requesting funds will be presenting at the PSA. The amount of funding requested here is the total cost for the four full-time faculty members to attend the annual PSA meeting in 2016. (The fifth member of the Sociology discipline is making a separate request in the Women's Studies PRP).The cost includes flights, hotels, food, and registration fees. Our attendance at these conferences is in line with Strategic Plan Objective 3.3 (Increase professional development opportunities to strengthen the technological knowledge and skills of faculty and staff) and Strategic Plan Objective 3.4 (Implement professional development opportunities that support faculty innovation in teaching and learning through action-based research.** | **3912.00** |
| **7.** | **ASA Memberships** | **500010** | **Vision and Values -Excellence in Teaching, Learning and Service** | **Goal 1** | **This resource will allow us to meet our first program goal, that of being excellent teachers. To do so, we need to stay current and ASA memberships foster teaching excellence** | **1400.00.** |
| **8.** | **2 Tutors for Statisitcs (one for online and one for face to face support)** |  **230010** | **Increasing student learning, success and retention** | **Goal 1** | **Students need support in this class. It is difficult and with the addition of SPSS to the curriculum, more tutoring is needed for student success.For online students, in particular, more tutoring support is needed.** | **8000.00 (12.00 per hour, 20 hours per week, 16 weeks for 2 tutors)** |
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**STEP V. Contract Position Requests.** Prioritize all contract positions you feel are needed to achieve goals, plans and strategies identified in Step II. 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)** |
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 **Department Chair/Designee Signature Date**

 **Division Dean Signature Date**