



Non-Instructional Program Review and Planning

OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR NON-INSTRUCTIONAL AREAS

Program Review is a self-study of your unit. For non-instructional program review, the definition of what is a unit varies based upon your division. A unit may be a department (e.g., Information Services, Institutional Research and Planning, Financial Aid), a program (e.g., EOPS, TRIO), or a division (Human Resource Services). The Vice Presidents for each division have identified/defined the units that will complete the review cycle.

Regardless of whether your unit is a program, department, or division, program review is about documenting the plans you have for improving Institutional Effectiveness in your area and sharing that information with the college community. Through the review of and reflection on key elements, program review and planning identifies program strengths as well as strategies necessary to improve the operation of your area. With that in mind, please answer the following questions:

[We are using the Strengths, Opportunities, Aspirations, Results \(SOAR\) strategic planning technique to help us focus on our current strengths and opportunities, create a vision of future aspirations, and consider the results of this approach.](#)

BASIC UNIT INFORMATION

Academic Year
2018-2019

Division Name
Social and Behavioral Sciences

Unit Name
Library

Name Person Responsible for the Program/Unit
Marlene G Forney

Please list all participants in this Program Review:

Name	Position
Marlene G Forney	Department Chair

Website address for your program or unit
<http://www2.palomar.edu/pages/library/>

Program/Unit Mission Statement

[\(click here for information on how to create a mission statement\)](#)

What is your Program/Unit's mission statement?

The mission of Palomar College Library/Media Center is to collaborate with all disciplines to empower and teach students to find, evaluate, and use information effectively. We will collect, organize, and maintain information in all its formats to support the intellectual growth of students and the professional needs of our faculty.

Describe how your mission aligns with and contributes to the College's Vision and Mission.
We focus on empowering students

Program/Unit Description

Staffing

Total Number of Full-time Staff
12

Total Number of Permanent Part-time Staff
0

Number of Classified Staff
11

FTE of Permanent Part-time Staff

Number of CAST Staff
0

FTEF of Part-time Faculty
4

Number of Administrators
1

Number of Full-time Faculty
9

What additional temporary hourly or contract staff support this unit and/or department?
7

As part of this PRP cycle, Human Resource Services has sent organizational charts to all non-instructional units. Please review the charts and make any needed changes. You have three options to submit your organizational chart:

1. Upload the document (under 5 MB)
2. Provide URL to document.
3. If you cannot create an organizational chart, or did not receive one from Human Resource Services, list the positions in your unit showing reporting relationships (e.g., Manager Facilities with the following direct reports, Supervisor Position A, Supervisor Position B, Supervisor Position C; Supervisor Position A with direct reports, Position A, Position B, Position C)

How will you submit your organizational chart?
Upload Document

Upload Organization Chart
LibraryDeptOrganizationalChartApril2019.xlsx

Program/Unit Description

Who utilizes your services?

Palomar students, faculty and staff use Library Department services as well as community residents.

What services does your program/unit provide (Describe your program/unit)?

The Library Department provides Information Literacy support for all our users, Access to resources in various formats- physically and digitally and also Public Services such as Research support, Circulation of

materials, Remote access to online materials.

PROGRAM/UNIT ASSESSMENT

Service Area Outcomes

Service Area Outcome 1

Describe this Service Area Outcome

1. Information Literacy: after visiting the Library as part of an assigned instruction session, 80% of the students will demonstrate an improvement in their familiarity with Library services and resources.

When was this SAO last assessed?

Spring 2018

What did you learn from the last assessment?

Our assessment results indicated we exceeded our standard of 80% satisfaction

89% of students indicated that after attending a library instruction session, their ability to use the library's resources and services improved.

Are there improvements you have implemented or plan to implement as a result of this SAO Assessment? If so, please describe.

While in the last PRP we noted that computing resources were inadequate support to provide Library Instruction, with the move to the new building both Library Classrooms now have 42 computers each to meet the classroom caps. At Escondido Center the computers remain inadequate to allow for Instruction within the Library.

Service Area Outcome 2

Describe this Service Area Outcome

2. Public Services: after interacting with a Library staff member at a service desk, 80% of students will be satisfied with the assistance they receive.

When was this SAO last assessed?

Fall 2017

What did you learn from the last assessment?

We learned that students are satisfied but definitely have opinions about how they want to receive our services.

Are there improvements you have implemented or plan to implement as a result of this SAO Assessment? If so, please describe.

With the move to our new SM facility and the establishment of the new Library Centers, students at these locations no longer have problems accessing computers during peak times.

We will continue to work with Information Services to improve printing options (e.g. wireless printing, online payments, etc.)

Service Area Outcome 3

Describe this Service Area Outcome

3. Resources & Access: after interacting with the library either online or in-person, 80% of students will obtain the information resource to satisfy their information need.

When was this SAO last assessed?

Spring 2018

What did you learn from the last assessment?

Assessment results indicated

89% of students believe "the library has up-to-date information about what I am asked to research for my classes."

97% of students were "able to use the library's website to find" resources for their research projects

Are there improvements you have implemented or plan to implement as a result of this SAO Assessment? If so, please describe.

Successfully implemented new secure server protocols to facilitate access to eresources in coordination with Information Services (IS).

Work with IS to correct issues with local access to eresources at Fallbrook and Rancho Bernardo Center Libraries.

Continue to work with IS to establish single sign-on.

Other Assessment Data

List all other quantitative and/or qualitative measures you use to track, monitor, and/or evaluate the effectiveness of your program/Unit:

Quantitative Data

Measure	2015	2016	2017	2018	Definition/Description of Measure
Database Use		337844	326433	403957	documents viewed using electronic databases
Information Literacy Instruction Session	171	173	185	212	Instruction sessions held at all Palomar library locations
Collection Development			115,318	122,280	Physical items at all locations (included FB & RB for 2018 only)
Circulation of Materials			42578	57,282	Items processed at the SM library
Number of students receiving library instruction	4364	4557	4957	5063	The total number of students attending in-person library instruction sessions at any Palomar location.

Number of library instruction sessions	171	173	185	212	The total number of instruction sessions offered at any Palomar location.
Number of LibGuides created	719	709	689	679	The total number of LibGuides created each year.
Number of views of LibGuides pages	26209	44142	45493	48138	This number represents how much the LibGuides we created were viewed by users.

Are there any comments or notes about this quantitative data?

The number of requests for library instruction that we receive continues to rise. We are working to further reduce barriers to faculty participation in the library’s instruction program so that we can increase the number of requests we receive and we can reach more students.

LibGuides (online research resources) continue to be a valuable tool for in-class activities and for follow-up after the instruction session. They are also increasingly being used to support the library and research needs of online students when faculty request to have a librarian embedded in their course.

Qualitative Data

Describe any qualitative measures you use and summarize the results.

We gather qualitative data from regular surveys of faculty, staff, and students as well as informal interviews with faculty and content analysis of library instruction requests.

Through informal interviews with faculty, we have learned that the current placement of the instruction request form on the library’s website and the limitations created by the instruction request form are creating unnecessary barriers to faculty who would like to request library instruction for their classes.

Through surveys of faculty who use the library’s instruction services, we have learned that they are highly satisfied with the instruction their students receive and they feel that the library instruction improves their students’ performance on research assignments.

Through student surveys, we have learned that the library helps them by providing:

- A quiet place to study and focus
- One-on-one and group instruction about research strategies and tools
- Access to quality information for their research
- Printers and computers as well as help using the equipment
- Access to copies of course textbooks on reserve
- Help with citation rules and tools

Through content analysis of completed library instruction request forms, we have learned that faculty would like support from librarians beyond the library classroom to help them strengthen students’ information literacy in the following areas:

- The role of inquiry in the research process
- Academic integrity/plagiarism
- Searching as strategic exploration
- Citations

What improvements have you implemented or plan to implement as a result of your assessment of quantitative and/or qualitative data described above.

We are reducing barriers to make it easier for faculty to request library instruction by adjusting the instruction request form so that it is more adaptable to the variety of patterns of instruction that faculty most often request. We are also promoting our instructional services to new faculty through new on-boarding materials.

In order to help faculty beyond the library classroom to strengthen their students information literacy, we are seeking support from ATRC to create a Librarian role in Canvas that faculty can use to add a librarian who can provide supplemental materials during students' research.

Achievements and Other Relevant Information

Achievements

Describe Achievement

Successfully opened 3 new library facilities (Summer 2018- Fallbrook and Rancho Bernardo, Spring 2019- San Marcos).

Sponsored 2 NCHCA meetings to engage with other Librarians about the ExLibris Library Service Platform (LSP) -November 2018 and March 2019

Awarded a Palomar Foundation grant for "Stress Free" Zone games

Describe any recent changes in legislation, policies, procedures, processes, and/or technology (software and hardware) that have impacted or will impact your program/unit? What effect will these changes have on your program/unit?

The Library is actively preparing to implement the long anticipated new statewide enterprise system> , the Library Service Platform (LSP)

In addition to (or in response to) the changes listed above, what in-house policies, procedures, and processes need to be updated, created, or deleted?

In order to achieve our goal of reducing barriers to faculty who want to request instruction, we are changing our policy about instruction requests. We still encourage faculty requesting tailored library instruction to submit their request at least two weeks before they plan to visit the library. We will now offer basic library instruction and librarian support for student research with less notice and will accept these requests up to 48 hours before the planned visit, based on librarian and classroom availability.

PROGRAM/UNIT EVALUATION AND THREE YEAR PLANNING

Program Evaluation and Planning is completed in two steps.

Section 1: Overall Evaluation of Program

Reflect on your program/unit, the results of your assessments in Part 2 above, and your vision for the future. Then, working together answer the following questions. Summarize your answers in the grid below.

1. What are our greatest strengths?
2. What are our best opportunities?
3. What is our preferred future, what do we aspire to do?
4. What are the measurable results that will tell us we've achieved that vision of the future?

Section 2: Establish Goals and Strategies for the Next Three Years

Once you have completed your overall evaluation, identify a set of goals and strategies for accomplishing your goals for this upcoming three year planning cycle. Use the template in Section 2 below to document your goals, strategies, and timelines for completion.

Overall Evaluation of Program

Discuss your Program's/Unit's Strengths, Opportunities, Aspirations, and Results ([SOAR](#)) and summarize your discussion below.

Strengths

All segments of Library staff are strongly engaged in working through the multiple changes and challenges that have resulted from opening libraries at the Colleges's new Fallbrook and Rancho Bernardo Centers, the expansion of computing resources at the Escondido Center and also moving into a new library building at San Marcos.

Delivering equitable and comprehensive services to students, faculty and staff at all 4 locations has remained the focus while adjusting to new equipment configurations, evolving physical spaces, and the dynamics of new staff.

Opportunities

Expand options for library facilities to be a resource to the larger Community served by Palomar College - resulting in broader display and programming options. This would leverage the value of the college's renewed infrastructure at the San Marcos location.

Collaborate more directly with instructors to enhance student success in meeting learning objectives through using the most academically relevant resources.

Demonstrate how our combination of high tech/high touch/highly comfortable environments increase student use of instructional support services and enhance their success.

Use emerging state wide resources (shared Library Service Platform [LSP]) to increase student understanding of the local information architecture and prepare them for academic transfer.

Aspirations

Our desire is to be the 'go to' resource across our 4 locations for Palomar students, staff and faculty as they expand their learning and teaching. We believe that using our facilities and resources can be the spark that inspires students to persist and complete their academic goals.

We look forward to having single sign on authentication which will allow Palomar Library information resources to be more fully integrated within Canvas.

Our hope is to that online Instructors will avail themselves of the various options for library instruction currently under development by Library Faculty with assistance from Academic Technology.

Improved staffing at our SM facility will further enhance our mission.

Results

Work with statewide advisory groups to review optimal standards for display of and access to shared resources through our new LSP.

Create, promote and assess use of Canvas information literacy components.

Program Goals

In the previous sections, you identified opportunities for improvement. Using these opportunities, develop 3-year [SMART goals](#) for your department. Goals should be Specific, Measurable, Attainable, Relevant, Time-Specific. Ensure your goals align with the mission of your department and/or [the College's strategic plan](#).

Please list all discipline goals for this three-year planning cycle. [Click here for previous PRPs and goal information](#).

Goals

Goal 1

Brief Description

Fill staff vacancies and request new staff positions to improve student access to library resources and services that fulfill our mission.

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

We will generate additional statistics re use of the SM facility.

We will track progress of Palomar's MOU with the City of Escondido to expand the Escondido Center Library facility.

Timeline for Implementation

Fall 2019 through Fall 2020

Outcome(s) expected (qualitative/quantitative)

Less reliance on hourly staffing and more efficient fiscal budgeting.

More appropriate staffing for the new SM Library/LRC facility -given increased space and needs to staff service desks.

Support the following Year 3 Strategic Planning goals:

Goal #2: "Strengthen efforts to improve outreach, persistence, and student success."

Having the appropriate level of trained staff available makes assisting students much more timely and effective. Our students are easily discouraged and intimidated. The Library needs to make certain that each student is assisted in a timely and courteous manner. If students need to wait because of long lines or because the staff is pulled away to other areas of the Library or other locations, it makes it difficult to win back their trust and confidence that the Library is the place to go receive the help they need when they need it.

We are very pleased that faculty send their students to the Library to get quick help during class, to print a paper or find a resource. Students come over eager for help only to find that sometimes they need to wait for quite a while to receive assistance.

We believe that having additional, trained Library media technicians will help alleviate those stressful situations and may lead to improved persistence and student success.

Describe the resources (human, technology, equipment, etc) you will need or will assign to implement this goal.

College HR approval for position posting to fill a current Library Technician II SM Library vacancy.

College HR approval for new Library Technician I positions at SM and Escondido Center Libraries

Of the resources described above, which ones are reallocated and which ones are new or needed?

The request for a Library Technician II position is a 'reallocation' to fill a vacancy due to promotion/transfer to the Rancho Bernardo Center Library

The requests for Library Technician I positions are new and very much needed.

How does this goal align with your department mission statement, the college strategic plan, and Guided Pathways?

Our mission statement is:

The mission of the Palomar College Library is to collaborate with all disciplines to empower and teach students to find, evaluate, and use information effectively. We will collect, organize, and maintain information in all its formats to support the intellectual growth of students and the professional needs of our faculty.

In order to "collect, organize, and maintain information in all its formats to support the intellectual growth of students and the professional needs of our faculty" we need sufficient, trained technician support.

Expected Goal Completion Date

8/3/2020

Goal 2

Brief Description

Provide more flexible learning spaces for students, including online and on-site in order to meet students' needs and satisfy their expectations.

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

We have moved into new spaces and continue to review the options for student use and delivering library services. With the anticipated remodeling of the Escondido Center Library the build out of the Fallbrook Center Library we will continue reviewing our space use and ways we can more effectively interact with students to serve their research and information needs.

We plan to use our next Service Area Outcomes surveys to address these issues.

Timeline for Implementation

Fall 2019

Outcome(s) expected (qualitative/quantitative)

Information on how students use the physical spaces at SM and our 3 Centers.

Describe the resources (human, technology, equipment, etc) you will need or will assign to implement this goal.

Faculty and staff will need to work on deploying the survey. Especially involved will be Public Services and Center Librarians, the Library Manager and SM Sr Library Media Technicians for Public Services and Center Sr Library Media Technicians.

Of the resources described above, which ones are reallocated and which ones are new or

needed?

None are reallocated since current human resources are already tasked to complete SAO work.

How does this goal align with your department mission statement, the college strategic plan, and Guided Pathways?

It provides us with additional data to determine how to more appropriately engage with students, faculty and staff to use information effectively.

Expected Goal Completion Date

8/1/2021

Goal 3

Brief Description

Enhance our WorldShare Management System (WMS) to input new collections acquired for the South & North Centers and the added users.

Is this a new or existing goal?

Existing

Goal Status

Completed

How will you complete this goal?

We communicated with OCLC to refine our WMS configuration and correctly identify the Rancho Bernardo and Fallbrook Center Libraries as branches in our system.

Worked with Facilities to use Prop M funding to create opening day collections at both new Centers.

Timeline for Implementation

Summer 2018

Outcome(s) expected (qualitative/quantitative)

Correct functioning of patron borrowing, collection searches/results, statistical reports for the newly implemented branch locations. Policy development for unique and universal use of the system to serve all users.

Received materials for the new library locations and added digital resources to focus on possible signature academic programs for the Center locations.

Describe the resources (human, technology, equipment, etc) you will need or will assign to implement this goal.

None since this goal was completed.

Of the resources described above, which ones are reallocated and which ones are new or needed?

How does this goal align with your department mission statement, the college strategic plan, and Guided Pathways?

Expected Goal Completion Date

6/3/2018

Goal 4

Brief Description

Collaborate with academic departments to offer instruction and resources that meet faculty and student needs.

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

Increase communication with classroom Faculty to clarify the variety of information resources that we can provide. Continue to provide Professional Development sessions that focus on Library resources and services.

Promote the library via Outreach activities (Week of Welcome, TLC Skillshops, etc.) and expanding contact with various Palomar academic departments to invite them to host library displays showcasing student work and discipline programs.

Use our expanded physical units to house additional displays.

Work with Information Services, Public Affairs and other college stakeholders to promote library services and resources via digital displays. Optimally this will be done using the digital display units scheduled for installation in the new SM facility, however, we will also explore promoting these via college wide digital feeds. In addition we are exploring us of other media to create directional building guides.

Timeline for Implementation

Ongoing and continuing in Fall 2019

Outcome(s) expected (qualitative/quantitative)

We are already receiving more requests from classroom faculty and academic program coordinators to have displays in the SM library. Given the additional options for displays using library wall spaces and 7 display units we expect that our annual tallies will increase.

Expand our instruction request options for refined collaboration on impacting Information Literacy.

The possibility of obtaining more data re use of library services via new tools for metrics

Describe the resources (human, technology, equipment, etc) you will need or will assign to implement this goal.

The possibility of obtaining more data re use of library services is dependent on accessing the support using staff from college partners. Depending on various department priorities we may need the college to provide funding for special contracts or release time. In addition we may need to acquire new software and hardware tools to generate the proposed analysis/metrics data.

Of the resources described above, which ones are reallocated and which ones are new or needed?

Some may be 'reallocated' and others new.

How does this goal align with your department mission statement, the college strategic plan, and Guided Pathways?

The need to collaborate across all disciplines to teach students in more effective use of information for their academic goals and learning success.

Expected Goal Completion Date

8/2/2020

Goal 5

Brief Description

Provide more dynamic programming options

Is this a new or existing goal?

New

How will you complete this goal?

Work to secure grants for hosting more dynamic library programming events. Currently we are arranging to host the RISE ABOVE exhibit - <https://www.redtail.org/rise-red-tail/rise-traveling-exhibit/> -at San Marcos and actively seeking grants from area and national resources to pay the estimated minimum \$9,000 required to host the exhibit. This event will be planned in coordination with various discipline faculty and college initiatives (e.g. Dual Enrollment, Student Equity programs, EOPS, etc.). We plan to widely promote it across the Palomar service area and throughout the San Diego geographic area.

Timeline for Implementation

From Spring 2019 - Spring 2020

Outcome(s) expected (qualitative/quantitative)

Link course assignments to the learning outcomes of the exhibit organizers showcasing the exhibit about the Tuskegee Airmen who "broke down barriers with their courage and determination to serve our country in World War II, and their ability to triumph over adversity remains a compelling and inspirational example to us all."

Faculty could use the Red Tail Squadron's Six Guiding Principles promoted throughout the exhibit materials and presentations (cf. below) to make connection to their curriculum objectives and course SLOs

Aim High
Believe In Yourself
Use Your Brain
Be Ready To Go
Never Quit
Expect to Win

The principles and outcomes referenced above align well with core Palomar's Values such as:

- *Diversity in learning environments, philosophies, cultures, beliefs, and people
- *Creativity and innovation in engaging students, faculty, staff, and administrators
- *Physical presence and participation in the community

Hosting this event will help support the following Year 3 Strategic Planning goals:

- Goal 2: Strengthen efforts to improve outreach, persistence, and student success.
- Goal 3: Strengthen the college's message to our community.

In our assessment the RISE ABOVE exhibit principles somewhat correlate with the California Community College Chancellor's Strategic Vision Goal 5

- *Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups [by relating how the value of preparedness for the airmen, a group of people facing significant obstacles

and Commitment 3

*Pair high expectations with high support

if Additional community related programming events to

Describe the resources (human, technology, equipment, etc) you will need or will assign to implement this goal.

We will need Faculty and Staff participating to organize event, coordinate with college and community partners and host event. In addition internal equipment and technology (e.g. poster printer, website, social media accounts) as well as external ones (e.g. college Events webpage support, 3 Minutes of News promotion, Telescope notices, Public Affairs).

As results for grant funding proposals are available, we may need to work closely with faculty, staff and others from the academic community and public agencies/organizations.

Of the resources described above, which ones are reallocated and which ones are new or needed?

Possibly new hourly staff and FSW may be needed to manage scope of the RISE ABOVE project.

How does this goal align with your department mission statement, the college strategic plan, and Guided Pathways?

The display projects proposed will use original approaches to '... support the intellectual growth of students and the professional needs of our faculty.'

Expected Goal Completion Date

5/29/2020

How do your goals align with the College's value of diversity?

We want to foster a broader student understanding of how diverse populations are engaged in academic success by showcasing various disciplines and spotlighting individuals who have excelled in the fields from a cross section of people groups (e.g. Hidden Figures movie tie in display, Title IX display with female athletes who rose to prominence in academic fields).

RESOURCES

Staffing Needs

If you have a staffing need, Identify if the staffing need is to replace a position or if the need represents a new position. Further explanation /prioritize. How does it align with North and South Centers/ Define what it is you need staff to do.

Are you requesting additional personnel?

Yes

In the last ten years, what is the net change in number of Staff in the department? (loss vs. gain)

Loss of 1.5 FTE

Request for additional personnel

Position 1

Title of Staff position you are requesting

Library Technician I

Which goal/strategy in your three-year plan does this resource request support?

Goal 1 - Fill staff vacancies and request new staff positions to improve student access to library resources and services that fulfill our mission.

Strategic Plan 2019 Objective

4.1 Monitor the college's staffing plan related to faculty (75/25 and FON), classified, and administrative staff hires.

4.2: Evaluate and improve recruiting, hiring, and professional development processes to increase diversity in hiring and ensure faculty and staff are prepared to serve the college's diverse student body and community.

Brief description of the need for this resource / Impact on other areas of the college (see technology, equipment, other needs)

Provide adequate staffing for our new facility.

Is this a new position, a vacant position, modification to existing position, or other?

New

Position 2

Title of Staff position you are requesting

Library Technician I

Which goal/strategy in your three-year plan does this resource request support?

Goal 1- Fill staff vacancies and request new staff positions to improve student access to library resources and services that fulfill our mission.

Strategic Plan 2019 Objective

4.1 Monitor the college's staffing plan related to faculty (75/25 and FON), classified, and administrative staff hires.

3.1: Implement the college's integrated communications plan that reflects Palomar's presence in the community

4.2: Evaluate and improve recruiting, hiring, and professional development processes to increase diversity in hiring and ensure faculty and staff are prepared to serve the college's diverse student body and community.

Brief description of the need for this resource / Impact on other areas of the college (see technology, equipment, other needs)

Provide permanent staffing at Escondido to accommodate MOU and expand services to the community. A permanent part time Library Technician I will be acceptable.

Is this a new position, a vacant position, modification to existing position, or other?

New

Position 3

Title of Staff position you are requesting

Library Technician II

Which goal/strategy in your three-year plan does this resource request support?

Goal 1 -Fill staff vacancies and request new staff positions to improve student access to library resources

and services that fulfill our mission.

Strategic Plan 2019 Objective

4.1 Monitor the college's staffing plan related to faculty (75/25 and FON), classified, and administrative staff hires.

Brief description of the need for this resource / Impact on other areas of the college (see technology, equipment, other needs)

To provide evening library staff coverage given a promotion of former staff/vacancy.

Is this a new position, a vacant position, modification to existing position, or other?

Vacant

Technology, Equipment and Other Needs

Do you have funding requests?

Yes

Requests

Item 1

Name of Item Requested

Kicstart Book Scanner

Amount of funding requested

Will you accept partial funding?

Yes

Detailed description of item requested

We

Please upload a copy of the quote, if available.

QuoteKICBK4V2C+SmartDock.pdf

Which goal/strategy in your three-year plan does this resource request support?

Budget Category

Equipment (acct 600010 and per unit cost is >\$500)

Strategic Plan 2019 Objective

2.6: Strengthen and integrate existing programs focused on persistence and student success

2.4: Implement user-friendly technology tools

Will this possibly impact our technology infrastructure in any of the following ways? (impacts network, other technology products, Peoplesoft, cabling, needs physical space)

No

Will this possibly impact Facilities? (For example: Is more space needed? More storage? Need water/electrical?)

No

Item 2

Name of Item Requested

Funding to support Rise Above program event

Amount of funding requested

9,000.00

Will you accept partial funding?

Yes

Detailed description of item requested

Funding to host a display with college wide impact and community interest.

Please upload a copy of the quote, if available.

CAF Red Tail Promo Guide.pdf

Which goal/strategy in your three-year plan does this resource request support?

Goal 5 - Provide more dynamic programming options

Budget Category

Equipment (acct 600010 and per unit cost is >\$500)

Strategic Plan 2019 Objective

3.1: Implement the college's integrated communications plan that reflects Palomar's presence in the community

1.1: Implement our campus theme "Better Together" and encourage all employee groups and students to include the campus theme in activities, discussions, and events on campus and in our community.

2.6: Strengthen and integrate existing programs focused on persistence and student success

Will this possibly impact our technology infrastructure in any of the following ways? (impacts network, other technology products, Peoplesoft, cabling, needs physical space)

No

Will this possibly impact Facilities? (For example: Is more space needed? More storage? Need water/electrical?)

No