

# 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.)

**Discipline: Cabinet & Furniture**

Instructional Discipline Reviewed

2007-08

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

	Fall 2004	Fall 2005	Fall 2006	Definitions
<b>Enrollment at Census</b>	767	755	746	<i>Self Explanatory</i>
<b>Census Enrollment Load %</b>	96.48%	99.60%	92.99%	Enrollment at Census Divided By Sum of Caps (aka "Seats")
<b>WSCH</b>	4,313	4,069	3,918	Weekly Student Contact Hours
<b>FTEF</b>	143.76	135.62	130.60	One Full-Time Equivalent Student = 30 WSCH
<b>Total FTEF</b>	9.42	9.19	9.14	Total Full-Time Equivalent Faculty
<b>WSCH/FTEF</b>	458	443	429	WSCH Generated per Full-Time Equivalent Faculty Member
<b>Full-time FTEF</b>	3.00	4.00	4.00	FTEF from Contract Faculty
<b>Hourly FTEF</b>	5.36	4.22	3.90	FTEF from Hourly Faculty
<b>Overload FTEF</b>	1.06	0.97	1.24	FTEF from Contract Faculty Overload
<b>Part-Time FTEF</b>	6.42	5.19	5.14	Hourly FTEF + Overload FTEF
<b>Part-Time FTEF %</b>	68.14%	56.48%	56.23%	Percent of Total FTEF Taught By Part-Time Faculty
<b>Retention Rate</b>	96.84%	96.95%	96.83%	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>	87.77%	87.79%	87.86%	A,B,C,CR Grades Divided By A,B,C,CR,D,F,FW,NC,W Grades
<b>Degrees Awarded</b>	-	-	-	Total number of Degrees awarded for the Full Academic Year
<b>Certificates Awarded:</b>	7	-	5	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>	7	-	5	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.**

Cabinet and Furniture Technology (CFT) has seen a gradual decline in enrolment, which is of some concern. See 3b

The reflected #'s under Certificates and Degrees appear to be much different (lower) than what the discipline has granted. See 3a.

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

PLAN – 2007-08	Progress – 2008-09
<p><b>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.)</b></p> <p>The CFT faculty will work to identify students who could achieve degrees and certificates, and work to get more students to apply for degrees and certificates each year. (And apply for them properly; most likely, our students just are not following up to process paper work with the school).</p> <p>The CFT faculty will explore the possibility for an additional certificate in Urban Forestry Management. An additional full time CFT faculty member is needed in order to develop this plan.</p>	
<p><b>b. Class scheduling (consider enrollment trends, growth, course rotation, comprehensiveness, etc.)</b></p> <p>The CFT faculty has/and will work to increase enrollment by; creating new topic classes; continued marketing and outreach through shows and displays such as the San Diego County fair, Ontario Wood Show, San Diego home and Garden Show and the Palomar College Library display etc.; and continuing to rotate courses from and to the day and evening time slots as per student needs.</p>	

**4. Discuss/identify the resources necessary to successfully implement the planning described:**

PLAN – 2007-08	Progress – 2008-09
<p><b>a. Equipment/Technology – block grant funds, VTEA, other resources, etc.</b></p> <p>The CFT discipline is in desperate need of upgrading the dust collection system in T-7 lab. It is a safety hazard for the students because it does not have enough power to serve all the machines in the room. CFT also needs to upgrade, remodel, and change machine locations in T-16 lab. Over the years there have been many changes made in the lab due to the mix of classes that it served. Unfortunately, it is no longer best serving the current classes being taught there due to some machines being no longer relevant or outdated. Some machines lack proper dust collection hookup and create a safety hazard for students. The T-16 lab also needs to add some new machines such as a steam bender, wide belt sander, 2 new table saws etc.</p>	
<p><b>b. Budget – budget development process, one-time funds, grants, etc.</b></p> <p>The CFT discipline needs to increase the TA budget by 25% to accommodate the needs of safely assisting students.</p>	
<p><b>c. Facilities – schedule maintenance needs, additional classrooms/labs due to growth, remodeling, etc.</b></p> <p>The CFT discipline is in desperate need for more yard space to accommodate the Urban Forestry program. Space needs to be dedicated for log storage and lumber that has been processed to allow for the drying cycle. There is a need to better accommodate staff parking around the T-bldg. Parking needs to be close enough to the bldg to accommodate large heavy teaching aides. There is also a need to add more handicap parking near the T-bldg. CFT has an older population of students that increases the number of handicap spaces needed. CFT would also like to add a small watercraft production class, however needs more classroom and yard space to do so.</p>	

<p><b>d. Faculty position(s) – faculty priority process and projected full-time needs for 1 – 3 years</b></p> <p>The CFT discipline is in need of one or two more full time faculty members. Currently CFT down one fulltime position due to retirement. In the next 5 years, CFT will have 3 more faculty retire. Unless this is addressed with urgency, the woodworking program will suffer tremendous setbacks.</p>	
<p><b>e. Staff position(s) – changes in instructional or support needs due to program growth, new technology, etc.</b></p> <p>The CFT discipline is in need of funding a fulltime staff to manage the Palomar College Urban Forestry program. Volunteer efforts by full time faculty is not enough to safely oversee and manage it properly.</p>	
<p><b>f. Other</b></p>	

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

One of the goals for the CFT is to hire another full time faculty member to replace a retirement, which occurred in 2000. The additional full time faculty member will help to implement Palomar's Strategic Plan goals of Students Success and Teaching and Learning Excellence as explained: CFT offers over forty different woodworking courses, twenty-nine different courses this spring alone (more courses per full time faculty than most disciplines). In addition to the basic and intermediate foundation courses, CFT offers specialized courses such as; veneering, carving, wood bending, hand tool woodworking, greenwood chair building, stringed instrument building, architectural millwork, and timber frame construction. All instructors of specialized courses must also have the experience and knowledge of the basic and advanced foundation courses to enable articulation within and through the program and into the workplace.

For safety and consistency the CFT full time faculty must teach the foundation courses as well as specialized courses. Currently CFT does not have enough full time faculty to teach all 7 sections of our foundation courses. In addition full time CFT faculty are not always able to teach in their specialized area(s) of expertise, in some cases bowing out to less qualified part time instructors.

**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.**

At the program level CFT aspires for excellence in learning and teaching. Each year at the San Diego County Fair, CFT displays a show of student work with 150 to 200 entries. The CFT standard for student success in skill development is clearly illustrated with 125 to 150 blue ribbons.

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

In the CFT discipline the teaching of personal responsibility for safety is paramount. All students pass the safety test. Students must show safe work habits in order to move on from the foundation classes. The CFT discipline has an exemplary history for student safety.

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

In the field of woodworking, one of the most relevant and emerging technologies globally is the use of Green and Renewable materials. The CFT full time faculty recognizes the importance of promoting sustainable practices and have established Palomar College as a leader in Urban Wood processing and utilization. The full time CFT faculty envisions the Palomar College Urban Wood Program (begun in 2000 by CFT) as an Urban Forrest Products Education Center. To this date, the full time CFT faculty have donated their time to establish run and manage the Palomar College Urban Wood Program. The CFT students have benefited greatly from the use of lumber cut from local trees, milled, and dried at Palomar College.

CFT students have achieved enormous success as career woodworkers. The CFT discipline received the States most Outstanding Program award from the California Community College Association for Occupational Education.

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

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:

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

*Dave Thomsen, Russ Filbeck, Jon Stone, and Chris Fedderson*

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Department Chair/Designee Discipline Review and Signature

Date

Division Dean Review and Signature

Date

\* By no later than 2/14/08, forward a hard copy to Instructional Services for review by IPC.

**\* Also, by no later than 2/14/08, forward an electronic copy to Institutional Research and Planning.**