

**INSTITUTIONAL REVIEW SUMMARY  
CAREER, TECHNICAL AND EXTENDED EDUCATION  
PART C-1, INSTRUCTIONAL PROGRAMS**

<b>PROGRAM</b>	<b>PROGRESS/ACCOMPLISHMENTS</b>	<b>PROGRAM GOALS</b>
<b>Cooperative Education</b>	<p>Increased high school contacts; added programs at San Marcos and Mission Hills High schools.</p> <p>Evaluated &amp; revised program forms.</p> <p>Met with faculty and dept. chairs to explore internship opportunities.</p> <p>Increased student feedback on their respective learning objectives.</p> <p>Formulated new on-line capabilities and incorporated program requirements and information on-line.</p>	<ol style="list-style-type: none"> <li>1. Maintain low operational costs and increase WSCH/FTE ratios.</li> <li>2. Increase options for all students to gain access to Cooperative Education and internship through enrollment for both day and evening.</li> <li>3. Require every student in Cooperative Education to formulate three learning objectives. These objectives are measured at semesters end and create learning outcomes that can be obtained and evaluated.</li> <li>4. Meet with new faculty and chairs to promote Cooperative Education and Internships in their respective disciplines.</li> </ol>
<b>Drafting Technology</b>	<p>Collected and analyzed research data to focus strategically on student success.</p> <p>Installed 44 new Dell Computers in E10 and E 13.</p> <p>Installed new SutoCAD, Architectural Desktop and the latest version of SolidWorks to keep program offerings current.</p> <p>Upgraded classroom furnishings.</p>	<ol style="list-style-type: none"> <li>1. Request a new AutoCAD instructor (Retirement replacement for Ann Reiss) for Fall 08.</li> <li>2. Plan/budget for new software upgrades and required licensing.</li> </ol>

<p><b>Family and Consumer Sciences</b></p>	<p>Developed and implemented a new course, Microbiology for Nutrition.</p> <p>Developed new Culinary Arts curriculum.</p> <p>Deleted/discontinued Institutional Foods Program (changing employment requirements).</p> <p>Hired part time faculty who is a Registered Dietician.</p> <p>Provided internship for SDDICA Internship Program.</p> <p>Certified one faculty member in SafeServe (Industry certification requirement for food service/dietary workers) Program.</p>	<ol style="list-style-type: none"> <li>1. Complete plans for the development of college credit component of the Culinary Arts Program (recruit advisory, develop a plan for space, equipment, student recruitment and job placements).</li> </ol>
<p><b>Fashion</b></p>	<p>Installed 20 new computers in FCS-1 for use by the fashion merchandising, design (Lectra) nutrition and the FCS students.</p> <p>Developed three new articulation agreements with district high schools for Sewing Techniques course.</p> <p>Developed a noncredit course in Basic Sewing Skills to provide basic sewing skills for students.</p> <p>Conducted outreach and marketing of our fashion program to schools in our district.</p>	<ol style="list-style-type: none"> <li>1. Continue to improve the teaching/learning process by creating environments that are conducive to student learning.</li> <li>2. Work together as a department to create effective assessment tools. We are currently working on several rubrics to establish consistent standards in the grading process in the department.</li> <li>3. Stay abreast of changes in the fashion industry that affect students' ability to find post high school employment.</li> <li>4. Continue curriculum upgrades to meet industry demands necessary for a successful fashion career.</li> </ol>

	<p>Interested high school students participated in the annual fashion show and enrolled in the course that produces the show.</p> <p>Purchased 10 new Phaff sewing machines for the design program.</p> <p>Revised material fee charges.</p> <p>Strengthened our relationship with the Theater Department; an adjunct faculty member of our department is in charge of all the costumes for plays being produced in the Palomar College Theater</p> <p>Conducted a field study trip to visit the fashion industry as it operates in New York City.</p> <p>Provided internship for a student teacher from California State University Long Beach.</p> <p>Participated in the Campus Explorations – Ethics Project.</p> <p>Trained all faculty in the use of Curricunet and the new accreditation requirements for assessment. (SLOAC)</p>	
<p><b>Interior Design</b></p>	<p>Provided opportunity for students to earn credit by participating in a Community Outreach and Program Visibility/ Homeless Shelter Project.</p> <p>Increased Student Collaboration and Ethical Behaviors</p>	<ol style="list-style-type: none"> <li>1. Build Enrollment in a new technical competency course—Bath Design.</li> <li>2. Increase technical competency expectation throughout the program by incorporating computer drawings as an</li> </ol>

	<p>Emphasis/Bazaar del Mundo Project in ID 125- Presentation Methods (3 weeks engagement culminating in a group presentation).</p>	<p>option for hand-drawn floor plans.</p> <ol style="list-style-type: none"> <li>3. Coach students in systemic planning, managing conflict resolution and developing leadership skills through collaborative projects (team decision-making with quality focus, case studies and class exercises).</li> <li>4. Increase literacy of students by requiring college level writing in all classes.</li> </ol>
<p><b>Emergency Medical Education</b></p>	<p>Obtained full accreditation from the Commission on Accreditation of Educational Programs for Emergency Medical Services Professionals.</p> <p>Revised the job description of the programs Medical Director and have a very active and knowledgeable physician with our program who really cares about the students and the success of our program.</p> <p>Developed and implemented materials fees for our classes.</p> <p>Hired a full time instructor.</p> <p>Improved success rate of National Registry Exam at both Paramedic and EMT levels.</p> <p>Developed clinical integration program for paramedic students that was piloted in 05 and will be added to the Fall 06 curriculum.</p> <p>Continued schedule revisions for lecture and lab to optimize the room usage and to achieve better flow for</p>	<ol style="list-style-type: none"> <li>1. Develop and begin to offer classes such as the EMT Bridge Program, CERT training, and increased lab classes.</li> <li>2. Evaluate simulations and daily testing processes making the testing process valid and useful for student success.</li> <li>3. Become an American Heart Association Training Center.</li> </ol>

	<p>didactic portion.</p> <p>Revised Paramedic Training Group so that the now the three programs in this county can work together to maximize the opportunities for student training sites.</p>	
<b>Construction Inspection</b>	<p>The WSCH/FTEF ratio increased each year from 2002 to 2003 and from 2003 to 2004. Percent retention is only slightly lower than the fall 2004 campus rate for B &amp; C SAM codes (85%) and percent success is above the fall 2004 campus rate (74.99%). The % enrollment to max is above 90%.</p>	<ol style="list-style-type: none"> <li>1. Review COR's to ensure relevant curricula and to integrate the new 2003 code revisions where appropriate.</li> <li>2. Outreach to construction inspection industry professionals to expand the advisory committee for spring 2006.</li> </ol>
<b>Electro Mechanical Equipment Technology</b>	<p>The EMET program has good WSCH/FTEF ratio because we only pay 50% of the instructor costs. Percent enrollment to max is low but again we only pay half of the instructors cost and the class is at the post office location. Of concern is the decline in % retention and % success which were above campus averages in fall 2003 but dropped to 62.5% n fall 2004.</p>	<ol style="list-style-type: none"> <li>1. Discuss and create strategies for student retention</li> <li>2. Discuss and strategize recruitment efforts.</li> </ol>
<b>Electronics / Computer Hardware Technology</b>	<p>During the past year we have added robots to the lab activities. The addition has clearly enhanced the student learning experience by providing a playful platform for engaging students in the additional certificate classes. Student retention and success have increased and are above the campus averages for SAM codes B &amp; C. These successes could possibly be in part attributed to the addition of the robots.</p>	<ol style="list-style-type: none"> <li>1. Discuss program continuance at the spring 06 advisory meeting</li> <li>2. Discuss strategies for increasing WSCH/FTEF ratio</li> </ol>

<p><b>Public Works</b></p>	<p>This is a new program and this is the first year for comparison data. WSCH/FTEF is close to the goal and % retention and % success are far above the campus average for SAM codes B &amp; C.</p> <p>Converted a PKS class to a PWM class with some modifications to make the class particularly relevant to the public works field.</p> <p>Added a wastewater class called Discharge Water Compliance which is also relevant to the public works field.</p>	<ol style="list-style-type: none"> <li>1. Align the program with Citrus and Santiago Canyon Colleges to offer parallel courses.</li> <li>2. Find an instructor to develop an online course</li> </ol>
<p><b>Water/Wastewater Technology</b></p>	<p>In the water program, WSCH/FTEF ratio is above 700 and % retention and % success are far above the campus average for SAM codes B &amp; C. Enrollment to max is over 100%.</p> <p>In the wastewater program, WSCH/FTEF ratio has progressively declined</p>	<ol style="list-style-type: none"> <li>1. Disseminate data to faculty and to the advisory so that strategic discussions and decisions can be made regarding improvement of retention, success and placement.</li> <li>2. Work with water instructors to develop an internship class to promote recruitment into the industry.</li> <li>3. Revise Wastewater schedule to improve WSCH/faculty ratio.</li> </ol>
<p><b>Administration of Justice</b></p>	<p>Remodeled Campus Police offices at the Public Safety Training Center into revenue generating classrooms.</p> <p>Completed the first year “Institute of Public Safety” outreach program at Mission Hills High School.</p> <p>Fulfilled regional industry needs for training for law enforcement agencies.</p>	<ol style="list-style-type: none"> <li>1. Expand associate degree programs in Administration of Justice to include Homeland Security, Investigations, and General studies (Goal: Student Success).</li> <li>2. Develop an Administration of Justice service learning internship requirement (Goal: Teaching &amp; Learning Excellence).</li> <li>3. Develop a Police Ethics course as a core</li> </ol>

	<p>Gathered, evaluated, and incorporated student and employer feedback for program improvement to evaluate student learning outcomes.</p>	<p>requirement (Goal: Teaching &amp; Learning Excellence).</p> <ol style="list-style-type: none"> <li>4. Develop non-credit courses in Rape Aggression Defense (RAD), Senior Volunteer Patrol Academy, and Laws of Arrest (Goal: Student Success).</li> <li>5. Participate in Campus Explorations by lecturing on Police Ethics (Goal: Teaching &amp; Learning Excellence).</li> <li>6. Expand on-line course offerings (Goal: Student Success).</li> <li>7. Continue to increase classroom efficiency rates through effective enrollment management (Goal: Organizational Development).</li> <li>8. Submit position authorization forms to convert a portion of hourly personnel to 45% Administrative Secretary and 45% Police Academy Recruit Training Officer positions (Goal: Organizational Development).</li> <li>9. Implement wireless testing for students in the Police Academy (Goal: Teaching &amp; Learning excellence).</li> </ol>
<p><b>Fire Technology</b></p>	<p>R remodeling Campus Police offices at the Public Safety Training Center into revenue generating classrooms.</p> <p>Completed the first year “Institute of Public Safety” outreach program at Mission Hills High School.</p>	<ol style="list-style-type: none"> <li>1. Expand associate degree and certificate programs in Fire Technology to include Emergency Management and General Studies (Goal: Student Success).</li> <li>2. Develop a Fire Technology service learning internship requirement to increase community outreach. (Goal: Teaching &amp;</li> </ol>

	<p>Continued to gather, evaluate, and incorporate student and employer feedback for program improvement to evaluate student learning outcomes.</p> <p>Faculty participated in “Mentoring Program” resulting in facilitating student learning and goal attainment (Goal: Student Success).</p> <p>Restructured Fire Academy from 480 hours to 576 hours align with increased industry needs. (Goal: Teaching &amp; Learning Excellence).</p> <p>Expanded professional development opportunities for faculty and staff.</p>	<p>Learning Excellence).</p> <p>3. Develop course in Rescue Systems to expand curriculum for first responders of natural disaster and terrorist incidents. (Goal: Student Success).</p> <p>4. Expand on-line course offerings (Goal: Student Success).</p> <p>5. Continue to increase classroom efficiency rates through effective enrollment management (Goal: Organizational Development).</p> <p>6. Submit position authorization forms to convert a portion of hourly personnel to 45% Administrative Secretary position. (Goal: Organizational Development).</p> <p>7. Implement wireless access for Fire Technology students.(Goal: Teaching &amp; Learning excellence).</p>
<b>ROP</b>	<p>Accomplishments and progress toward goals for the aggregate of the 10 individual programs included in the 2005 review were mixed. The primary goals of ROP are 1) to provide quality instructional programs and services that prepare individuals for success in the workplace and 2) to maintain sufficient levels of enrollment and daily attendance to maintain an appropriate level of funding. Excellent faculty who bring workplace relevance to the classroom, extensive hands-on learning opportunities, and the development of additional certificates/degrees (e.g. Culinary Arts and Computer Technology) contributed to accomplishing the first goal. The addition of evening</p>	<p>The primary goals of ROP will continue to focus on providing quality programs while maintaining adequate enrollment and ADA levels. Secondary goals, which should facilitate the primary goals, include increased articulation with high schools and participation in outreach activities on campus, at local high schools and middle schools, and within the great North San Diego County community, as well as developing “fast-track” classes and short-tem schedules that better meet student needs. It is also anticipated that the accelerated programs being offered in Computer</p>

	<p>Culinary Arts classes and afternoon Auto Body classes created a substantial increase in enrollment and ADA in both programs; Optical Technology also experienced strong growth over the two-year period. It is interesting to note that the majority of the programs that experienced a decrease in enrollment and subsequent ADA (Computer Applications, Computer Technology, Drafting and Graphic Communications) were programs that “share” the greater Palomar College student pool. It was also interesting to note, however, that those programs showed an increase in retention and student success. When compared to the census-day model, the overall increase in enrollment and retention/success was very positive; the actual ADA fell below program goals. Low unemployment rates and workplace demands on students who are also full-time workers contributed to the lower ADA figures.</p>	<p>Applications and Computer Technology will attract students seeking EDD training benefits as well as others wishing to optimize employment options by upgrading their computer skills.</p>
<b>Automotive Technology</b>		
<b>Cabinet &amp; Furniture Technology</b>	<p>CFT is 95.7% enrolled to the maximum capacity.</p> <p>Developed and refined support base to increase support from local woodworking organizations and businesses through professional relationships, donations and scholarships</p> <p>Held second Kezuro Ki conference on campus Spring 2004. Won recognition in all categories at the San Diego County Fair.</p>	<ol style="list-style-type: none"> <li>1. Enhance schedule to adjust and respond to student needs.</li> <li>2. Working with local groups such as the San Diego Fine Woodworkers and The Guild to build professional relationships and offer Scholarships.</li> <li>3. Build a relationship with an Education College to help train Woodworking educators.</li> </ol>

	<p>Held Fall furniture display in Library on campus.</p> <p>Held Spring furniture display/banquet in which <u>all students displayed work.</u></p>	
<b>Diesel Technology</b>	<p>Created a new non-credit class that will ensure that our enterer level student have the basic mechanical skills need to be successful in our Automotive and Diesel Technology programs.</p> <p>Remodeled classroom/lab for Automotive and Diesel electrical-electronics training courses.</p> <p>In the final stages of completing three of four electronic controlled diesel engine training modules ( live-running hands-on training engine)</p>	<p>1. Strengthen partnerships with local and national industries.</p>
<b>Welding Technology</b>	<p>Increased the number of welding stations so that each student enrolled in a class has a station.</p> <p>Increased funding for lab assistants that allow the instructor more time with students.</p> <p>Strengthened and improved relationships with industry and the private sector through involvement in the American Welding Society (Full time faculty person serves as Chairman).</p>	<p>1. Ensure all students pass welding tests that lead to employment.</p> <p>2. Enhance curriculum so that students are able to layout and prepare metal from a shop drawing, and join the metal using the various welding processes.</p> <p>3. Enhance contacts with industry to obtain higher paying jobs in welding.</p> <p>4. Provide opportunities for welding professionals to upgrade their skills and pass</p>

<p><b>Noncredit Programs</b></p>	<p>Assessed WSCH/FTEF ratio to implement strategic improvement plan.</p> <p>Each of the classes, instructors and locations were evaluated to determine the student to instructor ratio and several of the classes were being conducted with less than the number of students (attendance) required to pay for the instructor. Several of the classes were cancelled and some of the classes improved as a result of marketing efforts.</p> <p>Current program goals are to first reduce the number of older adult offerings where the classes do not pay for the instructor and expand the noncredit offerings in the other 8 areas allowed in the education code. During the fall 2005 curriculum cycle, 6 new vocational classes, 1 new parenting class, 1 new health and safety class, 1 new basic skills class, and 2 new older adult classes were added. The department plan is to add primarily new vocational classes on an ongoing basis. The vocational classes will provide instruction in the entry level knowledge and skills necessary to become employable in a particular industry. Reduced some of the poor performing older adult offerings. Developed 11 new noncredit classes in 5 of the 9 areas allowed in the educational code.</p>	<p>more welding tests.</p> <ol style="list-style-type: none"> <li>1. Rewrite outdated and weak COR's in older adult area with regard to objectives, content in terms of specific body of knowledge, and student learning outcomes. A primary objective in 05-06 is to begin creating more robust COR's in the above mentioned areas.</li> <li>2. Create a new noncredit brochure to market the noncredit classes. All noncredit classes will be included in the brochure with the exception of classes held in retirement homes. The brochure will be mailed to all of the homes within the Palomar service area.</li> <li>3. Continue to work with departments on campus to explain noncredit and promote the development of new classes and short-term training programs.</li> <li>4. Increase 45% support position to 100% .</li> </ol>
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