**Palomar College – Program Review and Planning**

**Instructional Support and Other Units**

Includes: Instructional Services Office, Division Dean’s Offices, Occupational & Noncredit Administrative Office, Workforce and Community Development and Extended Education (Centers and Site Operations), KKSM, PCTV, Library, Telescope, Boehm Gallery, Academic Technology, Tutoring, Planetarium, Service Learning, etc.

**YEAR 1**

**Academic Year** **2010-11**

**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.)

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| **InstSuppt&Other: Dean’s Office - Lang&Lit** | **03/18/2011** |
| **Instructional Support Unit Reviewed (Each Unit is required to complete a Program Review)** | **Please Add Date (00/00/2011)** |

**STEP I. Describe Your Unit**

| **I. A. Mission:** |
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| **1. The Dean's office for Languages and Literature supports the departments of English, English as a Second Language, World Languages, Reading Services, and Speech and American Sign Language. It is committed to promoting learning outcomes in support of our diverse body of students as they seek to transfer to four-year institutions, to acquire certificates or Associate degrees, and to become proficient in the basic skills of English, Reading, and English as a Second Language. In addition, the Dean's office promotes and supports the efforts of the division's faculty members as they pursue their professional growth, and it supports all efforts to provide learning and teaching in a safe, hate-free environment.** |

| **I. B. Personnel Assigned (Include names and titles):** |
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| **Division Secretary: Anna Hilton** |

| **I. C. Current Operating Budget (Do not include permanent salaries):** |
| --- |
| **$1138** |

| **I. D. Source(s) of Funding:** |
| --- |
| **General Fund** |

| **I. E. Location of Office(s):** |
| --- |
| **AA-102** |

**STEP II. PLANNING**

| **II. A. Discuss your unit’s alignment with the college’s** [**Strategic Plan 2013**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf) **(http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)** |
| --- |
| **As it supports and fosters the needs of each department in its division, the office of Dean of Languages and Literature supports and fosters each of the values found in the Strategic Plan: excellence, integrity, access, equity, diversity, inclusiveness, mutual respect and trust, creativity and innovation, and physical presence and participation. Regarding specific strategic goals and objectives, the Dean of Languages and Literature participates in Objective 1.1, updating the existing Educational Master Plan; Objective 1.2, establishing a method in IPC to evaluate the effectiveness of the allocation procedure; Objective 1.3, modifying the budget development process, especially as it relates to IPC; Objective 1.4, evaluating the college's Integrated Planning Model; Objective 2.1 participating the planning of the new San Marcos TLC; Objective 2.2, assisting English, Reading, and ESL in their examination of student progress; Objective 2.4, implementing SLOAC and SAOACs by participaing on the Learning Outcomes Council; Objective 4.2, developng a staffing plan as it related to IPC; Objective 5.1, participating in discussions regarding the North Education Center; Objective 5.2, considering space for student discussion and interaction, especially as it relates to the TLC San Marcos and the new Humanities building.** |

| **II. B. Discuss the planning assumptions that will guide your unit’s activities during this plan period. Your discussion should include expected demand, funding trends, pedagogical and technological trends, anticipated trends in student needs and/or demographics, advisory groups, etc.** |
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| **As of fall 2011, the Division of Languages and LIterature will have have hired four new full-time faculty. Those hires will assist in the staffing of classes once taught by the seven full-time faculty who retired from the division in 2009-2010. My assumption is that the demand for English, Speech, ASL, ESL, Reading, and World Languages will continue to increase, albeit in the face of a steadily shrinking general fund.** |

| **II. C. Discuss any challenges your unit is facing. Include your response to these challenges.** |
| --- |
| **The major challenge this office is facing is supporting the needs for more full-time faculty, more classified support in the various labs in English, Reading, ESL, ASL, and World Languages--both on the San Marcos campus and at the various sites--and more supplies and other expenses in the face of a shrinking college budget. We have responded to these challenges with a good deal of creative juggling and making do--stretching our resoureces as far as we can without sacrificing the quality of education that Palomar offers to its students.** |

| **II. D. What are the strengths of your unit?** |
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| **The strengths of the Languages and Literature Division reside in its remarkable faculty and staff. The division office exists to support and assist them--and to the degree that it has done so, that is its primary strength.** |

| **II. E. What can your unit do better?** |
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| **One can always improve, but right now I'm quite satisified with the level at which this office is supporting the departments in the division.** |

| **II. F. List at least one major accomplishment that you’d like to share with the college community.** |
| --- |
| **English is hiring a new faculty member. It also continues to produce Bravura, its award-winning literary journal as well as to support students with the Betty Webb and Richard Norlin Memorial Scholarship. ESL has opened a new tutoring center in A-13 and is now serving students enrolled in ESL classes as well as students outside its department who need ESL assistance. It has also completely re-vamped its curriculum for 2011-2012. Reading Services is hiring a new faculty member and is highly active in the BSI/HSI learning communities. ASL is continuing to move students through its successful interpreter training program, and Speech is already beginning to rack up its usual pile of trophies and awards for its nationally known Forensics teams. World Languages is hiring two new faculty positions this year and is doing a remarkable job managing a department of eight disciplines with only four full-time faculty.** |

| **II. G. What are your goals for the next year? Include your method of assessment and a timeline for each goal.** |
| --- |
| **My goals are to continue to serve the needs of the departments in my division as they arise. More specifically, some of the goals of this office include: 1) assisting in the planning of the Humanities Building, 2) participating in the hiring of new faculty in English, Readng, and World Languages, 3) supporting the departments as they define their needs via the PRP process, 4) participating in the shared governance of the college and supporting the needs of the departments in my division in that process.**  **The method of assessment for each of these goals will consist of an annual evaluation conducted by the Vice-President for Instruction at the end of each fiscal year.** |

**STEP III. RESOURCES: What resources will you need to accomplish your unit’s mission?**

| **a. Equipment (per unit cost is >$500) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe**  **Resource**  **Requested** | **Priority** | **Strategic Plan 2013 Goal/ Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | **Provide a detailed rationale for the requested resource. The rationale should refer to your unit’s mission and goals, an analysis of appropriate data, planning assumptions and/or the College’s Strategic Plan** | **Estimated Amount of Funding Requested** | **Will this be one-time or on-going funding?** | **Funding Source: G=General Fund R=Restricted (Be specific)  D=Designated(Be specific)** |
| **a1.** |  |  |  |  |  |  |  |
| **a2.** |  |  |  |  |  |  |  |
| **a3.** |  |  |  |  |  |  |  |
| **a4.** |  |  |  |  |  |  |  |
| **a5.** |  |  |  |  |  |  |  |

| **b. Technology (computers, data projectors, document readers, etc.) *Enter requests on lines below.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
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| **b1.** |  |  |  |  |  |  |  |
| **b2.** |  |  |  |  |  |  |  |
| **b3.** |  |  |  |  |  |  |  |
| **b4.** |  |  |  |  |  |  |  |
| **b5.** |  |  |  |  |  |  |  |

| **c. Budget for 4000s (per unit cost is <$500)(supplies) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe**  **Resource**  **Requested** | | **Priority** | | **Strategic Plan 2013 Goal/ Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your unit’s mission and goals, an analysis of appropriate data, planning assumptions and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Funding Source: G=General Fund R=Restricted (Be specific)  D=Designated(Be specific)** |
| **c1.** |  |  | |  | |  | |  | |  | |  | |
| **c2.** |  |  | |  | |  | |  | |  | |  | |
| **c3.** |  |  | |  | |  | |  | |  | |  | |
| **c4** |  |  | |  | |  | |  | |  | |  | |
| **c5.** |  |  | |  | |  | |  | |  | |  | |

| **d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **d1.** |  |  | |  | |  | |  | |  | |  | |
| **d2.** |  |  | |  | |  | |  | |  | |  | |
| **d3.** |  |  | |  | |  | |  | |  | |  | |
| **d4.** |  |  | |  | |  | |  | |  | |  | |
| **d5.** |  |  | |  | |  | |  | |  | |  | |

| **e. Classified staff position (contract) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Describe**  **Resource**  **Requested** | | **Priority** | | **Strategic Plan 2013 Goal/ Objective Addressed by This Resource**  **(**[**Link**](http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf)**)** | | **Provide a detailed rationale for the requested resource. The rationale should refer to your unit’s mission and goals, an analysis of appropriate data, planning assumptions and/or the College’s Strategic Plan** | | **Estimated Amount of Funding Requested** | | **Will this be one-time or on-going funding?** | | **Funding Source: G=General Fund R=Restricted (Be specific)  D=Designated(Be specific)** |
| **e1.** |  |  | |  | |  | |  | |  | |  | |
| **e2.** |  |  | |  | |  | |  | |  | |  | |
| **e3.** |  |  | |  | |  | |  | |  | |  | |
| **e4.** |  |  | |  | |  | |  | |  | |  | |
| **e5.** |  |  | |  | |  | |  | |  | |  | |

| **f. Classified staff position (temporary or student workers) *Enter requests on lines below.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **f1.** |  |  | |  | |  | |  | |  | |  | |
| **f2.** |  |  | |  | |  | |  | |  | |  | |
| **f3.** |  |  | |  | |  | |  | |  | |  | |
| **f4.** |  |  | |  | |  | |  | |  | |  | |
| **f5.** |  |  | |  | |  | |  | |  | |  | |

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| **Please identify faculty and staff who participated in the development of the plan for this department:** | | |
| **Stephen McDonald *Name*** | **Anna Hilton *Name*** | ***Name*** |

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| --- | --- | --- |
| ***Name*** | ***Name*** | ***Name*** |

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**

* **Provide a hard copy to the Division Dean no later than March 11**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by March 18**
* **Email an electronic copy to** [**jdecker@palomar.edu**](mailto:jdecker@palomar.edu) **by March 18**