**Palomar College – Program Review and Planning**

**Instructional Programs**

**YEAR 1**

**Academic Year** **2010-11**

**Purpose of Program 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.)

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| **Discipline: Geography** | **10/04/2011** |
| **Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)** | **Please Add Date (00/00/2011)** |

**STEP I. ANALYSIS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |  |  |  | **<<Prelim>>** | ◄▬ Preliminary Fall 2010 data are as of 1/30/2011 |   |
|   |   | **Fall 2007** | **Fall 2008** | **Fall 2009** | **Fall 2010** | **Definitions** |
| **Enrollment at Census** | 684 | 817 | 801 | 849 | *Self Explanatory* |
| **Census Enrollment Load %** | 78.44% | 96.80% | 99.38% | 102.29% | Enrollment at Census Divided By Sum of Caps (aka "Seats") |
| **WSCH** | 2,146 | 2,549 | 2,453 | 2,592 | Weekly Student Contact Hours |
| **FTES** | 71.52 | 84.97 | 81.77 | 86.40 | One Full-Time Equivalent Student = 30 WSCH |
| **Total FTEF** | 4.77 | 4.57 | 4.17 | 4.16 | Total Full-Time Equivalent Faculty |
| **WSCH/FTEF** | 450 | 558 | 589 | 623 | WSCH Generated per Full-Time Equivalent Faculty Member |
| **Full-time FTEF** | 3.00 | 2.80 | 2.00 | 3.00 | FTEF from Contract Faculty |
| **Hourly FTEF** | 1.77 | 1.67 | 2.17 | 1.07 | FTEF from Hourly Faculty |
| **Overload FTEF** | - | 0.10 | - | 0.09 | FTEF from Contract Faculty Overload |
| **Part-Time FTEF** | 1.77 | 1.77 | 2.17 | 1.16 | Hourly FTEF + Overload FTEF |
| **Part-Time/(Total FTEF) %** | 37.06% | 38.69% | 52.00% | 27.86% | Percent of Total FTEF Taught By Part-Time Faculty |
| Student Achievement: **Non Distance Education Courses** |   |   | Those NOT taught via Distance Ed (see below) methods of instruction |
|  **● Retention Rate** | 95.97% | 95.58% | 96.71% | 93.86% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades |
|  **● Success Rate** | 73.11% | 74.36% | 73.53% | 69.17% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades |
| Student Achievement: **Distance Education Courses** |   |   | Those taught via Internet, TV or non line-of-sight interactive methods |
|  **● Retention Rate** | - | 95.83% | - | 72.92% | Non-W Eligible Grades (see next line) Divided by All Eligible Grades |
|  **● Success Rate** | - | 81.25% | - | 45.83% | A,B,C,CR/P Grades Divided By A,B,C,CR/P,D,F,FW,NC/NP,W Grades |
| **Degrees Awarded** |  - |  - |  - | N/A\* | Degree Counts Are for the Full Academic Year (thus, \*N/A for 2010-11) |
| **Certificates Awarded:** | 2 | 9 | 7 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) |
| **- Under 18 Units** | 2 | 9 | 7 | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) |
| **- 18 or More Units** |  - |  - |  - | N/A\* | Certificate Counts Are for the Full Academic Year (\*N/A for 2010-11) |

| **I. A. Reflect upon and provide an analysis of the four years of data above (for a sample analysis see** <http://www.palomar.edu/irp/11PRYear1/sampleforIA.pdf>) |
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| **Enrollment in the Geography program has increased dramaticaly (24% increase) over the past 4 years. Consequently, enrollment in the Geography program is at over 100% capacity. Approximately 72% of the load is currently carried out by full time faculty members, 2% is from overload, 25% is from hourly.****Non distance education courses have a high retention rate, although the success rate has dropped slightly compared to previous years. A similar trend can be observed in distance education Geography courses. These trends can be attributed to increased number of students who failed to complete their coursework or failed to withdraw from the course, thus receiving a grade of "I" or "FW". This holds true for many courses in the GIS certificate/degree program, where some returning students or unemployed students may simply stop attending class when they secure a new job in the middle of the semester.** |

| **I. B. Please summarize the findings of a Course or Program SLO assessment conducted by your discipline. (For examples, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **We will be completing our first Program SLO assessment at the end of the 2010-2011 academic year. Meanwhile, we have assessed SLOs for all of the courses in the Geography program. The "projection on the fly" SLO that was assessed in Fall 2010 in Geography 120 had a success rate of 86.9%, which exceeded our goal of 70%. This shows that the curriculum and class exercises in the Geography program are of high quality, and provide students with the theoretical knowledge and technical competencies that are stated in the course outline of record.**  |

| **I. C. Reflect upon the SLO assessment findings in Box B above. Discuss overall observations and any areas of concern or noteworthy trends.**  **(For examples of such analysis, see** <http://www.palomar.edu/irp/11PRYear1/PRPsloExamples.pdf>) |
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| **The SLOs that have been assessed in more than 7 different Geography courses all meet or exceed the target of 70%. While the SLO for some courses have yet to be assessed (mainly because those courses have not been offered since the implementation of SLO assessment), we are optimistic that the SLOs assessment results for those courses will meet or exceed the target of 70%.**  |

| **I. D. For Career Technical disciplines only, please provide a brief summary of the labor market outlook. This data can be found at** [**http://www.labormarketinfo.edd.ca.gov/**](http://www.labormarketinfo.edd.ca.gov/) **Please include job projections and trends that may influence major curriculum revisions.** |
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| **The Bureau of Labor Statistics (http://www.bls.gov/oco/ocos040.htm#projections\_data) projects that the number of job openings for surveyors, cartographers, photogrammetrists, and surveying and mapping technicians will increase by 19% between 2008 and 2018, thereby confirming the availability of high-skilled, high-pay careers for graduates of the GIS program at Palomar College.**  |

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| **STEP II. PLANNING****Reflecting on the 4-year trend data, the SLO assessment results, and the college’s** [**Strategic Plan 2013**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**, describe/discuss the discipline planning related to the following: (For sample reflections, see** <http://www.palomar.edu/irp/11PRYear1/samplesforII.pdf>) |

| **II. A. Curriculum, programs, certificates and degrees (consider changes due to Title 5 or other regulations, CSU/UC transfer language updates, articulation updates, student retention or success rates, workforce and labor market projections, certificate or degree completions, etc.)** |
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| **Depending on the outcome of the Model Transfer Program or other state and insitution-wide directives, the AA GIS degree may need to be converted to an AS degree. Such a change should have minimal impacts on the currciulum of the degree program.** **The GIS coordinator will continue to hold semi-annual GIS advisory committee meetings with educators and administrators, industry professionals, and service learning partners in order to reaffirm and secure new articulation agreements as well as evaluate the existing GIS curriculum.**  |

| **II. B. Class scheduling (consider enrollment trends, growth, course rotation, sequencing, Center/Site offerings, comprehensiveness, etc.)** |
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| **From our 102.29% enrollment load, it is likely that class sections will need to be added for GEOG 100. Due to the exapansion of the GIS program within the Geography discipline, the current arrangement of offering only one of the required 1-unit elective courses per semester (GEOG 140, 141, 142, 143) may not be ideal. Under the current rotational arrangement, a student who missed GEOG 140 (for example) will need to wait 1.5 years before the course is offered again.**  |

| **II. C. Faculty (Briefly discuss the faculty hiring needs for this discipline. This discussion does not replace the requirement to submit a Rationale Form for Faculty Hiring to IPC.)** |
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| **Since Doug Key became the department chair in the Fall 2011 semester, additional instructors will need to be hired in order to teach GEOG 100 and GEOG 115. Furthermore, given 1) the overwhelming census enrollment load in the Geography program, 2) the possibility that Doug Key may retire in Fall 2013, 3) the growing student interest in the GIS degree program, and 4) Wing Cheung may become more involved in the activities for the division's STEM grant, we will need to hire a new full-time faculty member with backgrounds in Physical Geography, World Regional Geography, and GIS. In the Spring, 2013 semester, Cathy Jain will be on sabbatical leave and we will need to increase the number of part-time instructors to cover 5 sections.**  |

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| **STEP III. RESOURCE REQUESTS FOR DISCIPLINE:**  |
| **III. A. Describe the resources necessary to successfully implement the planning described above. Provide a detailed rationale for each request by referring to the analyses of data and SLO assessment results in Step I and/or to any other evidence not apparent in the data or SLO Assessment** results. NOTE: Do **NOT** include Resource Requests that duplicate requests from other disciplines In your department. Place requests common to two or more disciplines on the form: ACADEMIC DEPARTMENT RESOURCE REQUESTS. |

| **a. Equipment (per unit cost is >$500) *Enter requests on lines below.*** |
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| **Resource**  | **Describe Resource Requested** | **Prioritize these requests****1,2,3, etc.** | **Strategic Plan 2013 Goal/****Objective Addressed by This Resource****(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)**  | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **a1.**  | **None** |  |  |  |  |  |  |
| **a2.**  |  |  |  |  |  |  |  |
| **a3.**  |  |  |  |  |  |  |  |
| **a4.**  |  |  |  |  |  |  |  |
| **a5.**  |  |  |  |  |  |  |  |

| **b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*** |
| --- |
| **Resource**  | **Describe Resource Requested** | **Prioritize these requests****1,2,3, etc.** | **Strategic Plan 2013 Goal/****Objective Addressed by This Resource****(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)**  | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **b1.**  | **GIS server for remote access** | **3** | **G 6/ O 6.1** | **The acquisition of a new GIS Server will allow students to access the GIS application and GIS data remotely, thereby making distance offering of GIS education feasible, while increasing student access to the GIS resources at Palomar College.**  | **$50,000** | **one time (software licenses maintenance may be required)** | **No** |
| **b2.**  | **Lab computers** | **1** | **G 6 / O 6.1** | **The aging computers in the GIS labs are not be able to keep up with the everchanging GIS technologies and software. Thus, to ensure that students are able to access the latest GIS software in an optimal learning environment, we will need to update our lab computers to ones that are capable of running the GIS software.**  | **$60,000** | **one time** | **Yes, IS holds the responsibility for replacing the lab computers on a regular basis or as needed.**  |
| **b3.**  | **Dedicated GIS servers for application and data** | **2** | **G 6 / O 6.1** | **The aging GIS servers which are nearly 4 years old, and will need to be replaced in order to support the new curriculum and software that have been developed over the previous years.**  | **$50,000** | **one time (software licenses maintenance may be required)** | **Yes, IS holds the responsibility for replacing the server on a regular basis or as needed.**  |
| **b4.**  |  |  |  |  |  |  |  |
| **b5.**  |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500 supplies) *Enter requests on lines below.*** |
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| **Resource**  | **Describe Resource Requested** | **Prioritize these requests****1,2,3, etc.** | **Strategic Plan 2013 Goal/****Objective Addressed by This Resource****(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)**  | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **c1.**  | **Printer ink for color laser printer in NS127** | **1** | **G 6 / O 6.1** | **Printer ink is necessary in order for students to print lecture and laboratory materials.**  | **$1000** | **on-going** | **No** |
| **c2.**  | **Plotter ink and paper for color plotter**  | **2** | **G 6 / O 6.1** | **Plotter ink and paper are necessary for students who wish to print their semester projects.**  | **$1000** | **on-going** | **No** |
| **c3.**  |  |  |  |  |  |  | **Please note that these requests are in addition to the $2,200 currently funded for other Geography supplies.** |
| **c4** |  |  |  |  |  |  |  |
| **c5.**  |  |  |  |  |  |  |  |

|  **d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*** |
| --- |
| **Resource**  | **Describe Resource Requested** | **Prioritize these requests****1,2,3, etc.** | **Strategic Plan 2013 Goal/****Objective Addressed by This Resource****(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)**  | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **d1.**  | **Software maintenance** | **2** | **G 6 / O 6.1** | **The GIS software and remote software currently installed in the GIS labs requires annual maintenance. Annual maintenance ensures that the software are up to industry-standard, which in turn ensures that students are acquiring the skills that are needed to pursue advanced education in GIS and geography, or a fulfilling career in GIS.**  | **$5,000** | **on-going** | **No This amount is in addition to the currently budgeted $3,535 which currently is adequate for printing, travel and postage. Thus we are requesting to increase this budget line to $8,535.** |
| **d2.**  |  |  |  |  |  |  |  |
| **d3.**  |  |  |  |  |  |  |  |
| **d4.**  |  |  |  |  | **)** |  |  |
| **d5.**  |  |  |  |  |  |  |  |

|  **e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*** |
| --- |
| **Resource**  | **Describe Resource Requested** | **Prioritize these requests****1,2,3, etc.** | **Strategic Plan 2013 Goal/****Objective Addressed by This Resource****(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)**  | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **e1.**  |  |  |  |  |  |  |  |
| **e2.**  |  |  |  |  |  |  |  |
| **e3.**  |  |  |  |  |  |  |  |
| **e4.**  |  |  |  |  |  |  |  |
| **e5.**  |  |  |  |  |  |  |  |

| **f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*** |
| --- |
| **Resource**  | **Describe Resource Requested** | **Prioritize these requests****1,2,3, etc.** | **Strategic Plan 2013 Goal/****Objective Addressed by This Resource****(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)**  | **Provide a detailed rationale for the requested resource. The rationale should refer to your discipline’s plan, analysis of data, SLO assessments, and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?** |
| **f1.**  | **Internship assistant** | **1** | **G 2 / O 2.5****G 4 / O 4.2**  | **The instructor of the GIS internship currently assists student with technical issues in their internships, research internship and employment opportunities for students, interacts with internship agencies, evaluates students' internship progress, and resolves issues between students and internship agencies as necessary. Thus, given the value of internhips for GIS students, it will be ideal to have a part-time classified staff to assist the instructor in day-to-day tasks, such as ensuring that internship students are paid, confirming that internship students are properly insured, and strengthening ties with existing GIS internship agencies.**  | **$10,000** | **on-going** | **No** |
| **f2.**  |  |  |  |  |  |  |  |
| **f3.**  |  |  |  |  |  |  |  |
| **f4.**  |  |  |  |  |  |  |  |
| **f5.**  |  |  |  |  |  |  |  |

| **III. B. Are there other resources (including data) that you need to complete your discipline review and planning?** |
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| **No** |

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| **STEP IV. SHARE YOUR ACCOMPLISHMENTS (AKA Brag, Toot your horn) Please include at least one discipline accomplishment that you’d like to share with the college community.** |
| **The Geography program secured an Advanced Technological Education Grant from the National Science Foundation in the amount of $413,000 over the next 3 years. We also received a Carl D. Perkins Grant in the amount of $34,209. ITT Visual Information Solutions also awarded our discipline an Academic Software Grant and a Curriculum Development Software Grant. A new, Tech-Prep articulated introductory GIS course has been introduced in Westview HIgh School (Poway Unified) with an enrollment of 29 students, thus creating a new 2+2 education pathway. We are also completing updates to our custom published lab manual "Laboratory and Field Exercises in Physical Geography". The new edition for Fall 2011 will include an updated GPS lab exercise and the new Torrey Pines field trip exercise. We have continued to refine and improve the on-line meteorology class and the Natural Disasters/Environmental Hazards class. Each of these classes fills very early and could easily expand to additional sections. A new edition of the lab manual for the Geography 120: Introduction to GIS course has been published, and has been in use since the Fall 2011 semester. The Geography program was awarded a NCHEA (North County Higher Education Alliance) minigrant to host GIS workshop for 21 educators from Palomar, Mira Costa, and CSUSM. The American Red cross award a $10,000 grant to the Geography program, which was used to acquire a new plotter.** |

| **STEP V. ACCREDITATION For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.** |
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| **Geography has no formal accrediting agency.**  |

| **STEP VI. COMMENTS Other comments, recommendations: (Please use this space for additional comments or recommendations that don’t fit in any category above.)** |
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| **We will like to resume our GEOG 195 (field courses) courses in order to encourage students to pursue higher education in the field of Geography. A significant number of students who have taken our field courses have gone on to major in geography or earth science related disciplines. Some of these students have mentioned that field courses had a direct impact on their decisions.**  |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** |
| **Wing Cheung *Name*** | **Douglas Key*Name*** | **Cathy Jain*Name*** |

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| --- | --- | --- |
| **Steve Spear*Name*** | ***Name*** | ***Name*** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**

* **Provide a hard copy to the Division Dean no later than March 11**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by March 18**
* **Email an electronic copy to** **jdecker@palomar.edu** **by March 18**