



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
SBS Division Office

Name Person Responsible for the Program/Unit
Pearl Ly

Please list all participants in this Program Review:

Name	Position
Pearl Ly	Dean, Social & Behavioral Sciences

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

Program/Unit Mission Statement

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

What is your Program/Unit's mission statement?

All faculty and staff in the Social and Behavioral Sciences Division believe in the value of the individual and in the individual's potential for intellectual, ethical, personal, physical, and social growth and development.

Describe how your mission aligns with and contributes to the College's Vision and Mission.

The Social & Behavioral Sciences Division provides students with learning opportunities that help them

achieve goals of transfer, career training, and lifelong learning.

Program/Unit Description

Staffing

Total Number of Full-time Staff
2

Total Number of Permanent Part-time Staff

Number of Classified Staff
1

FTE of Permanent Part-time Staff

Number of CAST Staff

FTEF of Part-time Faculty

Number of Administrators
1

Number of Full-time Faculty

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

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?

Describe Organizational Structure

Describe your organizational structure

Instructional Dean with direct report, Division Administrative Assistant

Program/Unit Description

Who utilizes your services?

Faculty and staff of the Social & Behavioral Sciences Division. Students taking SBS courses.

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

Administrative support, management, and leadership for an instructional division. Student issues and concerns.

PROGRAM/UNIT ASSESSMENT

Service Area Outcomes

Service Area Outcome 1

Describe this Service Area Outcome

n/a

When was this SAO last assessed?

n/a

What did you learn from the last assessment?

n/a

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

n/a

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
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n/a

Are there any comments or notes about this quantitative data?

n/a

Qualitative Data

Describe any qualitative measures you use and summarize the results.

n/a

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

n/a

Achievements and Other Relevant Information

Achievements

Describe Achievement

A new Social & Behavioral Sciences Dean, Pearl Ly, and SBS Division Administrative Assistant, Allison Tyra, were both hired in 2018

Successful enrollment management including planning, scheduling, monitoring, and making necessary

adjustments.

The Social & Behavioral Sciences Division hosted the 2nd Interfaith Breakfast in January 2019

Dean Pearl Ly and Dean Justin Smiley co-led the development of the Multi-Disciplinary (MD) Building Emergency Plan and formation of an emergency response team. Successful building evacuation drills were held in Fall 2018 and Spring 2019.

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?

1. Vision for Success/Guided Pathways - new goals focusing on student success and reorganization of the college's functions.
2. Student Center Funding Formula - more of a focus on program completion and less on enrollment
3. AB705 - the main impact will be math placement for liberal arts students in statistics.
4. Peoplesoft upgrade - new training will be needed but there should be greater usability and efficiency from updated software.
5. AdAstra implementation - a large shift on the scheduling process, new training will also be needed but we should also see an increase in efficiency.

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?

Update Hiring procedures - faculty, formerly incarcerated.

Updated Budgeting procedures - zero-based

Grant support

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

Commitment to student success.

Opportunities

The instructional dean and division assistant are increasing in knowledge of college procedures and policies.

Aspirations

The division office would like to streamline paperwork routing with electronic signatures.

Results

Student-centered schedule as measured by increased degree and program completions.

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

Work with the VP to help institutionalize a standardized method for SAOS for the Instructional Divisions

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

Discussion with Deans and VP

Timeline for Implementation

19-20

Outcome(s) expected (qualitative/quantitative)

SAO standardized method

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

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

Goal 2

Brief Description

Improve scheduling process by giving schedulers access and making data more available

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

Implementation of AdAstra Scheduling Software

Timeline for Implementation

Fall 2018 and ongoing

Outcome(s) expected (qualitative/quantitative)

ADAs, Chairs, Deans, and VP will use Astra for scheduling Summer 2020.

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

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?

The use of Astra Scheduling will greatly improve schedulers access to data to make informed decisions and planning.

Expected Goal Completion Date

1/31/2020

Goal 3

Brief Description

Work with faculty to reconnect with the community and educational partners.

Is this a new or existing goal?

Existing

Goal Status

Ongoing

How will you complete this goal?

Find opportunities for our academic departments to meet educational needs of the community and transfer universities and business and industry

Timeline for Implementation

Fall 2019 and ongoing

Outcome(s) expected (qualitative/quantitative)

Increased student enrollment, meeting the needs of business and communities, limiting course cancellations.

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

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

Goal 4

Brief Description

Improve internal processes to streamline workflows and improve communication

Is this a new or existing goal?

Existing

Goal Status

Completed

How will you complete this goal?

Utilize various online tools including Google Docs for collaborative projects. Hold regular meetings and trainings.

Timeline for Implementation

Spring 2018

Outcome(s) expected (qualitative/quantitative)

Reduced workload of administrative staff, shorter document turnaround time.

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

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

2/20/2019

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

The SBS Division goals of improved assessment, access to data, communication, and partnerships support the college's diversity goals.

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?

No

Technology, Equipment and Other Needs

Do you have funding requests?

No