



Program Review and Planning 2019-2020

OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR INSTRUCTIONAL PROGRAMS

Program Review is about documenting the plans you have for improving student success in your program and sharing that information with the 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 our new Guided Pathways plan, this review becomes even more crucial for the success of our students and college.

[We are using the Strengths, Opportunities, Aspirations, Results \(SOAR\) strategic planning technique to help us focus on our current strengths and opportunities, create a vision of future aspirations, and consider the results of this approach.](#)

BASIC PROGRAM INFORMATION

Academic Year
2019-2020

Are you completing a comprehensive or annual PRP?
Annual

Department Name
Computer Science and Information Systems

Discipline Name
Computer Science and Information Systems - Information Technology (CSIT)

Department Chair Name
Richard Stegman

Division Name
Mathematics, Science and Engineering

Website address for your discipline
<http://www.palomar.edu/csit>

Discipline Mission statement

The mission of the Information Technology Discipline in the Department of Computer Science and Information Systems is to offer a comprehensive transfer program and training opportunities in the field of Information Systems to the diverse Palomar College community. This mission is accomplished through courses of study that focus on the knowledge and skills required by Information System employers and transfer institutions to which our students will apply. Students of the Palomar College Information Systems program will be well-rounded professionals who are experienced in a variety of programming languages, database technologies and computer applications. These graduates will have a professional work ethic and will be adept in both academic and professional arenas.

[\(click here for information on how to create a mission statement\)](#)

Does your discipline have at least one degree or certificate associated with it?
Yes

Are any of your programs vocational (CTE/CE)?
Yes

List all degrees and certificates offered within this discipline.

CIS: Data Analytics AS, CA; Management Information Systems AS, CA; Information Technology AS, CA.

Please list the names and positions of everyone who helped to complete this document.

Ronald Burgher, Full-time Faculty

Terrie Canon, Full-time Faculty

Full-time faculty (FTEF)

2

Part-time faculty (FTEF)

7

Classified & other staff positions that support this discipline

Academic Department Assistant (30%), CSIT Systems Analyst (30%)

Additional hourly staff that support this discipline and/or department

Student Workers in IT Labs, Lab Tutors

PROGRAM INFORMATION

PROGRAM OUTCOMES

Begin this section by reviewing the Program Review reports for courses and programs in TracDat. All active course and program outcomes should be systematically assessed over a 3-year cycle.

- **Program** = Leads to a degree or certificate
- **Discipline** = A group of courses within a discipline

*Programs will be able to complete program completion and outcome questions.

How well do your program's learning outcomes communicate the scope and depth of the degree/certificate offered and align with employer and transfer expectations?

CSIT programs are geared toward making certain that students completing their education can analyze IS problems, determine the best algorithms to solve these problems and implement these solutions. They do this while coming to understand and appreciate the serious and important ethical and social implications information systems have for our society. A substantial part of our professional effort is maintaining and enhancing working relationships with local employers. We do this through professional organizations and advisory committee interaction. Our program objectives, however, continue to reflect what we want students to achieve during their educational experience at Palomar.

Describe your program's plan for assessing program learning outcomes.

The CSIT discipline continues to refine the assessment of program learning outcomes through use of embedded questions in course tests and activities. Some faculty are utilizing project and presentation based activities to directly observe student achievement levels. Members of the program's faculty are also involved with professional organizations and actively track former student performance as a method of assessing program and course learning outcomes. The discipline is actively recruiting new adjunct instructors from local industry as a method of insuring students benefit from learning of "real world" experiences these professionals can relate from their organizations.

Summarize the major findings of your program outcomes assessments.

Our discipline, Information Technology, continues to experience high levels of change. New methods, products, techniques are always being implemented. Some legacy technologies, however, continue to be utilized by industry. This continued uncertainty requires that we adjust our courses and programs very rapidly. Our program objectives, however, continue to be well constructed. Both quantitative reports of student success in class work and reports from local employers reflect well on our efforts.

Depending on the degree or transfer goals of our students, they have the choice of three different GE pathways:

- [Associate Degree GE Requirements](#)
- [CSU GE Requirements](#)
- [IGETC Requirements](#)

Palomar College has identified a set of General Education/Institutional Learning Outcomes, which represent the overall set of abilities and qualities a student graduating from Palomar should possess. [Click here for a link to Palomar's GE/ILOs.](#)

PROGRAM COMPLETIONS

Student success is at the core of what we do in assisting students in achieving their goals.

The Chancellor's Office Vision for Success stresses the importance of Program Completion as a major goal for our students. In addition, transfer and career readiness are key components of Palomar College's mission statement. This year, our funding formula has also changed reflecting this emphasis, providing additional funding as a function of the number of completions.

In this section we will identify a program standard and a stretch goal (what you would like to move toward) for program completions.

The standards represent the lowest number of program completions deemed acceptable by the College. In other words, if you were to notice a drop below the set standard, you would seek further information to examine why this occurred and strategies to increase completions.

In this section we will identify a program standard and a stretch goal (what you would like to move toward) for programs.

List the number of completions for each degree/certificate for the previous year.

Information Technology - CA: 5, AS: 4.

Computer Information Systems (CA and AS): New program - no completions during previous year.

Management Information Systems (CA and AS): New program - no completions during previous year.

CIS: Data Analytics: New program - no completions during previous year.

Have your program completions Increased, decreased, or stayed the same over the last 5 years?

Stayed the same

What factors have influenced your completion trends?

There are two major factors affecting completion trends in our discipline. Many of our adult students come to Palomar to gain a specific skill or technology and are not pursuing a certificate or degree. The other factor is the high level of demand for IT workers. Many potential students are fully employed and don't have time to work toward additional education.

The Chancellor's Office Vision for Success stresses the importance of reducing equity gaps through faster improvements of underrepresented groups.

ACCJC also requires that colleges establish institutional and program level standards in the area of success rates. These standards represent the lowest success rate 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.

[Click on this link to review the course success rates \(A, B, C, or Credit\) for your discipline.](#)

In this section we will identify a course success rate standards and a stretch goal (what you would like to move toward) for programs.

Course Success Rates by gender, age, ethnicity, special population, location, and modality (You can access the Student Equity Plan on the SSEC website <https://www2.palomar.edu/pages/ssec/>)

COURSE INFORMATION

COURSE SUCCESS AND RETENTION

What is your program's standard for Discipline COURSE Success Rate?

68.8%

Why did you choose this standard?

Many colleges across the country have assessment tests to evaluate a potential student's aptitude for computer and information systems topics. These assessments are intended to give students a sense of their ability for accomplishing technological work. Palomar does not have such an assessment and enable students to enroll without previous exposure to technical subjects. Therefore there are some students that come to the realization that they are not well suited for this type of subject and withdraw from the class.

What is your Stretch goal for COURSE success rates?

70.0%

How did you decide upon the goal?

The addition of our two new programs (CIS: Data Analytics and Management Information Systems) should attract students that have a good understanding for their interests and abilities. These new programs should result in higher completion rates.

COURSE OUTCOMES

How have you improved course-level assessment methods since the last PRP?

After a few years of using survey-based course-level assessments, the discipline has moved toward utilizing more granular assignment and project based methods. Most instructors have now identified elements of tests and projects that can be evaluated across the entire class.

Summarize the major findings of your course outcomes assessments.

Instructors have reported that outcome assessments that are part of projects are more difficult to rate across an entire class but are an excellent way to help students judge their own level of understanding and skill acquisition. Assessments that are identified as specific questions within a test are easy to aggregate across classes.

This section is intentionally blank for annual PRPs. Please click "Next" to continue.

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Program Goals

In the previous sections, you identified opportunities for improvement. Using these opportunities, develop 3-year [SMART goals](#) for your department. Goals should be Specific, Measurable, Attainable, Relevant, Time-Specific. Ensure your goals align with the mission of your department and/or [the College's strategic plan](#).

Please list all discipline goals for this three-year planning cycle. [Click here for previous PRPs and goal information.](#)

Goals

Goal 1

Brief Description

Improve service to students through additional lab support and tutoring services.

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

Request increased staffing of both tutor and administrative personnel. Enrollment is high in entry level classes, our goal is to assist in their entry level classes to improve enrollment/retention in our advanced and capstone classes.

Outcome(s) expected (qualitative/quantitative)

Improvements to CSIT student retention and success.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?

Achievement of this goal will lead directly to accomplishing the mission of our discipline, the college's strategic plan and better enable students to accomplish their educational goals in a predictable manner.

Expected Goal Completion Date

6/1/2020

Goal 2

Brief Description

Insure CSIT degrees and certificates are utilizing the tools utilized in industry for data analysis.

Is this a new or existing goal?

New

How will you complete this goal?

Fund full-time faculty member to learn new data analytics technologies by attending coursework. Registration and expenses of \$4,600 dollars.

Outcome(s) expected (qualitative/quantitative)

Additional knowledge and expertise in the use and instruction of the Tableau, Python, Hadoop, and Advanced Excel software for data analysis and interpretation.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?

Will enable faculty to further the knowledge of students of current tool usage in industry. Attending this conference will give faculty vital new information about the use of this state of the art tool.

Expected Goal Completion Date

7/1/2020

Goal 3

Brief Description

Increased Social Media Marketing

Is this a new or existing goal?

New

How will you complete this goal?

Secure funding for Social Media Marketing to enable the CSIT department to hire Interns and qualified social media marketing personnel. Proposed funding estimate would be 15,000 dollars.

Outcome(s) expected (qualitative/quantitative)

Increased enrollment in high demand degrees and certificates.

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?

Achievement of this goal will lead directly to accomplishing the mission of our discipline, the college's strategic plan and better enable students to accomplish their educational goals in a predictable manner.

Expected Goal Completion Date

6/1/2020

STAFFING AND RESOURCE NEEDS

Instructions

1. Refer to [Strategic Plan](#).
2. See [Data](#).
3. See career info (In PRP)

Are you requesting additional full-time faculty?

No

Are you requesting additional Staff, CAST or AA?

No

RESOURCE REQUESTS AND BUDGET ALLOCATION REVIEW

Budget Analysis: This section should be completed by department chairs by the end of September.

Are there areas in your budget where there has been a historical surplus (See three year trend)?

No

Are there processes that need to be examined to ensure we are being the most efficient with funding?

No

Are there ongoing needs in your department budget that you currently do not have the resources for?

No

Do you have non-general fund sources of funding?

No

One Time Needs

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the web page.)

Please check with your department chair on the availability for this cycle.

Do you have one-time funding requests?

No

Review

Chair Review

Chair Comments

Updated PRP date to 2019-2020. Otherwise looks good.

Chair Name

Richard Stegman

Chair Sign Date

10/30/2019

Dean Review

Strengths and successes of the discipline as evidenced by the data and analysis:

Overall there is good work being done to ensure the program is up to date for the latest technology. I appreciate that faculty have sought out the latest certifications and trainings.

Areas of Concern, if any:

You mention that many students only attend the program to obtain specific skills rather than full degrees. Could these skills be packaged into smaller certificates? If so, maybe these skills could be marketed as part of small packages.

Recommendations for improvement:

One of your goals is to increase social media marketing. I recommend connecting with the new Outreach Specialist for MSE who can assist with this.

Dean Name

Nichol Roe

Dean Sign Date

12/10/2019

IPC Review

Strengths and successes of the discipline as evidenced by the data and analysis:

Areas of Concern, if any:

Recommendations for improvement:

IPC Reviewer(s)

IPC Review Date

Vice President Review

Strengths and successes of the discipline as evidenced by the data and analysis:

Thinking about how to capture “completions” in a strong skill-based discipline is a real challenge. Good summary.

Areas of Concern, if any:

Recommendations for improvement:

Vice President Name

Jack S. Kahn Ph.D.

Vice President Sign Date

1/30/2020