

**Palomar College – Program Review and Planning  
Non-Instructional Programs  
YEAR 3  
Academic Year 2014-2015**

**Purpose of Program Review and Planning:** The institution assesses progress toward achieving stated goals and makes decisions regarding the improvement of institutional effectiveness in an on-going and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data (ACCJC/WASC, Standard I, B.3.)

**Discipline: Disability Resource**

**11/07/2014**

**Non-Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)**

Please Add Date  
(00/00/2013)

**STEP I. ANALYSIS (Note: Each Department Will Use Their Own Previous Analysis Data)**

	2010-2011	2011-2012	2012-2013	2013-2014	Definitions
Student Counseling Contacts	5311	5725	6047	6092	
Exam Accommodations	3349	3803	4353	5026	
Full-Time FTEF	3.75	2.75	1.75	3.75	
Part-Time FTEF	.3	.7	.75	.25	
Overload FTEF	.25	0	0	0	
FTEF/Headcount ratio	400:1	545:1	658:1	500:1	
Number of FT Staff	5	5	5	5	
Number of part-time Staff	18	20	22	23	
Staff/Student ratio	65:1	60:1	67:1	67:1	
Students served (headcount)			1811	1876	

**I. A. Reflect upon and provide an analysis of the four years of data above**

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The upward trend of more students and more students requesting services continues as exemplified by Headcount, Exam Accommodations and Counseling Contact data, although the rate of increase has slower. DRC cannot cap enrollment, so work has been absorbed. 2 replacement faculty now on board has lessened the ratio and increased responsiveness of service. On the surface, student/staff ratio looks good but is misleading as the clear majority are interpreters and many of those work as little as 3 hours per week. The number of FT staff is still two less than 2003 when we served 2/3 of the students we do now.

Needed is a permanent staff position which can cover service provision in the late-day/early evening hours to assure that evening students have access to same level of services and accommodations as day students. Late day/evening requests are twice as high as 2003. Current college hiring policies limit short-term employment for hourlies, and this position requires skills which must be developed with time.

**I. B. Please summarize the findings of SAO assessments conducted.**

1. Utilization of priority registration: with more time to do planning, students were more likely to register early.
2. DRC orientation effectiveness: while numbers were small, knowledge base of those assessed increased.
3. Use of DRC services after LD assessment: Use rate was 69%.
4. Alternate media: SAO altered to be more quantifiable. New definition is "increase in utilization of Read and Write Gold Software".
5. Interpreting Services effectiveness: Results were positive, often in the 90% range. Voicing received the lowest approval rating, yet it was still 78%. "On task" measurement, key quality for interpreters, was 94% with some cause for concern.

**I. C. Reflect upon the SAO assessment findings in Box B above. Discuss overall observations and any areas of concern or noteworthy trends.**

1 & 2 Priority registration and DRC Orientation are related. DRC Orientation committee is revamping orientation to include essential SSSP elements and clarify services that were unclear to students in the first trial.

3. Measurement period for LD assessment/service utilization will be adjusted. Efforts made to better link assessed student with counselor to initiate accommodations.

4 Alternate media, utilization of Read and Write Gold. Data is being collected for fall 2014; results January 2015

5. Efforts made to resolve "on task" issues and "attention paid" to encourage stronger voicing performance and more professional behavior in the classroom.

**STEP II. PLANNING**

Reflecting on the 4-year trend data, the SAO assessment results, and the college's Strategic Plan 2016, describe/discuss the discipline planning related to the following:

**II. A. Programs changes and improvements (consider changes due to growth in FTES and Headcount, CSU/UC transfer language updates, articulation, workforce and labor market projections, certificate or degree completions, etc.)**

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1. Further development of electronic records to facilitate service delivery, documentation storage and reporting.
2. Further development of orientations for efficiency of staff time and to avoid duplication of effort.

II. B. Additional programs to develop (consider enrollment trends, student demands, wait times, comprehensiveness, etc.)

Smart Pen Training. Allows student to more independently take class notes and recall information.

### STEP III. RESOURCE REQUESTS FOR DISCIPLINE:

III. A. Describe the resources necessary to successfully implement the planning described above. Provide a detailed rationale for each request by referring to the analyses of data and SAO assessment results in Step I and/or to any other evidence not apparent in the data or SAO Assessment results.

a. Equipment (per unit cost is >\$500) *Enter requests on lines below.*

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
a1.	Individual Mobility carts (2)	2	1	Replacements for existing units which are becoming inoperable or unsafe	\$3200 price for 2 \$ 256 tax \$3456 total	One time	We have no state or district budget for equipment this year
a2.							
a3.							
a4.							
a5.							

b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
b1.							
b2.							
b3.							
b4.							
b5.							

**c. Budget for 4000s (per unit cost is <\$500 supplies) Enter requests on lines below.**

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c1.	Smart Pens	2	1	Notetaking and study device for students with various disabilities. Allows student to more independently take notes and recall information. Starting a pilot project to train students in their use	10X\$150= \$1500	One-time	Not enough state funding to purchase, as mandated requirements exhaust budget before we are able to purchase technology
c2.							
c3.							
c4.							
c5.							

**d. Budget for 5000s (printing, maintenance agreements, software license etc.) Enter requests on lines below.**

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
d1.							
d2.							
d3.							
d4.							
d5.							

e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*

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e1.	Accommodations Assistant: Staff Aide (20) 100%	1	1	Need permanent person to cover accommodations issues in late afternoon and evening hours ). ADA compliance. Current hiring restrictions do not allow us to continually employ qualified hourly employees, resulting in poor quality of services to students with disabilities over time.	\$42441 Salary \$33581.85 benefits	ongoing	DSPS State funding, even with some restoration, is insufficient to fund a position and assure ADA compliance
e2.							
e3.							
e4.							
e5.							

f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
f1.							
f2.							
f3.							
f4.							
f5.							

III. B. Are there other resources (including data) that you need to complete your discipline review and planning?

No

**STEP IV. SHARE YOUR ACCOMPLISHMENTS** Please include at least one discipline accomplishment that you'd like to share with the college community.

DRC has been involved on several levels to promote student success by participation in faculty awareness workshops through Professional Development workshops (several Plenary vehicles; Hidden Gems of Palomar; New faculty tours).

K-12 seniors come to campus from all district high schools, some from out-of-district and some private schools, all to receive a campus tour and intro to DRC related services. This minimizes the number of special needs students who just wander in unaware of support services until it is too late. DRC Orientation introduced during the past year. Revised model which contains required elements (SSSP) will debut Spring 2015.

Active Minds Club. While not part of DRC, a staff member serves as co-advisor to this very active group which sponsors workshops, speakers and major and minor events all geared to promote healthy awareness of Mental Health issues.

**STEP V. ACCREDITATION** For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.

None

**STEP VI. COMMENTS** Other comments, recommendations: (Please use this space for additional comments or recommendations that don't fit in any category above.)

DRC staff appreciate the District's willingness to replace some faculty positions lost to retirements/DSPS allocation reductions. This demonstrates to staff and students that District sees priority in serving students with disabilities.

Please identify faculty and staff who participated in the development of the plan for this department:

Ron Haines <i>Name</i>	Mary Tuttle <i>Name</i>	Devonay Olson <i>Name</i>
Aaron Holmes <i>Name</i>	Denise Vanderstoel <i>Name</i>	<i>Name</i>

Ron Haines Department Chair/Designee Signature 12/1/2014 Date

B. [Signature] Division Dean Signature 1/16/15 Date

a. [Signature] Division Vice President Signature 1/20/15 Date

