

**Substantive Change Proposal - Draft
New Permanent Location**

**PALOMAR COLLEGE
SOUTH EDUCATION CENTER**



Submitted to

The Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

January 4, 2018

Palomar Community College District

1140 W. Mission Road

San Marcos, CA 92069

www.palomar.edu

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Date of Application	TBD
Intended Start Date	Summer 2018
Name of Institution	Palomar College
Address	1140 W. Mission Rd. San Marcos, CA 92069
Title of Application and Description of Proposal	New Permanent Location : Palomar College South Education Center
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Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity**Briefly describe the change, including the planning process.****Overview:**

Palomar College is a public, two-year community college in North San Diego County. It is the largest single-college district in San Diego. Its San Marcos campus is located approximately 30 miles north of San Diego at 1440 West Mission Road, San Marcos, CA 92069. The 200-acre campus, the education center in Escondido, and five additional sites serve a district covering 2,555 square miles. The Escondido Center completely renovated in 2013, is located on eight acres owned by the District. In an effort to serve its entire community, Palomar has five education sites located on Camp Pendleton, Fallbrook, San Diego (communities of Rancho Peñasquitos and Ramona), and Pauma Valley. The Fallbrook and San Diego sites are located at high schools where the College offers limited courses in the afternoon and evening.

Description of Change:

Palomar College is opening a new comprehensive South Education Center (SEC) located in the southern region of its district. The SEC was identified in the District's Master Plan 2022 and was included in its bond initiative (Ev. 1 - Master Plan 2022; Ev. 2 - Governing Board Minutes 2/20/2007). The South Education Center's four-story education building, parking structure, and property were purchased in 2010 (Ev. 3 - Governing Board Presentation - August 2014; Ev. 4 - Governing Board Minutes 5/11/2010).

Palomar's mission has driven the planned programs and course offerings at the SEC (Ev. 5 - Palomar College Mission Statement). Initially, the majority of course offerings at the Center will focus on the College's general education program and courses needed for transfer. As the Center grows, the College will offer select career and technical programs to support the needs of the community and nearby employers. The programs and offerings will create a STEAM (Science, Technology, Engineering, Arts, and Mathematics) identity for the Center. Responding to interests expressed by employers and students, Palomar will offer courses throughout the day and evening and in flexible formats (e.g., full-term, eight-week, hybrid, online). The planned Summer and Fall 2018 Class Schedules are included in the list of evidence (Ev. 6 - South Education Center Summer 2018 Class Schedule and Planning Grid; Ev. 7 - Fall 2018 Class Schedule; Ev. 8 - Employer Survey Report 2016; Ev. 9 - Student course taking patterns).

Planning Process:

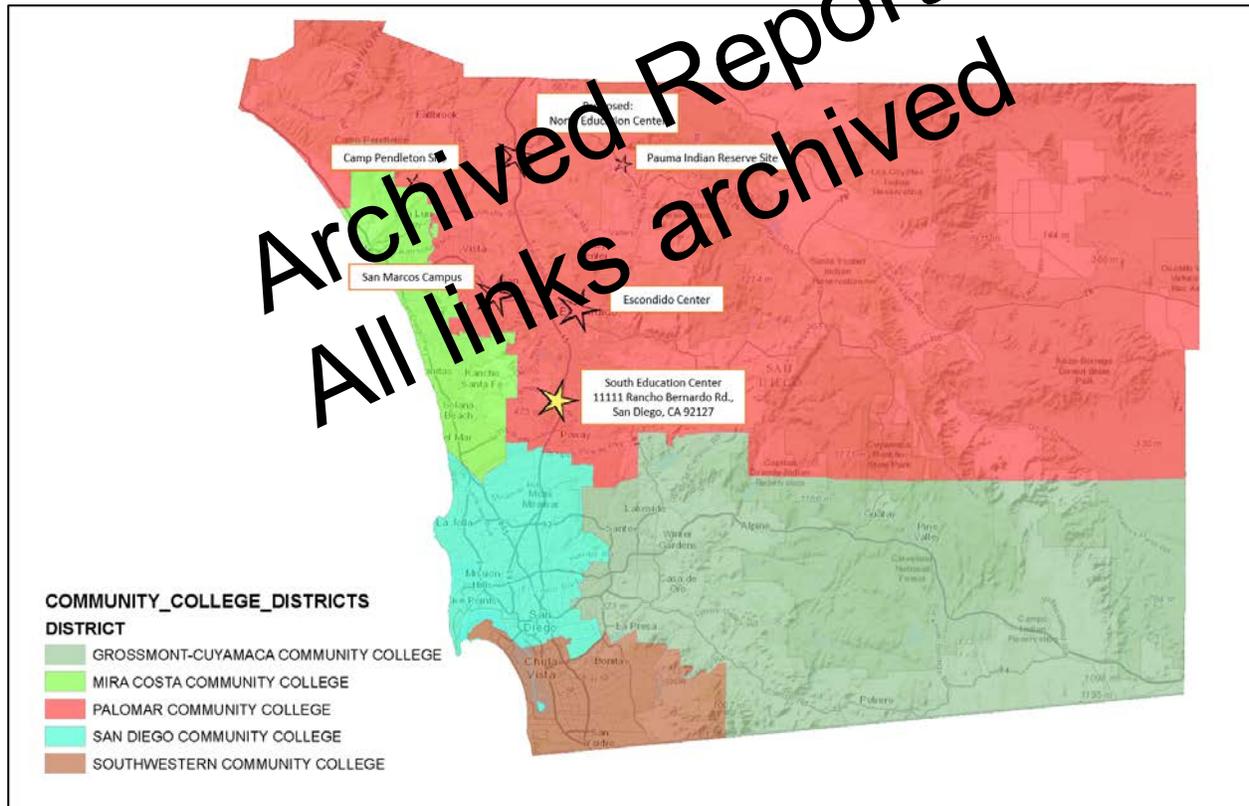
The College's Master Plan 2022 (published in 2003 and updated in 2010) establishes a new district configuration, which includes the opening of two new educational centers: one in the South and one in the North. The SEC improves access to community members living in the southern region of the district. Through its Integrated Planning Model (IPM) and governance process, Palomar published its long-range Master Plan 2022 in 2003 and completed a comprehensive update of this plan in 2010. Master Plan 2022 includes the College's Educational Master Plan and Facilities Master Plan (Ev. 10 - IPM; Ev. 1 - 2022 Educational Master Plan; Ev. 11 - Master Plan 2022

Update). As part of the planning process, the College completed an in-depth enrollment study examining population projections, current enrollment trends, enrollment forecasts, “free-flow” (number of students who flow into and out of one community college district to attend classes in another community college district), and average drive times to the comprehensive San Marcos campus from communities served by the District.

The College noted the then current population estimates along with projected population growth within its district boundaries would continue to experience traffic congestion and increase drive times to the San Marcos campus making it difficult for residents in the North and South to access comprehensive course offerings. Yet an analysis of college course enrollments by residents in the North and South regions of the district showed that students were interested in seeking a comprehensive set of courses including but not limited to, science and laboratory courses. These types of courses are difficult to offer on high school campuses or at rented locations due to limited time slots available and lack of adequate facilities for laboratory use.

Using the enrollment study results and considering the College’s large geographical size, Master Plan 2022 established a new district configuration (Ev. 12 - Governing Board Minutes 12/10/2002). This configuration included the San Marcos campus, Escondido Center, Camp Pendleton education site, and two new centers located in the southern and northern regions of the district (Ev. 13 - Palomar College District Configuration). The planned configuration aligned with a recommendation from the California Postsecondary Education Commission (CPEC) in the early 1980s. In 2010, as the College reviewed and updated Master Plan 2022, the data still supported this planning configuration.

Figure #1 – Palomar College District Configuration with New South Education Center



In 2006, the College passed Proposition M, a \$694 million bond initiative, to support implementation of Master Plan 2022 (Ev. 14 - Governing Board minutes August 8, 2006; Ev. 2 - Governing Board minutes February 20, 2007). Funds from the bond have been used to renovate the San Marcos and Escondido campuses and to purchase land for a South Education Center and North Education Center. The SEC building and land were purchased in 2010 (Ev. 4 - Governing Board Minutes 5/11/2010). The SEC was originally approved by the City of San Diego to house three 110,000 sf buildings. At the time of purchase, one four-story 110,000 sf building with an accompanying parking structure existed on the site.

When California experienced the budget crisis in 2011, funding for colleges was reduced. At that time, planning for the new centers slowed as Palomar focused its limited resources on maintaining its current sites. In 2015-16, the Strategic Plan (the College's mid-range planning document in its Integrated Planning Model) included objectives for moving forward on the opening of the SEC, and the College began renovating the building, parking structure, and grounds in anticipation of opening in Summer 2018 (Ev. 15 - Strategic Plan 2016).

Conversion of the existing building included construction of three four story stairwells, upgrades to the structural system to meet Division of the State Architect (DSA) standards, and interior tenant improvements to create an educational center that meets the facility and space needs identified in the Educational Master Plan Update. Additional improvements included the

construction of a new 1,200-foot-long loop road, the implementation of drainage and installation of walkways, hardscape areas and landscape (Ev. 16 – Environmental Impact Report).

An initial target of 750 FTES in Year One was established, and a planning group consisting of representatives from Instruction, Student Services, Institutional Research and Planning, Facilities, and Information Services assembled to continue to identify and plan for the Center's programs and offerings (Ev. 17 - Advisory Group for Center Planning membership; Ev. 18 - Advisory Group for Center Planning meeting minutes). At the same time, the executive administrative team and key administrators developed a staffing plan and budget to ensure the success and viability of the center (Ev. 19 - South Education Center Staffing Plan).

Describe how the change is consistent with the mission and goals of the institution.

Palomar's mission statement follows:

"Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world."

The College's mission statement and strategic and master planning efforts identify Palomar as a comprehensive college that meets the transfer, workforce, and basic education needs of all members of the community. The SEC will allow the College to achieve its mission more effectively by serving the residents in the southern region of our district by way of a comprehensive education site offering a full spectrum of general education, basic skills, and career and technical education courses throughout the day and evening (Ev. 5 - Palomar College Mission Statement).

What is the expected impact of this change? What benefits will result from this change?

Located in the heart of the Poway Unified School District and within easy driving distance to the Ramona Unified School District, the SEC will benefit both the College and its community by providing comprehensive education services closer to residents living in southern region of the district. The Poway Unified School District, one of Palomar's largest feeder high school districts, maintains six public high schools, several charter schools, and a comprehensive adult education center, all within this area. The Ramona Unified School District, with one comprehensive high school, also falls within the SEC's service area. The Center will serve as an anchor for the College as it continues to strengthen its relationship with the high schools and adult schools in these districts.

While the College has utilized spaces at high school campuses to provide increased access to students, the times when courses can be scheduled and the types of courses that can be offered are

limited. The SEC will provide students with a convenient location and comprehensive course offerings during the day and into the evening. The SEC is also located amongst a thriving business community with several large employers within the High Technology, Healthcare, and other STEAM industries, which include General Atomics, GE, SONY, Hewlett Packard, and Kaiser. With the opening of the South Education Center, Palomar will be well positioned to serve the needs of the employers and business community in this area.

Further benefits include the alleviation of impacted courses on the San Marcos campus. Many of the STEAM offerings, including those with laboratory sections, experience significant wait lists. The number of students from California State University San Marcos (CSUSM) who enroll simultaneously in classes, especially in the STEAM field, at Palomar is significant. For example, in 2015-16, 984 of the 1,351 instances in which a CSUSM student was enrolled in a Palomar class, the student was enrolled in a STEAM pathway. The College has attempted to offer STEAM courses using flexible scheduling options (such as offering courses at less-popular times, Friday/Saturday offerings) and continues to experience significant impact in this high demand area.

As a result of opening the SEC, students faced with long commutes in the South will have easier access to an up-to-date, comprehensive, full-service Palomar College education center. In addition, students across the district will more easily access the high demand courses they need to reach their educational goals. The location of the Center will allow the District to strengthen relationships with the local high schools and businesses. Improved access and deliberate evidence-based planning for programs and courses offerings, in partnership with the community, will benefit the College by increasing enrollments and ensuring continued financial stability. The Center plan is to enroll 750 FTES in Year One, 1,200 FTES in Year Two, and 1,500 FTES in Year Three.

Standard II: Student Learning Programs and Support Services

Describe the impact of this change on the programs, services, and activities, which will support students.

Student Services:

Palomar College provides comprehensive services and programs that support students from college entry to exit. These programs and services are accessible at the SEC through in-person contacts, on-line services, and telephone delivery. The core services of admissions, assessment, registration, counseling, and financial aid will have adequate staffing to provide in-person service delivery throughout the day, each day that the Center is open (Ev. 19 - South Education Center Staffing Plan).

Other key service areas, such as orientation, mental health services, transfer preparation, career development, student government, clubs and activities, student health, EOP&S, CARE, CalWORKs, DSPS, and Veterans Services will provide in-person assistance on a part-time basis throughout the week, with additional support provided via the telephone and internet. DSPS and EOPS counseling support, as well as Assessment services each have a designated office in the

Student Services area of the SEC. Students will also have the ability to schedule appointments for these service areas when special needs arise. Students attending the SEC will have access to support services that are commensurate with those available at the San Marcos campus and Escondido Center (Ev. 20 - Student Services by Location Grid).

Library and Tutoring /Instructional Support Services:

The SEC houses a full-service library. Library services and resources at the SEC will support the information needs of students taking courses at these locations. During Fall and Spring semesters, library services will be available for 56 operating hours per week in keeping with the times that most courses are offered at the Center. This schedule will meet student need for study space and research assistance outside of class. Faculty Librarians (1 Full-time, 1 hourly) will be available to provide in-person instruction and research assistance; coordinate Library services, policies, and procedures. Classified Staff (1 Full-time) will be available to provide library technical support required to assist students and faculty (Ev. 21- Palomar College SEC Organizational Structure).

The SEC library will include a physical collection of 15-20 thousand current academic book volumes and serial titles that support the curriculum taught at the Center; networked computers, printers, and copiers for students to conduct research and course work; and space and seating (available for individuals and groups) sufficient to accommodate students attending classes at the SEC.

Enclosed study rooms equipped with state-of-the-art equipment and wiring will be available for collaborative group work in proximity to Library services. Wiring and systems in the building and specialized furniture will allow students to access Library services and the Internet with their own devices. Additionally, students at the SEC will have full access to the College's 24/7 online Library services, including online research databases, ebooks, e-journals, streaming videos, and professional chat Reference assistance (Ev. 22 - Palomar College Library web page). On-site tutoring support will be available at the SEC through the STEAM/Teaching and Learning Center. The staffing plan includes a tutoring center coordinator, and a TLC Specialist.

Other:**Description of any legal or compliance requirements regarding this change.**

Environmental Impact Report (EIR) Process
Palomar College followed the California Environmental Quality Act ("CEQA") process for the legal environmental entitlement to build the South Education Center by following specific steps prescribed by expert legal counsel.

1. Notice of Preparation (NOP) and Draft Environmental Impact Report ("EIR") were released to the public on August 17, 2015.
2. The 30-day comment period for the public ended on September 17, 2015.
3. The Notice of Availability ("NOA") for the Draft EIR was circulated for public review on October 23, 2015.
4. The public comment period for the NOA ended on December 7, 2015.
5. The Draft EIR was recirculated for public review and a NOA was reissued on March 25, 2016.
6. A final public comment period ended on May 9, 2016.

Following these steps, the District's Governing Board approved the South Education Center Project and certified the Final EIR on June 14, 2016. The Notice of Determination for the Certification of the South Education Center Final EIR was then filed with the San Diego County Clerk on June 15, 2016 (Ev. 23 -CEQA and EIR Summary).

DSA Process:

The Governing Board exempted this property within the City of San Diego for construction of community college classroom facilities and related purposes from local zoning ordinances on June 14, 2016. This step was felt necessary to clarify and publicly document the fact that Palomar College received the building permit for the project from the DSA and not the City of San Diego. It is standard protocol for Community Colleges to obtain building permits from DSA, which has jurisdiction for such permits over the local City building department.

Standard III: Resources**Human Resources:****Please describe the staffing plan to support this change.**

The Palomar College SEC Organizational Structure provides the overall organizational structure for the South Education Center (SEC) (Ev. 22 -Palomar College SEC Organizational Structure). The SEC Staffing Plan is modeled after the existing Escondido Center and modified to meet the needs of the programs at the SEC (Ev. 19 - South Education Center Staffing Plan). The Escondido Center was noted as having comprehensive support and services during the College's last accreditation visit (Ev. 24 - External Evaluation Report).

Figure #2 – Palomar College SEC Organizational Structure



Student Services
 Instruction
 Finance & Administrative Services

* Many staff at the SEC will oversight by the Director, Education Center. However, they will report to their District Functional Manager /Supervisor.
 **Funded through Student Health Fees
 ***Hourly support assigned, not included in the budget or staffing plan

An Educational Administrator with the title of Education Center Director (Center Director) will lead the SEC. The College will reclassify the current Education Center Manager at Escondido into a Director position that has oversight over both the Escondido Center and the South Education Center. The current Manager of the Escondido Center is also responsible for overseeing the operations of classes held in the high schools in the Southern region of the district. The Center Director will report to the Assistant Superintendent/Vice President for Instruction. This reporting relationship ensures that the South Education Center receives appropriate institutional support and is integrated within the executive administrative structure of the College. Two supervisory positions will be assigned to the SEC: one to supervise student services and instructional staff and the other to supervise the facilities staff. A second administrator, the SEC Manager, is planned to come on board in Year Two of the Center's operations as the center grows. Note, while the Center Director will provide direct oversight of the staff working at the Center, it is likely that some staff will report to division, department or functional supervisors for the District. For example, Information Services staff will receive local supervision by the Center Director but also report to a District Information Services Manager to ensure consistency across locations.

The SEC will provide a comprehensive set of programs and services for students. In order to ensure adequate support for the Center's students, the College has assigned 30.56 FTE classified staff positions to the Center. Future hiring recommendations for the Center will be based on the College's Staffing Plan and drawn from the College's Program Review Plans.

An initial class schedule for the SEC has been established. Per the faculty contract, all instructional faculty are available to teach at all locations within the district. While only counselors and librarians are reflected in the organizational structure chart, full-time and part-time instructional faculty will be assigned to teach course offerings at the Center (Ev. 21 - Palomar College SEC Organizational Structure). Upon opening for the Summer session, the Center will be scheduled with approximately 14 FTEF (counselor, librarians, and instructional faculty). Then, during the Fall and Spring sessions, the Center will be scheduled with approximately 25-27 FTEF (counselor, librarians, and instructional faculty) depending on course demand. An appropriate number of faculty and counseling offices have been included in the facilities design of the site (Ev. 19 - South Education Center Staffing Plan).

Financial Resources:

Impact on institutional finances, including a budget showing evidence those resources (including physical, technology and equipment, if appropriate) are available and committed to support the change.

As described earlier, the College purchased the SEC building and property with its Proposition M Funds. In addition, the College is utilizing Proposition M funds for all related construction and the purchase of equipment, furniture, and technology. All funds for the building and construction have been pre-encumbered. To date, most of the technology infrastructure has been

purchased. In January 2018, the College will utilize bond funds to secure and install firewalls and complete purchase of equipment and furniture to outfit the center.

Fiscal oversight, including budgeting, tracking and monitoring revenue and expenditures, accountability and auditing, will be integrated into the College's current fiscal operations. The Center Director will work with the Assistant Superintendent/Vice President of Finance and Administrative Services and the Assistant Superintendent/Vice President for Instruction to ensure that the Center operates efficiently and within budget. A projection of revenues and expenditures for the first year of operations is included in the list of accompanying evidence (Ev. 25 - Opening Year Projected Revenue and Expenditures). Beginning 2015-16, the College set aside \$500,000 per year until 2018-19 for a total of \$2 million to support the opening/start-up of the SEC. Revenue for the Center will be based on apportionment that the College receives from the State of California. Currently, the College receives about \$5,005 per FTES.

The startup funds will provide initial support during the first year to ensure the Center is fully staffed and has the capacity to support its new students. Projected revenue in Year 1 (included in the Opening Year Projected Revenue and Expenditure Tables - See Ev. 25) is based on the Center's Year One target of 750 FTES. (Over the first three years, the College plans to grow FTES from 750 FTES in Year One to 1,200 FTES by Year Two, and to 1,500 FTES by Year Three). With start-up funds helping in the first year and then increased revenue from FTES over the next two years, the College is planning for the SEC to be self-sustaining.

Table #1 – Opening Year Projection of Revenue and Expenditures – South Education Center

Projected Revenue and Expenses	2018-19
FTES Projection	750
Revenue	
Start Up	2,000,000
Apportionment	3,753,750
Current Year Revenue	3,753,750
Total Revenue + Start Up	\$5,753,750
Expenses	
Academic Salaries	1,678,806
Classified Salaries	1,294,226
Benefits	1,450,594
Supplies and Materials*	250,000
Other Operating Expenses	560,000
Total Current Year Expenditures	\$5,233,626
Total Revenue - Current Year Expenditures	\$520,124

**Supplies and Materials category includes funds to support supplies and materials needed to operate the center and the additional instructional related costs for course offerings. The additional instructional costs will be allocated to instructional disciplines through the regular institutional program planning allocation mechanisms.*

Staffing represents the most significant expenditure for the SEC. Academic salaries include the costs of the Center Director (who is an educational administrator), instructional faculty teaching courses, counselors, and librarians. Classified salaries include all salaries for support staff and additional supervisors. The staffing expenses were determined using the staffing plan prepared for the SEC and planned course schedule (to determine academic salaries) included in this proposal (Ev. 19 - South Education Center Staffing Plan; Ev. 6 - South Education Center Summer 2018 Class Schedule and Planning Grid). Remaining expenses include benefits, supplies and materials, and other operating expenses such as utilities. Utilities (e.g., gas, water, electricity) were estimated using the Escondido Center as a model. As courses are added to the overall offerings of the College, department/discipline budget allocations will be adjusted to cover additional costs per course.

Standard IV: Leadership and Governance

What leadership and governance oversight exists to ensure the continued academic quality and institutional effectiveness is maintained and sustained through this transition?

The SEC Center Director position is scheduled to be in place by early 2018. The Center Director will report directly to the Assistant Superintendent/Vice President for Instruction and will be involved in the final planning and opening of the Center providing for a smooth transition. Under the direction of the Assistant Superintendent/Vice President for Instruction, the Education Center Director will direct all operations, budgeting, personnel, and planning for the assigned center.

The Director will work closely with District's facilities staff to plan facilities projects, including maintenance, safety and security, and construction. The Director also will work with the District's fiscal staff to ensure that the SEC remains viable and has its operational needs met (Ev. 26 - Education Center Director Job Description).

The Palomar Community College District is governed by a five-member Governing Board elected to four-year terms by voters in the District. A student Executive Officer of the Associated Student Government also serves as student trustee for a one-year term. The SEC will operate as an education center within the Palomar Community College District's single college organizational structure. Oversight for SEC planning and monitoring of academic quality and institutional effectiveness will be incorporated into the District's current governance and planning structures.

The SEC has been designed to be financially self-sustaining and is expected to meet the same standards for course success and retention rates as the rest of the College. Student enrollment and progress information including demographic data are collected, tracked, and monitored as part of the College's normal business practices. Revenue and expenditures by site are also tracked per generally accepted accounting principles and guidelines. The College's Institutional Research and Planning (IR&P) Department provides summary data on student enrollment and Full-time Equivalent Students (FTES). The Finance and Administrative Services Division tracks and monitors all revenue and expenditures. All data required for monitoring, evaluating, and improving the overall effectiveness and quality of services across the institution are disaggregated by location (Ev. 27 - IRP Data by Location).

The administrative structure of the SEC ensures that the process for monitoring, evaluating, and improving the overall effectiveness and quality of the Center is integrated into the College's current practices. The SEC, like Palomar's other educational sites, will participate in the College's three-year Program Review and Planning Processes (PRP) through the College's planning councils (Ev. 28 - PRP comprehensive form; Ev. 29 - PRP annual form). The PRP process involves a comprehensive evaluation of programs and services followed by a three-year plan, which includes an annual review and update.

Substantive Change Proposal

PALOMAR COLLEGE
SOUTH EDUCATION CENTER



Appendix: Evidence and Supporting Documents

Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity

1. Master Plan 2022
[Palomar Community College District Master Plan 2022](#)
2. Governing Board Minutes 2/20/2007 (Approval of Prop M)
[Governing Board Minutes 2/20/2007](#)
3. Governing Board Presentation August 2014 (South Education Center Floor Plans)
[Governing Board Presentation – August 2014](#)
4. Governing Board Minutes 5/11/2010 (Purchase of Real Property)
[Governing Board Minutes 5/11/2010](#)
5. Palomar College Mission Statement
[Palomar College Mission Statement](#)
6. South Education Center Summer 2018 Class Schedule and Planning Grid
[South Education Center Summer 2018 Class Schedule](#)
7. Fall 2018 Class Schedule – South Education Center
[South Education Center Fall 2018 Class Schedule Planning](#)
8. Course Offering Interest by Employers
[Employer Survey Report 2016](#)
9. Student Course Taking Patterns – Filterable Data Spreadsheet
[Student course taking patterns](#)
10. Integrated Planning Model (IPM)
[Palomar College Integrated Planning, Evaluation, and Resource Allocation Decision-Making Model](#)
11. Master Plan 2022 Update
[2022 Educational Master Plan 2010 Update](#)
12. Governing Board Minutes 12/10/2002 (Approval of District Configuration)
[Governing Board Minutes 12/10/2002](#)
13. Palomar College District Configuration – Inclusion of proposed South Education
[Palomar College District Configuration](#)
14. Governing Board Minutes August 8, 2006 (Approval of Proposal of Bond Initiative – Prop M)

[Governing Board Minutes August 8, 2006](#)

15. Strategic Plan 2016 and Years 1-3 Action Plans
[Strategic Plan 2016](#)
16. Palomar Community College District South Education Center Final Environmental Impact Report
[Environmental Impact Report](#)
17. South Education Center Advisory Group Composition
[Advisory Group for Center Planning membership](#)
18. South Education Center Advisory Group Meeting Minutes
[Advisory Group for Center Planning meeting minutes](#)
19. South Education Center Staffing Plan (Academic and Non-academic Salaries and Benefits)
[South Education Center Staffing Plan](#)

Standard II: Student Learning Programs and Support Services

20. Student Services Offered by Location (Main Campus and South Education Center)
[Student Services by Location Grid](#)
21. Organization Structure for the South Education Center
[South Education Center Organizational Structure](#)
22. Palomar College Library Services
[Palomar College Library web page](#)
23. California Environmental Quality Act (CEQA) and Environmental Impact Report (EIR) Summary – Process and Approval of the South Education Center.
[CEQA and EIR Summary](#)

Standard III: Resources

24. External Evaluation Report (March 2015 ISER Site Visit)
[External Evaluation Report](#)
25. Opening Year Projected Revenue and Expenditures for the South Education Center

[Opening Year Projected Revenue and Expenditures](#)

Standard IV: Leadership and Governance

26. Education Center Director – Position Description (Current position title is under evaluation. Director of Extended Education is position that aligns most closely with Education Center Director at this time.
[Director, Extended Education Job Description](#)
27. Evaluation by Campus/Site Location – Filterable Data Spreadsheet
[IRP Data by Location](#)
28. Program Review and Planning Comprehensive Evaluation Form (Completed every 3 years)
[PRP Comprehensive Form](#)
29. Program Review and Planning Annual Evaluation Form
[PRP Annual Form](#)

Additional Supporting Documents:

Board of Trustees

- [Governing Board Meeting Minutes 2/14/2012](#) (Authorization to Establish Property)
[Governing Board Meeting Minutes 6/14/2016](#) (Approval of South Education Center Project)

Strategic Planning Council

- [SPC Meeting Minutes 4/27/2016](#) (Strategic Planning Council approval to move forward with South Education Center)

Division of the State Architect (DSA)

- Application for Approval of Plans and Specifications (8/7/2013)
[Form DSA-1](#)

- DSA Approval Volumes 1 and 2 (7/15/2015)
[DSA BackCheck, Volume 1](#)
[DSA BackCheck, Volume 2](#)

- DSA Project Manual Volumes 1 and 2

[Project Manual, Volume 1](#)

[Project Manual, Volume 2](#)

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