

PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING YEAR TWO UPDATE – 2014-15

Discipline: Counseling - Grant Funded Student Programs

Instructional Discipline Reviewed (Each discipline is required to complete a Program Review.)

Date **11/24/2014**

Add Date
(00/00/0000)

DEFINITION

Program Review and Planning is the means by which faculty, staff, and/or administrators complete a self-evaluation of an academic discipline, program, or service. The self-evaluation includes an analysis of both quantitative and qualitative data on how the academic discipline, program, or service is supporting the mission and strategic planning of Palomar College in meeting the educational and career interests of students. Through the review of and reflection on key program elements, such as program data and student learning outcomes, Program Review and Planning defines the curriculum changes, staffing levels, activities, and/or strategies necessary to continue to improve the academic discipline, program, or service in support of student success. The Program Review and Planning process also ensures short-term and long-term planning and identification of the resources necessary to implement identified goals and priorities. (ACCJC Standard 1.B3; AB-1725, 10+1)

Purpose of Program Review and Planning:

Program Review and Planning for Years 2 and 3 provides a “check-in” on the Year 1 Comprehensive PRP. The PRP documents the vision and planning for a program or discipline. It also provides information for the development of the College’s Strategic Plan goals and annual objectives, documents overarching themes/issues occurring across academic programs and instruction, identifies the needs for resource allocations, and identifies department needs for developing the annual Staffing Plan update.

Palomar College Mission

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

List everyone who participated in completing this Program Review and Planning Document.

Calvin One Deer Gavin, Director, Grant Funded Student Programs

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STEP I. Evaluation of Program & SLOAC Data. In this section, examine and analyze updated program data, the results of SLOACs, and other factors that could influence your program/discipline's plans for the current year. Consider trends and any changes in the data as they relate to this year's analysis.

A. Analysis of Program Data. Review and comment on any significant changes or noted concerns since last year's PRP.

(For enrollment, WSCH, & FTEF data, use Fall term data only).

- Enrollment, Enrollment Load, WSCH, and FTEF (http://www.palomar.edu/irp/PRP_WSCH_FTEF_Load.xlsx) **(Use Fall term data only).**
- Course Success and Retention rates (http://www.palomar.edu/irp/PRP_Success_Retention.xlsx). **Note, this file is very large and there will be a delay both when you open the file and again when you initiate the first search.**
- Degrees and Certificates (http://www.palomar.edu/irp/PRP_Degrees_Certs.xlsx).

Each grant of the Grant Funded Student Programs (GFSPs) is funded through the United States Department of Education and hosted by Palomar College, in partnership with local schools, school districts, community organizations and businesses. Grant cycles are 4, 5, 6 or 7 years, based on the grant program. Each of the federally funded grant programs has specified objectives (enclosed). The federal objectives are aligned with institutional goals and objectives and often demand greater student assessment/learning outcomes and program results than that of the college or college general student population or a specific program or department, or the schools, school districts, and LEAs served. Annual Performance Reports (APRs) are provided to the USED each Fall, by November 31st, based on the previous federal fiscal/program year (September 1 – August 31).

The Palomar College GFSPs have been increasingly improving program outcomes, notwithstanding annual cuts in funding and annual level funding over the past 5 years, increased program costs, and with increased federal mandates and standards and required outcomes. There has also been an increase in the student demographic changes, with constantly changing and increasing students of diverse backgrounds and academic and financial need/s, including ethnicity, culture, income (lower family incomes; below 150% poverty) and languages. Moreover, the students recruited for the programs have also had more risk factors for potential educational/career success, academic under-preparedness, and other issues (social and family) as they progress through school or college and the programs.

Since last year's, Program Review and Planning submission, GFSPs has maintained the funding for the following grants:

GEAR UP - Year 4 of 7

TRIO Student Support Services, SSS - Year 4 of 5

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TRIO Upward Bound #1 - Year 3 of 5
TRIO Upward Bound #2 - Year 3 of 5
TRIO Educational Talent Search, ETS - Year 4 of 5
TRIO Educational Opportunity Center, EOC - Year 4 of 5

The number of students/participants funded to be served was exceeded in each of the GFSPs grants, in GEAR UP, and each of the 5 TRIO Programs.

All Federal obligations, including Annual Performance Reports, APRs, for all PC GFSPs, were submitted, for the concurrent PRP year, with having met and exceeding all objectives, and each receiving Federal Prior Experience Points, PE Points.

B. SLOACs. Using the comprehensive SLOAC reports and faculty discussions as a guide, summarize your planned SLOAC activities for courses and programs for the current academic year. Link to SLOAC resources:

<http://www2.palomar.edu/pages/sloresources/programreview/>

C. Other Relevant Data and Information.

1. Review other data and/or information that you included in last year's assessment of your program (see Step II.C). (Examples of other data and factors include, but are not limited to: external accreditation requirements, State and Federal legislation, four-year institution directions, technology, equipment, budget, professional development opportunities). Describe other data and/or information that you have considered as part of the assessment of your program. If there is additional information you are using to assess your program this year, also describe that information here.

2. Given this updated information, how are your current and future students impacted by your program and planning activities?
Note: Analysis of data is based on both quantitative (e.g., numbers, rates, estimates, results from classroom surveys) and qualitative (e.g., advisory group minutes, observations, changes in legislation, focus groups, expert opinion) information.

D. Labor Market Data. For Career/Technical disciplines only, review and comment on any significant changes or concerns since last

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year's PRP. (See Step II.D). This data is be found on the CA Employment Development website at <http://www.labormarketinfo.edd.ca.gov/>. Go here and search on Labor Market Information for Educators and Trainers (<http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=112>). Click on summary data profile on right side of page to search by occupation. (Check other reliable industry or government sources on Labor Market Data websites that support findings and are relevant to Region Ten – San Diego/Imperial Counties. Include job projections and trends that may influence major curriculum revisions.)

STEP II. Progress on Previous Year's Goals and Plans (See "Step III - Updated Goals and Plans" in your completed 2013-14 PRP at <http://www.palomar.edu/irp/PRPCollection.htm>).

Discuss/Summarize progress on last year's goals. Include

- a) the impact on resources allocated and utilized;
- b) any new developments or concerns that are affecting the program;
- c) any new goals for the program; and
- d) other information you would like to share.

It will be important to continue efforts to seek additional grants and more external funding, not only to support the students in current GFSPs programs, and to supplement constrained/allowable budgets, but also to service more students. With the new Student Success legislation, and the requirements for increased accountabilities for student/learning outcomes, there is an impending need for more funding, additional resources, more grant programs, and more internal college collaboration, especially with other grant programs, student services departments and instructional programs. Additionally, with the need to increase student enrollment at Palomar College, the more resources garnered and used, while reinforcing partnerships, collaborations and coordination, will be key to increased enrollment, especially with better prepared Palomar College entering students, who will be better retained.

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STEP III. Resources Requested for FY 2014-15: Now that you have completed Steps I and II, Step III requires you to identify all additional resources you will need to achieve goals, plans and strategies for Step II. First, identify all resource needs in each budget category. You may have up to five (5) requests per budget category. Provide a meaningful rationale for each request and how it links to your Goals, Plans, and Strategies. Resource requests to simply replace budget cuts from previous years will not be considered. Negotiated items should not be included in any resources requested. PLEASE NOTE THAT ALL FUNDING ALLOCATED BY IPC IS ONE-TIME AND MUST BE SPENT WITHIN THE DEFINED TIMELINE. Requests that support more than one discipline should be included on the “Academic Department Resource Requests” PRP form [only](#). [Click here for examples of each budget category](#).

Prioritize within each category and then prioritize across categories in Step IV.

*Refer to Strategic Plan 2016 Objectives at <http://www.palomar.edu/strategicplanning/StrategicPlan2016-Year2.pdf>

Budget category a. Equipment (acct 600010 and per unit cost is >\$500). Enter requests on lines below. Click here for examples of equipment: <http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf>

Priority Number for Resource Requests	Resource Item Requested	Fund Category	Discipline goal addressed by this resource	Strategic Plan 2016 Objective Addressed by this Resource*	Provide a detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)	Amount of Funding Requested (include tax, shipping, etc.)
a1.						
a2.						
a3.						
a4.						
a5.						

Budget category b. Technology (acct 600010, examples: computers, data projectors, document readers). Enter requests on lines below. Click here for examples of technology: <http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf>

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b1.						
b2.						
b3.						
b4.						
b5.						

Budget category c. Supplies (acct 400010 and per unit cost is <\$500). Enter requests on lines below. Click here for examples of supplies: <http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf>

Priority Number for Resource Requests	Resource Item Requested	Fund Category	Discipline goal addressed by this resource	Strategic Plan 2016 Objective Addressed by this Resource*	Provide a detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)	Amount of Funding Requested (include tax, shipping, etc.)
c1.						
c2.						
c3.						
c4.						
c5.						

Budget category d. Operating Expenses (acct 500010; examples: printing, maintenance agreements, software license) Enter requests on lines below. Click here for examples of operating expense:

<http://www.palomar.edu/irp/2013CategoriesforPRPResourceRequests.pdf>

Priority Number for Resource Requests	Resource Item Requested	Fund Category	Discipline goal addressed by this resource	Strategic Plan 2016 Objective Addressed by this Resource*	Provide a detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already partially funded, name the source and describe why it is not sufficient for future funding.)	Amount of Funding Requested (include tax, shipping, etc.)
d1.	Expenses associated with staff travel to attend USED and other federal grants' Proposal Writing Workshops, PWWs. Such			Goal/Objective 1.1, 1.2, 1.3, 1.4; Goal/Objective 1.5, 1.6, 1.7 Goal/Objective 2.1, 2.2, and especially 2.3	Proposal Writing Workshops – not allowed with TRIO grant funds. Presented by the Council for Opportunity in Education, COE, and other national associations, for various USED grant competitions; and, to hire editors and or consultants/grant writers for proposals.	\$20,000

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	expenses are not allowed to be paid for by federal grant funds. Attending the PWWs provides insights and strategies for a more competitive grant proposal and correct submission; and, for Editors and or Consultants to be paid and for travel.					
d2.						
d3.						
d4.						
d5.						

Budget category e. Travel Expenses for Faculty (acct 500010: faculty travel only)

Priority Number for Resource Requests	Resource Item Requested	Fund Category	Discipline goal addressed by this resource	Strategic Plan 2016 Objective Addressed by this Resource*	Provide a detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)	Amount of Funding Requested (include benefits if applicable)
e1.						
e2.						
e3.						
e4.						
e5.						

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Budget category f. Short-term hourly (temporary and student worker). Enter requests on lines below.

Priority Number for Resource Requests	Resource Item Requested	Fund Category	Discipline goal addressed by this resource	Strategic Plan 2016 Objective Addressed by this Resource*	Provide a detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)	Amount of Funding Requested (include benefits if applicable)
f1.						
f2.						
f3.						
f4.						
f5.						

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STEP IV. Prioritize Resource Requests. Now that you have completed Step III, prioritize all of your resource requests as one group; not prioritized within each budget category. This means you could have your #1 priority in technology, your #2 priority in short-term hourly, and your #3 priority in equipment, etc. If you actually have five (5) requests in each of the six (6) budget categories, you would end up with 30 prioritized requests. **IPC will not consider requests that are not prioritized.** Note that all funding allocated by IPC is one-time and must be spent within the defined timeline.

Priority Number for all Resource Requests in Step III	Resource Item Requested	Fund Category	Discipline goal addressed by this resource	Strategic Plan 2016 Objective Addressed by this Resource*	Provide a detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)	Amount of Funding Requested (include tax, shipping, benefits, etc.)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
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STEP V. Contract Position Requests. Prioritize all contract positions you feel are needed to achieve goals, plans and strategies identified in Step II. Include all requests for Classified, CAST, and Administrator positions that either replace a vacancy due to retirements, resignations, lateral transfers, etc., or any new positions. You may request up to ten (10) positions and they must be prioritized to be considered by IPC. Please note that only these position requests will be prioritized by IPC when developing the annual Staffing Plan for Instruction. (Do not include faculty positions.)

Priority Number for Contract Position Requests	Position Title/Category Requested	Fund Category	Discipline goal addressed by this resource	Strategic Plan 2016 Objective Addressed by this Resource*	Provide a detailed rationale for the each position. The rationale should refer to your discipline's goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If position is already funded, name the source and describe why it is not sufficient for future funding.)	Amount of Funding Requested (include benefits)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

M. J. Dees

Department Chair/Designee Signature

1/16/15
Date

B. J. [Signature]

Division Dean Signature

1/16/15
Date

a. [Signature]

1/20/15
Date

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