

**Palomar College – Program Review and Planning
Non-Instructional Programs
Academic Year 2017-18**

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

11/03/2017

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

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

	2014-2015	2015-2016	2016-2017	<<Prelim>> 2017-2018	Definitions
Number of Application Processed	221	275	249	217	Total number of applications we processed each year
Number of Acceptance	150	165	172	148	Total number of students officially accepted
Number of New Admits	112	139	138	110	Total number of new students enrolled
Number of New Admits by Recruitment Effort	46	53	44	43	Total number of new students enrolled by recruitment effort (articulation agreement, recruiting agencies, etc.)
Assessment	105	119	117	84	Total number of students assessed.
Number of Orientation Held	4	3	3	2	Number of new student orientation held.
Annual Enrollment	475	524	558	513	
Number of Associate Degree awarded	32		39		Number of associate degrees granted
Certificate of Achievement awarded	37		23		Number of certificate of achievements granted
Number of students applied for OPT	11	14	20		Number of students applied for OPT after their completion of programs
Number of Students who transferred	31	57	65		Number of students who have transferred to University or other college
Number of International Visitors	1	2	2		Number of institutions outside the US which visited Palomar College
Number of Full Time Staff	2	2	2	2	

Number of Part Time Staff	1	2	2	3	2 Adjunct counselors & 1 hourly employee
Number of Recruiting Trips/YR			2		Southeast Asia & Latin America
Number of Students Met			500+		The total number of students I met in Singapore, Malaysia, Vietnam, Argentina, Colombia and Peru exceeds 500.

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

From the 2014/2015 through 2016/2017 academic years, number of admitted students increased gradually. Starting from the spring 2017 semester, we became aware of decreased number of application and number of admitted students. There are reports of decreasing number of international students nationwide. This trend must be caused by foreign currency exchange rate (US\$ is strong), political issues (new administration's policies on nonimmigrants from with prospective students may feel "unwelcomed", social issues (violence and prejudices), and security issues (natural disaster – hurricanes, fires, etc.). On the other hand, there is an increase of number of students who applied for post-completion optional practical training and number of students who successfully transferred to universities.

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

SAO assessment this year, again, is focused on the new international student orientation; however, we decided to change the orientation materials given to new students. Instead of giving handouts for all the sessions separately at the beginning of each session (welcome remarks, campus resources, immigration information, academic orientation, academic survival, assessment, and adjustment sessions), we provided the international student orientation workbook, which include all the session material with note space. Pages are in order of sessions, and each page had slides and note section. In addition, instead of giving 'pre' and 'post' orientation sessions to compare and contrast students' scores, we only gave the post orientation test with new format – open book (workbook) test.

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

The SAO assessment indicated that students perform better with more student-focused (easier to find pages and take notes) orientation material. The average score of the exam was 80.29%. We also conducted possible correlation between the exam score and ESL placement level of each student, and we learned that there is no evidence that students with higher ESL level scores higher. Students with little note-taking skills may have scored low on the exam.

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 the growth in FTES and Headcount, CSU/UC transfer language updates, articulation, workforce and labor market projections, certificate or degree completions, etc.)

Expansion of the International Student program by recruitment and retention efforts by budget and staff increase.

When our budget increase is approved:

1. We will continue seeking more innovative methods and procedure to improve the new international student orientation sessions to help new students aware of the services they can receive on campus.
2. Due to the recent trend with the declining number of international students nationwide, the Office of International Education must expand its recruiting activities including but not limited to:
 - * participating in student fairs – local, state, nation-wide and international
 - * developing more MOUs for English Proficiency requirements with intensive English programs
 - * collaborating with the Public Affairs Office, utilize online marketing programs such as iXplore.
 - * start working with commission-based agents: this requires multiple phrases of planning that include fee structure, selection of agents, official contract, and training of the agents.
3. Continue collaborating with CSU San Marco's Global Programs and Services to promote the concept of "2+2" transfer program.

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

Because of the decreased budget for the program, none of the additional programs to develop for the year 2016/2017 started. To provide the items listed on II.A., our program must have additional staff member.

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.							
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.

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.							
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.	International Student Handbook	1	2.2	<p>Although every new international student must participate in the three day orientation sessions, they tend to forget many issues which are critical to their academic programs and legal presence in the U.S. Fall 2017 – Spring 2018 student planner looks great; however, many of the pages are not for international students. We'd like to have international student handbooks which lists all services and resources available for international students on campus focusing on student and instructional services that support student success. We would also like to add important information such as Department of Homeland Security and Department of State regulations, policies, and practices.</p>	\$2,000		
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 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.	One full time permanent position	1	4.1	International student program has been staffed by two full-time employees, two adjunct counselors providing a total of 18 hours a week of counseling appointments, and one short-term employees who work up to 12 hours (each position) per week. The program has been short-staffed for the past several years. Program expansion depends on additional permanent staff which position will be responsible for student programming and SEVIS reporting.	\$93,000.00	Ongoing	Not yet.
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?

None

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

At the end of May, I attended EducationUSA Western Region Forum held in Argentina. During the forum, my colleagues from Humboldt State University, CSU San Marcos, Cal Poly Pomona and I presented a session "Collaboration-Innovative Efforts to Provide Pathways to Higher Education in the United States: The Case for English Language Institutes and Community College Partnership" which focused on how community colleges can help students whose native English is not English complete their education in the U.S.A. Participants in the session were excited to hear about the "2+2" transfer system. After the forum the group of five (CSU Monterey Bay and Long Beach State University joined) traveled to promote "Study California" in Colombia and Panama (Objectives 2.1 and 2.2).

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.

n/a

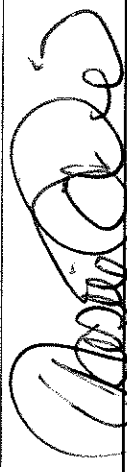
STEP VI. COMMENTS Other comments, recommendations: (Please use this space for additional comments or recommendations that don't fit in any category above)

Our mission statement support and encourage students who are participating "cultural enrichment" education, I would like to see the World Language Department consider offering short-term study abroad programs (we have had weekend, a week, two week, and three week programs in Mexico). In addition, becoming a member institution for Southern California Foothills Consortium again would give students opportunity to experience a semester-length study abroad in Salamanca, Spain or London, U.K.

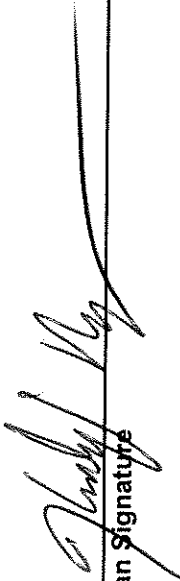
Please identify faculty and staff who participated in the development of the plan for this department:

Yasue O'Neill		
Name	Name	Name


Name	Name	Name


Department Chair/Designee Signature

11/27/17
Date


Division Dean Signature

11/22/17


Division Vice President Signature

Date

- Provide a hard copy to the Vice President Gonzales no later than November 17, 2017.
- Email an electronic copy to lhornsby1@palomar.edu by November 17, 2017.