

Palomar College – Program Review and Planning

Non-Instructional Programs

Academic Year 2018-2019

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: LGBTQ Pride Center

11/2018

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)

	2014-2015	2015-2016	2016-2017	<<Prelim>> 2017-2018	Definitions
Student contact	80/week	90/week	100/week	60/week	Average number of students served per week, as tracked by sign-in sheets. Decrease in spring due to significant staffing problems. 16 weeks /semester.
Palomar Pride					Yearly celebration of LGBTQ pride on campus. Not celebrated April '18 due to staffing problems. Tentatively planned for Spring '19
Pride by the Beach					Staff a booth at the Pride Celebration in Oceanside. Hundreds of community members were reached, including students from local high school GSAs
San Diego Pride					Participate as a contingent from the college in the San Diego Pride Parade. Completed July '18. Reached thousands of community members. Planning to participate again July '19, as we have every other year since 2009.
Transgender Day of Remembrance				10	These three Pride celebrations increase awareness in the community of Palomar College's diversity. Annual day of remembrance to honor transgender people who have died. Ten students participated in Fall '17. Not celebrated in Fall '18 due to it occurring during fall break.
World AIDS Day				100	Annual day to bring awareness of HIV/AIDS
Discussion groups				20/group	Planned (in collaboration with Student Health Services) for December 3.
Advocate for Change across campus					Faculty-led discussion groups around issues students face as LGBTQ people
Safe Zone trainings				10-30staff/faculty/training	Ensure safety and acceptance of LGBTQ students on campus Ensure that Palomar College is a safe space for LGBTQ students and that staff and faculty are up to date on the issues they face. At least once/semester.
October LGBTQ History Month				50	Series of events on campus to memorialize LGBTQ history. Films, guest speakers, discussion groups, etc.
Number of FT staff	0	0	0	0	The number of full- and part-time staff will need to increase so that we can be open more hours as we serve more students. 20% release time has been granted through union negotiation for the faculty Pride Center Director. That amount will have to increase as duties and activities increase.
Number of PT staff	1	1	1	1	

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

As the number of students served continues to rise and programming increases, we will need a larger space (ideally a purpose-built space just for the Center; see attached proposal), a full-time assistant, increased release time for current Director, and eventually a full-time Director. Therefore, the steady base of funding that we receive from the college will need to increase accordingly. This will assist the Pride Center in attaining the College's goal of supporting excellence in instruction, programs, and services to improve student learning.

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

Our goal for this was surpassed -- to increase visibility of preferred pronoun usage for LGBTQ students, staff, and faculty through distributing pronoun buttons to be worn on clothing or backpacks. We distributed all the buttons we purchased and had to purchase more. Although not a stated goal, we can deduce that this activity also helped to legitimize the existence of transgender and gender non-conforming folks on campus and to increase said people's sense of safety and comfort.

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

Other than an exception in Spring '18 when our numbers took a dip due to difficulties in staffing, we continue to have increases in the number of students visiting the Center, as demonstrated by our sign-in sheets (these numbers are probably under-reported as visitors sometimes neglect to sign in. We hope to increase our accuracy in tracking students by purchasing a student activity card reader). This suggests increased visibility of the Center on campus and increasing success in reaching our goals. With Enrollment Services switching to CCCApply, we will be able to track not just the number of students who attend the Pride Center but also the number of LGBTQ students on campus who self-disclose when registering for classes. These numbers should also be incorporated into the Student Equity Plan. Additionally, Enrollment Services has recently worked to ensure that our student-accessed online systems can accommodate students' preferred names. These actions all indicate that awareness of issues facing the LGBTQ community on campus is growing and thus that we are assisting our LGBTQ students in being safe and feeling at ease on campus.

STEP II. PLANNING

Reflecting on the 4-year trend data, the SAO assessment results, and the college's Strategic Plan 2019, describe/discuss the discipline planning related to the following:

II. A. Program changes and improvements (consider changes due to growth in TEES and Headcount, CSU/UC transfer language updates, articulation, workforce and labor market projections, certificate or degree completions, etc.) Increased release time for the Director, to be negotiated by the faculty union. Increased hours for Pride Center Assistant. Expand Safe Zone training to include all new hires. Extend programming and services to Escondido Center and eventually to South and North Centers. Permanent dedicated space for the Pride Center (see attachment). The attached proposal will need to be incorporated into the College's Master Plan. The LGBTQ community needs to be incorporated into the campus equity plan.

II. B. Additional programs to develop (consider enrollment trends, student demands, wait times, comprehensiveness, etc.) Workshops, programs, and events specific to the individual constituents of the LGBTQ and Allies community. Queer Orientation Day. Graduation Recognition. Events held in collaboration with the Gender and Women's Studies program, Multicultural Studies, Student Health Services, Associated Student Government, Student Equity, North County LGBTQ Center, etc. Bring in more speakers, films, and artists from the larger LGBTQ community. Additional classroom presentations.

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 2019 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.	Funding to bring guest speakers, films, etc., to campus	1	Goa 1 2 – student support and success	To assist the campus LGBTQ community and allies in becoming aware of current events that affect them.	\$5000	Ongoing	
a2.	Funding for Director to attend annual LGBTQ Creating Change conference and other conferences	2	Student support and success	To stay abreast of current developments in and issues facing the LGBTQ community so that the Center can better provide services to our students	\$5000	Ongoing	Partially, through SSEC
a3.	Books and other media for our library	3	Student support	To assist LGBTQ students in gaining knowledge about their	\$500	Ongoing	

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 2019 Goal/Objective Addressed by This Resource (Link) and success	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?
a4.	Student activity card reader and laptop	4	As above	To more accurately track the numbers of students visiting the Center	\$1500	One-time	
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 2019 Goal/Objective Addressed by This Resource (Link) and success	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.	Computer and software upgrades, including new computer for main Pride Center area student usage.	1	Goal 5 -- facilities and infrastructure	Provide adequate computing resources for Pride Center Assistant and students	\$5000	As needed	
b2.	Printer	2	Student support and success	" "	\$500		
b3.	Training for Pride Center Assistant in basic graphic design	3	Student support and success	" "	\$500		
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 2019 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.	Announce Pride Center in semesterly class schedule	1	Student support and success	To increase awareness of the Pride center on campus so that we can better serve students		ongoing	
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 2019 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.	Printing of flyers for events, announcements, Tshirts, buttons, etc.	1	Student support and success	To increase awareness of the Pride Center on and off campus and of particular events and programs	\$5000	ongoing	
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 2019 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.	Full Time Pride Center Director	1	Student support and	To better serve LGBTQ students, staff, and allies by providing continuity in services	\$80,000	ongoing	no

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 2019 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?
e2.			SUCCESS				
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 2019 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.	Part-time Pride Center Assistant; increase salary from \$11/hour to /\$13/hour	1	Student support and success	Implement effective pathways that support student success. The Assistant's current hours (24-26/week) should be increased to 30 hours/week so that the Center can serve the needs of additional students	\$15,000	ongoing	in part
f2.							
f3.							
f4.							
f5.							

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

The data from state-mandated Admissions form (CCC Apply) will allow us to more effectively and fully carry out our planning. Items a1-3, b1, d1, and f1 have been at least partially funded in the past through Student Services. We request that these and all items be similarly funded.

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

Recognition on campus and in the community of our Pride Center as the first of its kind at a community college in Southern California – and the only one in San Diego County. Increased visibility of the Center, which provides safe space for LGBTQ students, staff, and faculty, both on campus and in the larger community. This awareness and visibility have spread throughout Southern California, as requests for knowledge and assistance from other colleges seeking to establish Pride Centers have been received. The Pride Center and members of its oversight committee (PC3H) also worked with Enrollment Services and other campus departments to enable access to a "Preferred Name" space in student online services.

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.)

The District needs to incorporate the Center into its Student Equity Plan and Master Plan and to begin planning for a purpose-built, permanent Center (see attachment).

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

Name	Abbie Cory	Name	
Name		Name	

Abbie Cory
Department Chair/Designee Signature

12-5-18

Date

Division Dean Signature

Silvia Gley
Division Vice President Signature

12-6-18

Date

• Provide a hard copy to the Vice President Gonzales no later than November 17, 2017.
Plan for Academic Year 2017-2018

- Email an electronic copy to lhornsby1@palomar.edu by November 17, 2017.
- Email an electronic copy to rjohnson3@palomar.edu by November 17, 2017.