

# 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: Welding Technology**

Instructional Discipline Reviewed

2007-08

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

	Fall 2004	Fall 2005	Fall 2006	Definitions
<b>Enrollment at Census</b>	395	276	317	<i>Self Explanatory</i>
<b>Census Enrollment Load %</b>	96.34%	99.28%	100.32%	Enrollment at Census Divided By Sum of Caps (aka "Seats")
<b>WSCH</b>	1,484	1,058	1,078	Weekly Student Contact Hours
<b>FTEs</b>	49.48	35.25	35.95	One Full-Time Equivalent Student = 30 WSCH
<b>Total FTEF</b>	3.83	2.83	2.83	Total Full-Time Equivalent Faculty
<b>WSCH/FTEF</b>	387	373	381	WSCH Generated per Full-Time Equivalent Faculty Member
<b>Full-time FTEF</b>	1.00	1.00	1.00	FTEF from Contract Faculty
<b>Hourly FTEF</b>	2.39	1.83	1.50	FTEF from Hourly Faculty
<b>Overload FTEF</b>	0.44	-	0.33	FTEF from Contract Faculty Overload
<b>Part-Time FTEF</b>	2.83	1.83	1.83	Hourly FTEF + Overload FTEF
<b>Part-Time FTEF %</b>	73.91%	64.71%	64.71%	Percent of Total FTEF Taught By Part-Time Faculty
<b>Retention Rate</b>	93.25%	91.71%	96.22%	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>	74.21%	75.69%	80.00%	A,B,C,CR Grades Divided By A,B,C,CR,D,F,FW,NC,W Grades
<b>Degrees Awarded</b>	-	2	2	Total number of Degrees awarded for the Full Academic Year
<b>Certificates Awarded:</b>	14	10	14	Total number of Certificates awarded for the Full Academic Year
<b>- Under 18 Units</b>	12	7	12	Total number of Certificates awarded for the Full Academic Year
<b>- 18 or More Units</b>	2	3	2	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.**

I am pleased with the increase in Retention Rate and Success Rate. I expect the number of certificates awarded to increase progressively with the higher numbers of success and retention. I attribute the increase, no matter how small, to increase support to the welding department and highly qualified staff of adjunct instructors. I would say we warrant an additional fulltime instructor and fulltime hourly assistant.

**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 welding department has recently, 2007, revised and upgraded their Course Outlines of Record to reflect workforce and present labor market demands. We have been approached by other welding departments from other institutions regarding articulation. With the elimination of metalshops and woodshops in the high schools, it has been difficult for the building trades and small shops to recruit applicants with entry level skills, and the welding department will fill that void. This email just came as a result to a new certification class that we offered last semester.</p> <p>From: <a href="mailto:Allen.Russo@jarusso1@i">Allen Russo [jarusso1@i]</a> Sent: Wed 3/5/2008 8:15 PM</p> <p>To: <a href="#">Miller, Jay</a></p> <p>Cc:</p> <p>Subject: welding student</p> <p>Attachments</p> <p>Mr Miller: This is Allen Russo and I wanted to thank you for helping me get my latest cert. I have recieved a promotion at my work and I get to weld on a lot more things. We do structural steel fabrication very large beams and columns. I now do full pens of cantalievers and so on. I have a question I thought you might be able to answer. When fitting sometimes we have to tack using 7018 downhill. Why is 7018 generally not recomended in the downhill position? Does 7018 loose tensile strenght in this position? Thanks for any help you can give.</p> <p><b>He received his answer.</b></p>	<p><b>Our plan is to experiment with articulation with other welding schools and give students the opportunity to learn different welding techniques from different programs and earn college credit. We would</b></p>
<p><b>b. Class scheduling (consider enrollment trends, growth, course rotation, comprehensiveness, etc.)</b></p> <p><b>Scheduling rooms and classes at Palomar should be evaluated. The Welding Department has one lecture room per three classes while other classes are scheduled from 6:30 PM - 9:30 PM subduing the room 4 hours for a 3 hour class. Welding students are forced to stand and take notes or sit on the floor while rooms</b></p>	<p><b>We plan to offer Saturday classes in hopes to attract high school students or possibly the professionals wishing to upgrade their skills that cannot attend during the week.</b></p> <p><b>To the dismay of the welding department, we will be forced to schedule down the number of classes offered during the week on nights if a satisfactory solution to a lecture room cannot be</b></p>

<p>are empty for half the hour. Welding classes are designed for one hour or lecture to precede the welding demonstration and practice session.</p>	<p>negotiated.</p>
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**4. Discuss/identify the resources necessary to successfully implement the planning described:**

<p><b>PLAN – 2007-08</b></p>	<p><b>Progress – 2008-09</b></p>
<p><b>a. Equipment/Technology – block grant funds, VTEA, other resources, etc.</b></p> <p>The welding department needs continued support from block grant funds, VTEA, and standard budget to upgrade and maintain the best equipment available from industry in the welding department. Initial cost for welding equipment is very high, however, if properly maintained and systematically upgraded the present equipment performs and serves the students and college well for many years.</p>	
<p><b>b. Budget – budget development process, one-time funds, grants, etc.</b></p> <p>Very difficult to plan a year when the budget is a surprise at the beginning of every year. Our present budget and “now and then” block grant is sufficient to offer and provide quality instruction and learning. The budget that has been developed for welding has culminated through the last 15 years with work between instructors, department heads, and dean with special attention given to the constant rise in equipment, materials, and consumables.</p>	
<p><b>c. Facilities – schedule maintenance needs, additional classrooms/labs due to growth, remodeling, etc.</b></p> <p>The welding department desperately needs a classroom to provide sit down lecture space. IT-2 and IT-3 should be renovated to make three classes instead of two. There is no need for that room, IT-3, to be that large per student while three welding classes try to cram into one little lecture room.</p>	
<p><b>d. Faculty position(s) – faculty priority process and projected full-time needs for 1 – 3 years</b></p> <p>The enrollment in the welding department has been consistent and slowly growing due to space and equipment limitations for the last ten years and should warrant the hiring of an additional fulltime welding instructor. The welding department operates both day and night and should have the guidance of a fulltime instructor on nights as well as days.</p>	

<p><b>e. Staff position(s) – changes in instructional or support needs due to program growth, new technology, etc.</b></p> <p>The college has made hiring TAs almost a fulltime job in itself. Students are limited to the number of hours and days they can work and cannot be depended upon to operate a program. With the danger involved in operating and maintaining industrial equipment, we need a fulltime employee that is qualified to operate the equipment without retraining student employee after student employee. Since my employment at Palomar, I have sustained a permanent back and neck injuries due to heavy lifting and moving of materials and equipment. The insurance company has posted restrictions on my lifting that I do not believe the college has honored.</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.**

**Palomar College Welding provides direct training for employment. What ever is taught in the welding department can be used in the workplace.**

**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.**

**Students are taught welding skills and knowledge to certain codes or specifications and are tested to those codes and specification requirements.**

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

**Students attitudes are generally difficult to teach and measure. Attitudes are how students perceive other students, equipment, facilities, and their profession. I feel as though it is our duty to not only teach welding skills but prepare the student to know what is expected of him/her in how to social interact with fellow workers.**

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

**See 3a.**

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

**No other resources are needed. I have kept myself along with the adjunct instructors current and informed with all aspects of the welding industry and education. We have salesmen, consultants, inspectors, and professional welders teaching at Palomar College Welding. I believe we are current in the welding needs of the community, and current in advances in technology more than any labor statistics can present.**

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:

Jay Miller \_\_\_\_\_  
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Department Chair/Designee Discipline Review and Signature Date

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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.