

**Palomar College – Program Review and Planning  
Non-Instructional Programs  
Academic Year 2018-19**

**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**

**11/28/2018**

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)**

	2015-2016	2016-2017	2017-2018	<Prelim> 2018-2019	Definitions
Number of Application Processed	275	249	224	180	Total number of applications we processed each year
Number of Acceptance	165	172	168	135	Total number of students officially accepted
Number of New Admits	139	138	124	110	Total number of new students enrolled
Number of New Admits by Recruitment Effort	53	44	48	45	Total number of new students enrolled by recruitment effort (articulation agreement, recruiting agencies, etc.)
Assessment	119	117	84	72	Total number of students assessed.
Number of Orientation Held	3	3	2	2	Number of new student orientation held.
Annual Enrollment	524	558	513	440	
Number of Associate Degree awarded		39	77	NA	Number of associate degrees granted
Certificate of Achievement awarded		23		NA	Number of certificate of achievements granted
Number of students applied for OPT	14	20	11	19	Number of students applied for OPT after their completion of programs
Number of Students who transferred	57	65	44	50	Number of students who have transferred to University or other college
Number of International Visitors	2	2	0	0	Number of institutions outside the US which visited Palomar College
Number of Full Time Staff	2	2	2	2	

Number of Part Time Staff	2	2	3	3	2 Adjunct counselors & 1 hourly employee
Number of Recruiting Trips/YR		2	1	3	Southeast Asia & Latin America Tours (multiple countries)
Number of Students Met		500+		Approx. 500	Total number of students I met during the ISN Latin American Fairs

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

Starting from the spring 2017 semester, we became aware of decreasing numbers of applications and number of admitted students. There are reports of decreasing numbers of international students nationwide. This trend appears to 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.). In addition, depending on the countries, there have been some decline of student population (ex. Japan). This is making the higher educational institutions in the students' countries putting in efforts into keeping the students. For students who wish to study outside their home country, these institutions offer short-term study abroad programs or allowing students to request leave of absence for up to one academic year.

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

SAO assessment this year, again, is focused on the new international student orientation. Based on previous years' SAO findings that showed some students were not understanding all of the orientation materials, it was 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 PowerPoint slides and note section. In addition, we only give 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. Another finding is that the number of students asking for assistance with registration for the following semester seems to have declined. This may be a good assessment tools for next year.

**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.)**

This year, there was an expansion of the resources (\$75k) to International Student program for recruitment and retention efforts. Unfortunately, there was not enough new resources to increase staffing, which is a critical need if the program is expected to grow. This past summer the contract with the California English School (CES) was officially ended. We have begun discussions on campus about possibly creating an intensive English program through the Contract Education office (Objective 5.4 and 5.6).

1. We will continue seeking more innovative methods and procedures to improve the new international student orientation sessions to help new students aware of the services they can receive on campus, possibly with assistance from the student ambassador program.
2. Due to the continuing 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 levels.
  - \* Participation in the ISN Latin America went very well, and we'll participate in their spring ASIA tour.
  - \* developing more MOUs for English Proficiency requirements with intensive English programs.
  - \* 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.)**

We received a budget increase of \$75,000 instead of \$400,000, which have been allocated for:

1. recruiting
2. Improvements of marketing materials

If we are requested to expand our program, further increase of the budget will be necessary to increase our staffing level.

**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 ( <a href="#">Link</a> )	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 ( <a href="#">Link</a> )	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.	i-Pad and IO-pad stand equipped with software to save student inquiries		2.4 5.3	During student fairs, it is very difficult to continue asking students to leave their information on the inquiry sheet (hard copy). During the Latin American Tour, I saw one of the participating universities using this equipment, so she was able to continue talking to the students.	1,500	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 2016 Goal/Objective Addressed by This Resource ( <a href="#">Link</a> )	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 ( <a href="#">Link</a> )	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	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	\$2,000		

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?
d2.				success. We would also like to add important information such as Department of Homeland Security and Department of State regulations, policies, and practices.			
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.							

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?
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.

Contract with California English School ended in the end of the 2017/2018 academic year, and we began discussion on our own intensive English program. ESL department recommends TOEFL score of 450 and does not seem to be interested in creating the IEP within their department. We will continue our discussion with the Community Education office.

**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
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	Name	Name
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Department Chair/Designee Signature

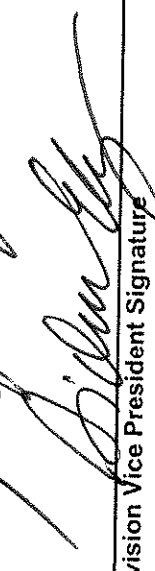
11/28/18

Date

  
Division Dean Signature

12/3/18

Division Dean Signature

  
Division Vice President Signature

12/5/18

Date

- Provide a hard copy to the Vice President Gonzales no later than November 3, 2016.
- Email an electronic copy to [mlavigueur@palomar.edu](mailto:mlavigueur@palomar.edu) by November 3, 2016.
- Email an electronic copy to [rjohnson3@palomar.edu](mailto:rjohnson3@palomar.edu) by November 3, 2016.