

Palomar College – Program Review and Planning Non-Instructional Programs

Academic Year 2016 - 2017

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: Assessment

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

11/13/2017
Please Add Date
(00/00/2013)

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

	2013-2014	2014-2015	2015-2016	<<Prelim>> 2016-2017	Definitions
Assessment	11,504	13,176	11,576	27,307	Number of students assessed and placed into courses: derived from MIS data: 2980 students received placement using COMPASS from July 1, 2016 to November 30, 2016. 24327 students received eligibility based on Multiple Measures.
Orientations	8,500	5,097	2,600	4,922	Number of students satisfying Orientation requirements: derived from MIS data.
Mail/phone contacts	22,000	22,000	21,000	14,507	Number of phone calls and e-mails answered by assessment staff between November 2016 and June 2017)
Number of FT Staff	4	4	4	4	Number of full time staff available to serve students: derived from IRP office.
Number of Part-time Staff	0	0	0	0	Number of Part-time staff available to serve students: derived from IRP office.

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

From July 1, 2016 to the end of November 2016, 2980 computerized Testing was used in the Assessment Center at San Marcos, Escondido Center and Camp Pendleton. Appointments were made, using SARS, for 9-10 Assessment sessions per week in San Marcos and 2 sessions per week in Escondido, every month. September and October, the assessment center tested twice a week. Camp Pendleton scheduled testing based on need. During the months of Feb., March and April we travel to high schools or high schools came to the San Marcos Campus. In total, we helped 1942 students enrolled and review their assessment recommendation and provided in person orientations. This year 34 high schools came to Palomar college for enrollment and orientation, four and lunch. These incoming freshmen students also participated on a special event in June to receive Counseling/Orientation and Enrollment sessions. They receive priority registration for fall. This program is going through a transition period and will continue in the years to come. These students become a cohort that can be tracked while attending Palomar College. The plan for this year is to visit high schools help them enroll, conduct the orientation, collect assessment documents and process paperwork. We are also requesting than those students come to Palomar College and meet with a counselor to create an ED Plan. We are planning on visiting as many high schools as possible.

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

A total of 27,307 students received placement into English, reading and math. A total of 706 students were assessed using other means of assessment. We have formed a partnership with CSU and are accepting their placement recommendation based on results from high school student's STARS testing. We also accept High School Transcripts, ACT/SAT ELM, EPT and AP placement.

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

With budget cuts and the use of Accuplacer as a back-up test, forming a partnership with the CSU system and accepting placement from other testing instruments is a more positive financial change. It will save time, money and the need to retest students. High schools are also partnering with CSUSM by offering an English class designed by CSU to prepare students for college level English. Placement in English at Palomar will be accepted from students enrolled in this class as long as the students get a passing grade of a "C" or better.

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.)
 Continue enrolling students at the local high schools or at Palomar College. Provide assistance with enrollment, reviewing assessment recommend and providing orientations and Academic Workshops at the high schools as well as on Campus. Maintain priority registration date to one day prior 1 regular registration. This will give students more time to meet with a counselor. The goal for next year is to test all students using Multiple Measures and Accuplacer as a back-up test to be more efficient and provide better service to new and current students.

II. B. Additional programs to develop (consider enrollment trends, student demands, wait times, comprehensiveness, etc.)
 Work closely with the outreach department to manage student services at local high schools. Hire Palomar College students and visit local high schools on a regular basis to increase preparedness of high school students coming to Palomar. Improve one to one contact with a Palomar representative regarding application, assessment, orientation, advisement and registration. Early contact prepares students for success their first semester in college. Provide onboarding information to high school counselors during High School counselors Conference in November.

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.	16 3'X6' tables	1	1.2	We need 16 tables to set up the 33 computers that we use for assessment. Equipment currently use is inadequate. Students hit power buttons and need to Log in again and have to do the tutorial.	\$10,000.00	One-Time	SSSP/ Peer Ambassador Budget

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.	Scanner	1	1.2	To scan assessment materials and test scores while visiting Local High Schools.	\$600.00	ongoing as needed	SSSP Budget
b4.	3 Lap Top Computers	1	1.2	To enter Assessment eligibility and process test scores for High School students.	\$1500.00	One-time	SSSP Budget
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 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?
c1.	Supplies/ Materials	1	1.2	Printing cartridges, paper, and office supplies. Provide printed placement results for new returning and current students.	5,000	Ongoing, as needed to provide materials for students and staff.	Matriculation/ counseling, PEERs Budget
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.	Travel	2	1.2	Assist with enrollment and review assessment at local high schools; conduct College Orientations.	\$8,000.00	Ongoing	Counseling/ PEERS
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 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?
e1.							
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.	2 Temporary/ student workers	2	3.1 1.2	We will be opening two new centers; Supervisor will be in charge of visiting and making sure everything is working out. We will need extra help at the main campus.	\$30,000	Ongoing	Matriculation Foundation
f2.							
f3.							
f4.							
f5.							

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

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

Graduating seniors have always had priority registration but not taken advantage of it. Eight years ago we decided to have a special EAP event with counseling and registration. We have changed it since then to improve it and keep within a budget. It has been successful with over 2,800 students participating and 57% of them actually enrolled in fall 2017. After placement is completed, students are required to meet with counselors to create an Ed Plan. They meet on a one to one basis or small group sessions. Students have the opportunity to make appointments during the week or on Saturday sessions scheduled for registration assistance. All new students have priority registration and are able to enroll in the classes they need to start their educational experience at Palomar.

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.

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

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

	Name
	Name

Department Chair/Designee Signature



Date

11/20/17

Division Dean Signature



Division Vice President Signature

Date