

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: Student Equity Plan

11/20/2018

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	2017-18	Definitions
Update SE Plan & Budget		Complete	Complete	Complete	Update plan to fit within state allocations, shared governance approval, timely submittal
Review spending activities and maintain compliance with SE Regulations		Complete	Complete	On-going	Review purchases and staff expenses for compliance
Expand SE data collection efforts		On-Going	On-Going	On-going	Track participation in support activities.
Create useful reports for monitoring SEs service delivery, goals and effectiveness		On-Going	On-Going	On-going	Create queries to monitor service deliver goals
Hire planned staff to implement SE plan goals		Complete	Complete	Complete	IRP, IT positions
Complete mid-year and year-end budget reports per CCCCO deadlines		Complete	Complete	Complete	Reconcile plan with actual expenditures and report to CCCCO.
Support implementation of plan goals					
- Increase success for disproportionate impact student populations					
- Increase campus equity related knowledge and engagement					
Expand student engagement opportunities.		On-Going	On-Gong	On-going	Monitor service delivery & DI Study results
Expand equity dialogue opportunities.		On-Going	On-Going	On-going	Added Student Equity Film Series and Equity Educational Excursions
					Student Equity speakers and events to include campus and neighboring community.

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

Student equity data monitored via IRP staff.

Significant progress made toward baseline goals. New goals established as part of the BSI/3SP/NC3SP/Student Equity Integrated Plan.

Baseline Measurable goals of SE Plan included:

Access for Veterans +5% Enrollment

Course Completion for Foster Youth +5% Successful Completion

ESL & Basic Skills Completion for African Americans (+5%), DSPS (+2%), Males (+5%) & Hispanic (+5%) students

Degree & Certificate Completion for Underprepared 25-49 (+2%), African Americans (+2%), DSPS (+2%) students

Transfer to 4-Year Institutions for Underprepared ages 25-49 (+2%)

2017-19 Measurable goals of SE portion of Integrated Plan:

Access for Veterans +2% Enrollment

Course Completion for Foster Youth +3% Successful Completion

ESL & Basic Skills Completion for African Americans (+5%), DSPS (+5%), Males (+5%) & Hispanic (+5%) students

Degree & Certificate Completion for Underprepared 25-49 (+2%), African Americans (+2%), DSPS (+3%) students

Transfer to 4-Year Institutions for Underprepared ages 25-49 (+2%)

Updated DI Study complete in 2018 but new DI Study and Plan to be completed by 6/30/19 per CCCCCO.

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

Service area definitions include increasing access, retention and completion for disproportionate impact student groups as defined in Student Equity Plan. Benchmark year data will be updated to monitor progress toward plan goals.

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

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

II. B. Additional programs to develop (consider enrollment trends, student demands, wait times, comprehensiveness, etc.)
 SE Plan funds will support development of and delivery of student retention techniques for disproportionate impact student enrolled. New goals have been established as part of the BSI/3SP/NC3SP/Student Equity Integrated Plan process. A year-end report to be submitted to CCCCC in 2020.

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.							
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 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?
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 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.							
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.							
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.							
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 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.							
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.

The 2017-18 Student Equity funding allocation was blended with 3SP/NC3SP/BSI and fixed at the same rate for three years. Funding has been distributed to support key program areas focused on services for disproportionately impacted students. In addition, funding will be used to enhance data collection and further analysis of student equity program goals.

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.)


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

Name	Name	Name
	Olyvia Diaz	

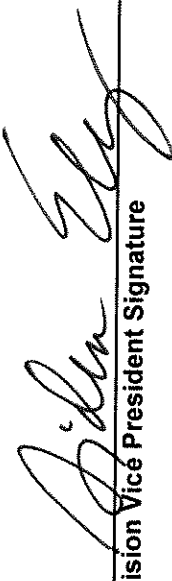
Name	Name	Name


Department Chair/Designee Signature

12/16/18
Date


Division Dean Signature

12/16/18
Date


Division Vice President Signature

12/16/18
Date

- Provide a hard copy to the Vice President Ely no later than November 16, 2018.