

## BASIC PROGRAM INFORMATION

*Program Review is a self-study of your discipline. It is about documenting the plans you have for improving student success in your program and sharing that information with the college community. Through the review of and reflection on key program elements, program review and planning identifies program strengths as well as strategies necessary to improve the academic discipline, program, or service to support student success. With that in mind, please answer the following questions:*

**Discipline Name:** Cabinet and Furniture Technology

**Department Name:** Trade and Industry

**Division Name:** CTEE

Please list all participants in this Program Review :

Name	Position
Jon K Stone	Full time Faculty
Jennifer Anderson	Full time Faculty
Georg Kast	hourly/acting Instructional Assistant

**Number of Full Time Faculty:** 2

**Number of Part Time Faculty:** 17

**Please list the Classified positions (and their FTE) that support this discipline:**

Anel Gonzales/ADA for Trade and Industry/- (will hire ISA position)

**What additional hourly staff support this discipline and/or department:**

Hourly Teaching Assistant are assigned to help monitor student safety in fundamental classes and help maintain labs for safety.

**Discipline mission statement:** [Link to "How to Build a Mission Statement"](#)

The Mission of the Cabinet and Furniture Technology Department is to help a diverse student population prepare to make an income or livelihood at woodworking in various woodworking related fields either as an employee or as an entrepreneur while providing an opportunity for self enrichment and lifelong learning by teaching them the fundamental and specialized process skills, design and planning skills, and concepts and techniques of various woodworking business options and intrapersonal skills needed to fulfill the needs of clients.

**List any new degrees and certificates offered within this discipline since your last comprehensive review:**

Woodworking Fundamentals

Discipline Level Data: <https://sharepoint2.palomar.edu/sites/IRPA/SitePages/PRP%20Summary%20Source.aspx>

## SECTION 1: PROGRAM REFLECTION

**1A. Program Analysis:** Reflect upon and provide an analysis of your summary data.

For Fall 2015

Our overall enrollment was down from 1,298 to 1070. (But up in Spring 2016 from 1137 to 1198) Our enrollment load increased to 90% (college 87%)

Our Weekly Student Contact Hours were down from 3,691 to 3,217. (But increased in Spring 2016 from 3205 to 3470)

There were 8.11 total FTES There were 2 Full time Faculty

The ratio of Part time / FTEF was 75% ( 78% in the Spring 2016)

Our overall success rate has been fairly steady, Fall 2015 81% (college is 70%) Our retention rate was up a bit at 94.6% (college 91.6%)

There were a total of 53 graduates with 8 AS degrees

**1B. Standards:** ACCJC requires that colleges establish institutional and program level standards in the area of course success rates. These standards represent the lowest success rate (% A, B, C, or Credit) deemed acceptable by the College. In other words, if you were to notice a drop below the rate, you would seek further information to examine why the drop occurred and strategies to address the rate.

**Discipline Level Course Success Rate:**

- A. The College's institutional standard for course success rate is **70%**.
- B. Review your discipline's course success rates over the past five years.
- C. Identify the minimum acceptable course success rate for your discipline. When setting this rate, consider the level of curriculum (e.g., basic skills, AA, Transfer) and other factors that influence success rates within your area. If you set your discipline standard below the College's standard, please explain why.

Standard for Discipline Course Success Rate: 75

Why?

it has always been over the institutional standard.

**1C. Program Update:** Describe your proudest moments or achievements related to student success and outcome.

Our annual display at the San Diego County Fair. With 3 Best of class awards. And over 100 1st place awards with several projects designed and milled with computer driven design programs and created using our Haus CNC machine.

The Beckman Contest display at the Escondido Municipal Art Gallery in Fall 2016

The Escondido Municipal Art Gallery Wood show, January 2017, a national juried show, acceptance of 8 CFT student projects and the award of 3 prizes from Palomar CFT including Best Design.

Our support of local High Schools with half a dozen articulation agreements, and our donation of 200 plus board feet of Urban lumber to Escondido High School, Valley Center High school, Corona High School, San Marcos High School and San Diegito Academy. Along with many hundreds of Square feet of Quality Veneer also donated to most of the same schools.

Our support of the AWFS (America Wood Furnishing Suppliers) High School Skills contest, by donation of materials, helping to establish safety and running and judging of contest.

Establishment of a Palomar Woodworking Club with donations to charity of wooden toys from club events.

Involvement in World Wood Day event (upcoming) with 2 instructors and several students featured.

Our Production class making for donation 20 small guitars to be donated to elementary schools music program (ongoing this semester}

## ANNUAL INSTRUCTIONAL PROGRAM REVIEW TEMPLATE for 2016-2017

Our Cabinet Making class learning project to be donated cabinets to a womens shelter kitchen.(ongoing this year)

**1D. Program Improvement:** What areas or activities are you working on this year to improve your program? Please respond to new data as well as feedback from last year's program review.

The following have been completed and/or we have started and are currently working on;

The addition of a Perkins funded panel CNC machine. To augment and further support all program but specifically our Cabinet making and Millwork program.

Acquisition of (Perkins) simple CNC (computer numerical controlled) machines to provide a "stepped" process for CNC training. (laser engraver, CNC routers)

Incorporating CNC milling into all programs. Researching and developing curriculum for a stand alone CNC program.

Updating and building numerous jigs and fixtures for nearly all programs but specifically our Chair and Tables program and our American Chair course.

Improved VOC tracking system Improved Lumber tracking method.

Documentation of machine history to improve preventative maintenance schedule for machines.

Participation in Urban wood products manufacturing Grant. Researching and developing curriculum for an Urban Wood products manufacturing program.

**1E. Unanticipated Factors:** Have there been any unanticipated factors that have affected the progress of your previous plan?

Scheduling cuts being made to reduce the full time hours from 18 to 15, increasing the need for more part time instructors.

Scheduling cuts made to reduce offerings in Trade and Industry to enable College to offer more sections in other departments.

The decision made to relocate our timber frame structures, and move to a temporary location, while finding temporary locations for all lumber, teaching aids, supplies etc. currently stored in our back area.

Extremely long delay in hiring a replacement for and ISA position (should be on board by May) which was lost during 2015 SERP retirements.

**1F. SLOACs:** Describe your course and program SLO activities this past year. How have you used the results of your assessments to improve your courses and programs? [Refer to the SLO/PRP report – https://outcomes.palomar.edu:8443/tracdat/](https://outcomes.palomar.edu:8443/tracdat/)

Over the past year work has been done on some of the courses submitting Actions for CFT100,131,133b,137, 138, 155, 163, and 189. These courses are included in the programs for Instrument making, Cabinetmaking and Mill work, and carving.

Also, work has begun on the courses to complete results and actions for the remainder of the Cabinet making and Mill work program as well as mapping and program results.

Work is still needed in this area to bring every class and program up to date. The ability to keep on scheduled is hampered by lack of needed full time faculty.

Changes have been made in the fundamental classes to improve student expectations and teachers for those classes meet regularly to discuss maintaining safety, understanding of outcomes and completion of student project.

**SECTION 2: PROGRAM GOALS**

**2A. Progress on Previous Year's Goals:** Please list discipline goals from the previous year's reviews and provide an update by checking the appropriate status box .

Goal	Completed	Ongoing	No Longer a Goal
Hire Additional Full-time faculty members	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Graduate completers, improve counseling, improve pathways	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Facilities, complete remodel fixes, improve labs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Also goal to incorporate CNC milling into programs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2B. New Discipline Goals:** Please list all discipline goals for this three-year planning cycle (including those continued from previous planning cycle):

GOAL #1	
Program or discipline goal	1a) Continue to seek an additional Full-time Faculty. At least one more additional is needed 1b)Continue to improve and maximize graduate completers.
Strategies for implementation	1a) Submit New Teacher hire request. 1b)Work with Veterans offices to help Vets gain class access. Continue to counsel students of graduation pathways
Timeline for Implementation	ongoing
Outcome(s) expected (qualitative/quantitative)	New teacher hire (1a) will help to improve graduate success. Maintaining a steady stream of graduates (1bl insures that students are well prepared for jobs in field,
GOAL #2	
Program or discipline goal	2a) Incorporate CNC milling into programs (discipline), explore CNC curriculum to create stand alone CNC Woodworking program. 2b) Researching and developing curriculum for an Urban Wood Products Manufacturing program.
Strategies for implementation	2a) Offer supportive courses for computer design such as Cabinet Vision and Sketch-up. Explore and write curriculum for a CNC Woodworking program. Acquire "simple" CNC machines to provide "stepped" CNC training. 2b) Continue the utilization and milling of Urban lumber. Introduce classes which can be first offered through Non Credit classes. Continue to pursue grant opportunities.
Timeline for Implementation	2-3 years
Outcome(s) expected (qualitative/quantitative)	Discipline Mission better met. Graduates achieve more job opportunities
GOAL #3	
Program or discipline goal	Continue to improve facilities
Strategies for implementation	Have gained ground on exhaust problems/facilities has implemented good fixes, still a need to fix problems in finishing room. Plan to work with Facilities to implement fixes
Timeline for Implementation	1 year

ANNUAL INSTRUCTIONAL PROGRAM REVIEW TEMPLATE for 2016-2017

Outcome(s) expected (qualitative/quantitative)	More efficient and safer finishing spray booth, better job preparation
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**Department Chair/  
Designee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Division Dean Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Vice President Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_