

Palomar College – Program Review and Planning
Non-Instructional Programs
YEAR 1
Academic Year 2013-14

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: International Education

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

11/3/2014

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

				<<Prelim>>	
	2010-2011	2011-2012	2012-2013	2013-2014	Definitions
Number of student contacts at IEP college fairs	65	Approx. 45	N/A	Approx. 30	Approx. 30 locally (IEP fairs). We did not participate in higher education fairs overseas during 2013/2014.
Number of agents/schools overseas visited	4	7	12	12	Number of agencies and schools we visited for recruiting/annual visit purposes overseas.
Number of TOEFL takers	107	159	138	80	Total number of students who took the institutional TOEFL (Test of English as Foreign Language) test on campus.
Number of applications	172	180	245	247	Total number of international student application packets we processed each year.
Number of acceptance	112	110	137	148	Total number of students we officially accepted.
Number of new admits	82	91	125	130	Total number of admitted students who actually enrolled.
Number of admits by recruiting effort	25	41	43	43	Total number of admitted students who were referred by agencies/schools we have good relationship with.
Assessments	75	90	96	98	Total number of students who were assessed either at the Assessment Center or at the Office of International Education

Number of orientation held	3	4	4	4	Number of new student orientation session we held
Enrollment	438	385	443	495	Number of total enrollment (fall & spring semesters)
Average GPA	2.99	3.02	3.13	2.845	Value of average GPA
Number of students who received AA/AS degree	16	23	39	30	Number of students who received AA/AS degree
Number of students who received a certificate of achievement	3	23	33	29	Number of students who received a certificate of achievement
Number of students on OPT	10	3	5	6	Number of students who applied for optional practical training.
Number of students who transferred	61	29	47	48	Number of students who transferred to universities
Number of international organization visit	N/A	1	1	1	Number of groups from overseas which visited Palomar College for short-term study tour.
Number of FT staff	2	2	2	2	
Number of PT staff	1	1		1	*Adjunct counselor

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

Total number of international applicants and admits have stabilized for the past two academic years 2012/2013 & 2013/2014. Number of students admitted through overseas agencies also have been set from 30-25% for the past three years.

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

Only about half of the new international students score 75% or higher on the post-orientation session quiz. In addition, almost the same number of students develops their education plan during their first semester.

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

The session material and quiz questions must be reviewed by a sample of new international students who recently took the test. This will show students' comprehension of the language (words) used.

STEP II. PLANNING

Reflecting on the 4-year trend data, the SAO assessment results, and the college's Strategic Plan 2013, 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.)

Most of the new international students want to have information on the educational system in the U.S., graduation and transfer information, and student activities on campus. We may revamp the orientation sessions to give information needed more to keep them engaged in sessions. We will also improve the new international student handbook.

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

1. While contract negotiation with California English School has been pending, we will develop a bridge program with American Language and Culture Institute as a feeding school. We will also approach other well developed "Intensive English Programs" downtown to develop similar programs.

2. Develop a non-credit, online "pre-arrival orientation" class through blackboard to prepare new admits for what to do from the time of acceptance through the end of "new international student orientation" which is held on campus after their arrival. This new program will enhance the student's preparedness to "American" college life. – This is from the year 12/13, which has not been completed. We must find "time" to work on this project as a team.

3. Start discussion with ESL department on the "Bridge" or "Pathway" program for international students with lower English levels.

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 2013 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.							
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 2013 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.			Strategic Goal 2 & 6	To be used by additional workers (students) to update marketing information and to keep track of inquiries.	\$2,000.00	One time	No
b2.							
b3.							
b4.							
b5.							

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

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2013 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?
c1.	Customized t-shirts for orientation assistants (students)	1	Strategic Goal 2	We will start hiring student orientation assistants (current international students) to help new students better understand the orientation material and to welcome them to Palomar as their peer.	300?	One time	No
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 2013 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.	Create and print the new international student handbook	1	Objective 2.4:	Increase student awareness and use of appropriate support services printed on the new student handbook. Handbook also has information such as (but not limited to) monthly planner with college events and US holiday, safety information, policies, regulations, and benefits by the US Department of Homeland Security, and local information.	\$2,803.2	One-time to start	no.
d2.							
d3.							
d4.							
d5.							

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

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2013 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?
e1.	One classified staff position	1	Strategic Goal 2	The program used to have a full-time secretary. Since this employee retired, the district has not replaced the position. The program started growing and only two full-time employees cannot catch up with the workload. With another full-time position, we will be able to handle the workload and expand in some area.	\$75,000?	On-going	No
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 2013 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?

Methods to create online orientation program – Counseling Department.

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

The total enrollment for 2013/2014 was 495, 52 more than the previous academic year.

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.

The accreditation application submitted by California English School was denied in April by CEA (Center for English Accreditation).

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

We have been re-certified by the SEVP (Student and Exchange Visitor Program) under the U.S. Homeland Security to continue admitting international students and to issue I-20 forms (certificate of eligibility for nonimmigrant (F-1) status

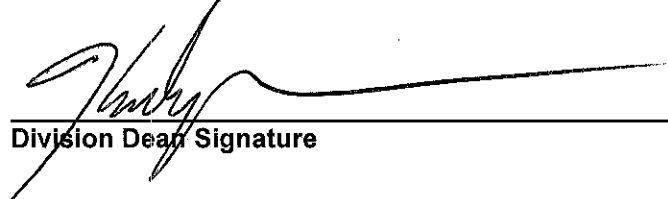
Please identify faculty and staff who participated in the development of the plan for this department:

Yasue O'Neill Name	Name	Name
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Name	Name	Name
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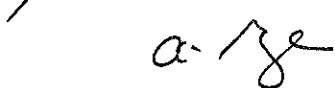
Department Chair/Designee Signature

Date



11/7/14

Division Dean Signature



1/20/15

Division Vice President Signature

Date

- Provide a hard copy to the Vice President Vernoy no later than September 14, 2012
- Email an electronic copy to ipettit@palomar.edu by September 28, 2012
- Email an electronic copy to idecker@palomar.edu by September 28, 2012