



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 - Networking (CSNT)

Department Chair Name
Richard Stegman

Division Name
Mathematics, Science and Engineering

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

Discipline Mission statement

The mission of the Computer Network Administration discipline at Palomar College is to offer our students current and valid training and certification preparation for both transfer and direct employment in the industry of Computer Network Administration. Studies in Computer Network Administration lead towards multiple Associate of Science degrees and preparation for multiple industry certifications from the most accepted and current certification vendors. As a strong CTE program, students will train to be well-rounded professionals in the field and will be prepared to enter a rapidly growing industry.

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

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.

A.S. Cybersecurity

A.S. Computer Network Administration - Cisco

A.S. Computer Network Administration - Microsoft
A.S. Computer Network Administration - Linux
C.A. Computer Network Administration - Cisco
C.A. Computer Network Administration - Microsoft
C.A. Computer Network Administration - Linux

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

David Meske, Assistant Professor
Nicholas Rand Green, Professor
Aaron Hudson, CSIT Systems Analyst

Full-time faculty (FTEF)

2

Part-time faculty (FTEF)

6

Classified & other staff positions that support this discipline

Systems Analyst for the CSIT Department 30%
Department ADA 30%

Additional hourly staff that support this discipline and/or department

5 - 10 hours of hourly tutoring when available

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?

The CSIT Networking discipline learning outcomes map directly to industry learning objectives necessary for equivalent industry certifications. By doing this Palomar College is aligning program learning outcomes with the expectations of employers, leading industry certification bodies, and four-year universities.

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

The CSNT discipline primarily utilizes exams and labs to assess student learning outcomes. Faculty within the discipline review learning outcomes of the program while reviewing and updating the program courses on a rotating basis. Since technology changes frequently, each of the program's degree offerings are reviewed frequently.

Summarize the major findings of your program outcomes assessments.

The primary finding of the CSNT program outcome assessment is that more quantitative data is needed to most effectively assess the program's outcomes. CSNT faculty will be reviewing options to better correlate course learning assessments with the growing CSNT program learning outcomes.

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.

In the 2018/2019 academic year, the CSNT discipline experienced a decrease in completions (AS/CA) from the previous year. Total A.S. degree completions included 15 students, was level from last year, while there were 16 certificate completions, down from 23 completions the previous year.

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

Decreased

What factors have influenced your completion trends?

Over the last few years, course cancellations have dramatically impacted the program. Also, the lack of support for dual enrollment by the administration of the college has contributed greatly to the decline. Program completions are impossible if the college will not run the courses needed.

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?

70.0%

Why did you choose this standard?

The CSNT discipline utilizes the institutional standard for the program's success rate. Historically, the program's success rate fluctuates between 71% and 80%, however, due to many institutional and student factors, success rates vary year to year. CSNT faculty are engaged to minimize programmatic and instructional factors that may influence success rates negatively by engaging students at a personal level and attempting to engage students to increase successful completion of every course on time.

What is your Stretch goal for COURSE success rates?

75.0%

How did you decide upon the goal?

This goal is based on calculating the average success rate over the past five years. While the 2015-2016 academic year had an 80% success rate, the CSNT discipline will be working to achieve 75% to 80% success rates over the next three years. In 2018/2019 the discipline is meeting this goal and will continue to work to achieve this success rate.

COURSE OUTCOMES

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

Course-level assessment methods are reviewed annually by full-time faculty. This is done through periodic reviews of the CSNT degree program courses' exams and lab requirements.

Summarize the major findings of your course outcomes assessments.

The primary finding is that more quantitative data is necessary to effectively assess all of the CSNT discipline course outcomes.

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

Increase enrollment in CSNT discipline to more than 700 students by 2020/2021 academic year.

Is this a new or existing goal?

New
Existing

Goal Status

Ongoing

How will you complete this goal?

This goal will be accomplished by concentrating on marketing and communication efforts on the two primary degree programs within the discipline - Cybersecurity and Cisco networking. We will also attempt to revive the Microsoft networking degree program in 2019/2020 after a one-year hiatus in offering the core courses for this degree. With the expected two new cybersecurity courses starting 2019/2020, the program should be able to increase enrollment by 60 students per year with these two courses. With additional Cybersecurity marketing, we will target for full capacity each semester for CSNT 181 adding an additional 32 students. Furthermore, marketing the Cisco program more should add another 7 students times 4 courses (28 students) to the Cisco program. This program has been very successful in the past but needs more institutional marketing to maintain maximum enrollment in the program. In 2018/1019, the institution canceled the Microsoft courses due to low enrollment, however, there are numerous students that would like to finish the degree program. Reintroducing the 4-course Microsoft track with minimal enrollment will produce 80 students. Finally, with additional marketing for the Cybersecurity and Cisco Networking degree programs, the department expects to be able to add one additional CSNT 110 or CSNT 111 course per semester increasing enrollment by another 60 students. Through strategic marketing of the CSNT programs and continuing support of Dual Enrollment programs at various local high schools, the CSNT discipline expects to meet this goal during the 2020/2021 academic year.

Outcome(s) expected (qualitative/quantitative)

Outcome metrics expected include:

2020/2021 +90 student enrollment in Cybersecurity (CSNT 181, 250, 255)

2020/2021 +28 student enrollment in Cisco (CSNT 160, 161, 260, 261)

2020/2021 +80 student enrollment in Microsoft

2020/2021 +60 student enrollment in general CSNT 110/111 courses

2020/2021 Total enrollment increase in CSNT +258

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

This goal aligns with all three of these areas in support of reaching as many students as possible and ensuring they meet their student and career objectives. Once students are enrolled in the CSNT courses, department instructors will be able to work with students to ensure their success in the program.

Expected Goal Completion Date

6/1/2021

Goal 2

Brief Description

Add 2 new certificate of achievements for Cybersecurity

Is this a new or existing goal?

Existing

Goal Status

Completed

Ongoing

How will you complete this goal?

To provide a completion goal for students that are on a degree path other than cybersecurity, but have taken the necessary cybersecurity courses, the CSNT discipline will offer two new "stackable" certificate of achievements that will compliment another CSNT Associate degree or ensure completion for students that do not wish to pursue a full A.S. degree program.

Outcome(s) expected (qualitative/quantitative)

By the end of the 2020/2021 academic year, two certificates of achievements will be established. The first one will be called C.A. Cybersecurity Analyst (12 units) and C.A. Penetration Tester (24 units).

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

This goal aligns with all three of these areas in support of reaching as many students as possible and ensuring they meet their student and career objectives. Once students are enrolled in the CSNT courses, department instructors will be able to work with students to ensure their success in the program.

Expected Goal Completion Date

6/1/2021

Goal 3

Brief Description

Implement new Amazon Web Services courses and program.

Is this a new or existing goal?

New

How will you complete this goal?

Propose new curriculum and train full-time faculty to instruct the courses.

Outcome(s) expected (qualitative/quantitative)

By the end of the 2020/2021 academic year, a certificate of achievement and an A.S. degree will be established.

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

This goal aligns with all three of these areas in support of reaching as many students as possible and ensuring they meet their student and career objectives. Once students are enrolled in the CSNT courses, department instructors will be able to work with students to ensure their success in the program.

Expected Goal Completion Date

6/1/2021

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
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:

The department has worked to develop new programs in response to changes in industry. Additionally, the faculty are working with the Online Education Initiative to develop fully online programs that are responsive to both student needs and industry requirements.

Areas of Concern, if any:**Recommendations for improvement:**

The department is interested in marketing and I would recommend working with the Outreach Specialist for the MSE division.

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:**

Good review.

Areas of Concern, if any:

Course cancellations are typically a symptom before they are a cause. Lets explore that- we'd love to do more in dual enrollment with this area also- lets brainstorm how.

Recommendations for improvement:**Vice President Name**

Jack S. Kahn Ph.D.

Vice President Sign Date

1/30/2020