Instructional Annual Program Review and Planning Update Form Fall 2024

## BACKGROUND:

**Program review is an integral part of the campus planning process. As programs and areas monitor their progress on the current comprehensive four-year program review, changes in need and scope can be expected. This Annual PR Update form is designed to outline and request modifications to the current program review that occur between comprehensive four-year review cycles, as needed.**

**Examples of a requested change include new information such as action plans, outcomes modifications, personnel changes, technology needs, and capital expenditures requirements. As programs and areas monitor their progress on the previous comprehensive four-year program review, the form provides the basis to suggest a change in plans and processes to improve student success and institutional effectiveness.**

## SUBMISSION:

**Program:**

Drone Technology

**Principal Author(s):**

Jay Seidel

**Dean:**

Kenneth Starkman

**Submission Date:**

12/11/2024 12:36:19 PM

**Author Signature:**

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| Electronically signed by Jay Seidel on 12/10/2024 9:24:51 PM |

**Manager Signature:**

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| Electronically signed by Ken Starkman on 12/11/2024 12:36:19 PM |

# Part 1: Review of Data

## Use the data provided by the Office of Institutional Effectiveness (OIE)--[available in August 2024](https://fullcolledu-my.sharepoint.com/:f:/g/personal/dberumen_fullcoll_edu/Ejn54PAVVhJLqimOjiLWBBYBPkPdoZEFZxZtScvvyibo6A)--to review your program completion and success rates and compare them to the Institution Set Standards for course completion and success rates. Then, answer these questions:

1. **Where your program meets or exceeds the college-wide standard for completion and success, to what do you attribute your success?**

This is the first year and first semester of the new department. Program success rates are 77.5% This is close to the college-wide standard for success rate of 78.3%. Emphasis is being placed on providing more resources for students in the program. Completion rates were not readily available as this is not a department on the dashboard and data had to be extrapolated by collective courses as the new department is being established.

1. **Where your program does not meet this standard, please examine the possible reasons and note any actions that should be taken, if appropriate.**

Continued development of resources and study materials are being explored including materials at the Skills Center and Library.

1. **Compare your data analysis in questions 1 and 2 to the review of data in your 2023 Annual Program Review update (available on the** [**Program Review and Planning Committee**](https://committees.fullcoll.edu/program-review/) **website). Are there significant changes? Do you notice any patterns from year to year?**

This is the first review of the program, as it has recently been established. Moving forward the expectation is that the numbers will be in line with the college goals.

# Part 2: Additional Resource Request Reasoning and Support

**We have reviewed our most recent self-study and have not identified any significant changes that necessitate resource requests for the upcoming academic year.**

**We have reviewed our most recent self-study and have identified significant changes that necessitate additional resource requests.**

**For programs that have identified significant changes that necessitate additional resource requests, answer the following questions for each separate resource request:**

1. **Briefly describe your resource request.**

A lab technician is needed to maintain, prepare, and service drone equipment in the drone lab.  They need to register and catalog all flights and operations, and ensure all equipment remains current on federal registration and all relevant and required documentation is recorded and filed. Further, managing the tools and equipment in the lab as well as heloing to ensure security of the equipment. This ensure safety and compliance of the equipment used by students in the Lab.  This can be an on-going hourly or classified.

1. **Is this request related to an essential safety need?**

Yes

**Please explain how this resource will help your program meet an essential safety need.**

A lab tech will help ensure equipment is maintained and ready for student use. Further maintain the lab and its equipment. This creates a safer work environment and helps ensure safety when students are using the equipment.

**For each separate resource request, complete this chart with details of the request:**

|  |  |
| --- | --- |
| **Type of Resource** |  |
| Personnel | Hourly |
| Facilities | Need a more dedicated space. |
| Supplies | $5,000 Safety equipment and tools |
| Computer Hardware |  |
| Computer Software |  |
| Training |  |
| Other |  |
| **Total Requested Amount:** | $50/hr hourly for Lab Tech. (ongoing) $5,000 for tools and safety supplies (one time). |

|  |
| --- |
| **Is the funding requested ongoing or one-time funding?**  Ongoing funds |
| **Is the funding requested for**[**enrollment and reengagement activities?**](https://ie.fullcoll.edu/wp-content/uploads/sites/27/2024/05/ER-2.0-Program-Review-Guide.pdf)  No |