**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** **2012-13**

**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** | **09/24/12** |
| **Instructional Support Unit Reviewed (Each Unit is required to complete a Program Review)** | **Please Add Date (00/00/2012)** |

**STEP I. Describe Your Unit**

| **I. A. Mission:** |
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| **The Dean's Office for Languages and Literature supports the departments of English, English as a Second Language, World Languages, Reading, and American Sign Language/Speech. Our office 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 for L&L 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 and inclusive environment.** |

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

| **I. C. Current Operating Budget (Do not include permanent salaries):** |
| --- |
| **$1248 (4000s), $2063 (5000s)** |

| **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 2012, the Division of Languages and LIterature will have have lost two more full-time faculty through retirement, both from the English Dept. 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.** |
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| **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 Escondido (and with the South Center on the horizon)--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 resources 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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| **We can continue to work towards making certain that our scheduling truly meets the needs of both our evening and daytime students.** |

| **II. F. List at least one major accomplishment that you’d like to share with the college community.** |
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| **Palomar College's Speech and Debate team continues to thrive, coming off of its best season in more than 25 years; ASL's interpreting program has become stronger with each year. The ESL Department's tutoring program is growing, and the department participated in its first summer bridge program and is currently in the midst of its first year-long learning community. The English Department's 135 and 136 students produced yet another brilliant edition of Bravura, and the World Language Department (French) awarded 10 AA degrees and 6 Certificate of Achievements. Reading has been especially active in the development of learning communities and participated in the summer bridge program as well.** |

| **II. G. What are your goals for the next year? Include your method of assessment and a timeline for each goal.** |
| --- |
| **Our goals are to serve the needs of the departments and disciplines in our division as they arise.**  **1) We have been very active in the continued planning for our move into the Humanities Building (late Fall 2013) and are committed to helping each area realize the center and classroom designs that they have been working towards since 2007 while staying within our budget.**  **2) We will support the departments as they define their needs via the PRP process and**  **3) provide the balance of participating in the shared governance of the college and advocating for the needs of our departments in that process.**  **4) As our division is responsible for the administration of the HSI/BSI grants and is heavily represented by departments who play a significant role in basic skills, we will continue to seek ways to work in concert with the division of MH&NS to make the best use of those resources available to us, specifically through the development and evaluation of activities that support our students' success.**  **5) We will improve communication between our office and our departments and will meet individually with our chairs, as a group with our chairs and ADAs, and through bi-monthly gatherings welcoming all members of our departments -- faculty and staff, full-time, part-time, hourly, and student.**  **6) We will work with each department in assessing its scheduling in terms of its course offerings, times, days, and locations to ensure that we are consistently meeting the needs of our students.**  **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.*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **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.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)** | |
| **d1.** | **travel funds** |  | |  | |  | |  | |  | |  | |
| **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.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **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:** | | |
| **Shayla D. Sivert *Name*** | **Anna-Kate Hilton *Name*** | ***Name*** |

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

**Department Chair/Designee Signature Date**

**Division Dean Signature Date**

* **Provide a hard copy to the Division Dean no later than September 14, 2012**
* **Provide a hard copy with the Dean’s sign-off to Instructional Services by September 28, 2012**
* **Email an electronic copy to** [**jdecker@palomar.edu**](mailto:jdecker@palomar.edu) **by September 28, 2012**