



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
Trade and Industry

Discipline Name
Wastewater Technology Education (WWT)

Department Chair Name
Anthony Fedon

Division Name
Career, Technical and Extended Education

Website address for your discipline
<https://www2.palomar.edu/pages/watertech/>

Discipline Mission statement
Our mission is to educate and prepare students for careers and advancement in the water 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.
AS Degree
Certificate of Achievement

Please list the names and positions of everyone who helped to complete this document.
Jacob Shiba, Assistant Professor, Water/Wastewater Technology Lead Instructor

Full-time faculty (FTEF)

Part-time faculty (FTEF)

Classified & other staff positions that support this discipline

Shared Academic Department Assistant

Additional hourly staff that support this discipline and/or department

None

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?

Program learning outcomes are well defined and appropriately articulate industry expectations. Expectations in the categories of calculations, Equipment and Nomenclature, Problem Solving, Regulations, and Written Communications provide detail on scope and depth of the degrees and awards offered and align with industry expectations. However, new technology needs to be considered in the equipment-related Program Learning Outcome (PLO) to better align with ever-evolving technological advancements.

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

The adequacy and accuracy of current PLOs are discussed with faculty at executive committee meetings, the Department Chair on an ongoing basis, and occasionally with the Division Dean. If any changes to PLOs are considered, the agenda for the next Advisory Board meeting will include recommendations for changes to PLOs. The Advisory Board consists of non-faculty industry experts. The Advisory Board will consider if the recommendations align with industry expectations and form a consensus to the final wording for editing. The Department Chair, or designee, will make agreed-upon changes to PLOs.

Summarize the major findings of your program outcomes assessments.

There were no recommended changes to PLOs at the last Advisory Board meeting, or meetings leading up to the Advisory Board meeting. PLOs accurately reflect the needs of and expectations from of the water and wastewater industry. However, changes to the equipment-related PLO that address evolving technology may need to be addressed at future faculty and Advisory Board meetings.

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.

2018/19

AS = 5

CA = 5

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

Decreased

What factors have influenced your completion trends?

Decline in enrollment causing many wastewater classes to be cancelled.

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?

75.0%

Why did you choose this standard?

With the previous program standard set at the College's institutional standard, it was decided to set our program standard to 75%.

What is your Stretch goal for COURSE success rates?

85.0%

How did you decide upon the goal?

The success rate for wastewater has significantly fluctuated over the last 5 years ranging from 71% to 98%. The 98% is likely inflated due to the lack of new students in the Wastewater discipline and represents an unrealistic output. An 85% stretch goal is achievable and a realistic expectation. This is the highest standard within the Trade and Industry department.

COURSE OUTCOMES

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

Course-level assessment methods remain the same as they appear to be sufficient to keep outcomes relevant and effective.

Summarize the major findings of your course outcomes assessments.

Course outcomes align with real-world industry expectations and encompass safety issues, knowledge, analysis, and resolution. Some outcomes may be too narrow or too specific in references (more suitable as course objectives).

Some outcomes will need to address evolving technology.

SLOs are not included in Course Outlines of Record, this will be a major priority for the coming year.

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

Complete the design of the remodel of the laboratory

Is this a new or existing goal?

Goal Status

Existing

Ongoing

How will you complete this goal?

Goal is partially completed with improvement to the outdoor wet stations.

Securing funding for simulation controllers for the permanent stations, SCADA and integration (laptops, licensing, PLCs, tank level monitors, etc).

As of Fall 2019 partial funding has been secured for simulation controllers. Additional funding for SCADA and integration will be sought after from various sources including perkins and industry donations.

Funding for a permanent cover for the outdoor lab will also be sought after.

Outcome(s) expected (qualitative/quantitative)

State of the art instructional facilities to better prepare students with hands on experience for technology used in practice today

Increase enrollment

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

Educate and prepare students for careers and advancement in the water industry.

Expected Goal Completion Date

5/22/2020

Goal 2

Brief Description

Revise curriculum to improve program

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

Implementing changes embraced by the Advisory Board (requiring Lab Analysis class for awards, include procedures and practices specific to brewing industry discharge in the Lab Analysis curriculum, etc.).

Converting all courses to transfer level courses through review and improvement of COR's.

Re-evaluate textbooks and other resource materials to maintain relevance to changes in technology and regulations.

Outcome(s) expected (qualitative/quantitative)

Curriculum that aligns with what industry anticipates from the program.

Classes that transfer for students who wish to pursue advanced degrees.

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

Strengthen efforts to improve outreach, persistence, and student success.

Educate and prepare students for careers and advancement in the water industry.

Expected Goal Completion Date

10/1/2020

Goal 3

Brief Description

Improve coordination among courses and perform a review of instructors

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

Partially complete - regarding coordination among courses with frequent faculty meetings, scheduling, and course mapping.

Hiring full-time faculty with performance evaluation experience now complete and performance evaluations can begin to commence.

Outcome(s) expected (qualitative/quantitative)

Improving the quality of education

Increased enrollment and efficiency - WSCH/FTEF

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

Strengthen efforts to improve outreach, persistence, and student success.

Ensure the fiscal stability of the college and increase enrollments.

Educate and prepare students for careers and advancement in the water industry.

Expected Goal Completion Date

5/22/2020

Goal 4

Brief Description

Increase program awareness, enrollment, and completion

Is this a new or existing goal?

New

How will you complete this goal?

Increase outreach efforts through career fairs, job fairs, industry networking.

Create new marketing materials and methods including use of social media.

Outcome(s) expected (qualitative/quantitative)

Increase enrollment and therefore increase program completion

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

Strengthen efforts to improve outreach, persistence, and student success.

Ensure the fiscal stability of the college and increase enrollments.

Educate and prepare students for careers and advancement in the water industry.

Expected Goal Completion Date

5/22/2020

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
Good Job

Chair Name
Anthony Fedon

Chair Sign Date
10/30/2019

Dean Review

Strengths and successes of the discipline as evidenced by the data and analysis:
excellent goals to address the low enrollment in the program. The program needs a revamp and

rebranding then needs to be marketed to our high school seniors.

Areas of Concern, if any:

Recommendations for improvement:

Dean Name
Margie Fritch

Dean Sign Date
11/12/2019

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:

Great discussion of success rates and overall review.

Areas of Concern, if any:

I was disappointed to not see more info on how this program will be redesigned as I know some really creative ideas are out there. Looking FWD.

Recommendations for improvement:

Vice President Name
Jack S. Kahn Ph.D.

Vice President Sign Date
1/17/2020