**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: Extended Ed Site Ops - Pauma Valley** |  |
| **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 Pauma Education Site's mission is to provide courses of high academic quality to the local Native American communities which are within the Palomar College district. The Pauma site serves to improve student local access to education and seeks to improve community perception and awareness through participation in community organization and activities.** |

| **I. B. Personnel Assigned (Include names and titles):** |
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| **Naida Garcia - Education Center Specialist** |

| **I. C. Current Operating Budget (Do not include permanent salaries):** |
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| **500010 - $ 36**  **400010 - $641** |

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

| **I. E. Location of Office(s):** |
| --- |
| **1010 Pauma Reservation Road**  **Pauma Valley, CA 92061** |

**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)** |
| --- |
| **Two values that are expressed in the Strategic Plan 2013 that are in direct alignment with the Pauma site are:**  **Access to our programs and services**  **Physical presence and participation in the community**  **Goal 6 of the Strategic Plan 2013 is to optimize the technological environment to provide effective programs and serevices throughout the district. It is this goal which serves as the basis for the request for the equipment for the instructors to have access to when they are teaching at this site.** |

| **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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| **II. C. Discuss any challenges your unit is facing. Include your response to these challenges.** |
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| **Due to budget constraints, there have been major cutbacks to the number of courses being offered at the Pauma site. Because the courses there often run with lower numbers than the same courses offered at other locations, departments have cut most of their course offerings at the Pauma site. Naida also feels that the instructional departments may not realize that culturally their students tend to register late, and cancel sections earlier than desirable for that population.** |

| **II. D. What are the strengths of your unit?** |
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| **The Pauma Center is a focus for all of the surrounding Tribes. Students feel comfortable starting at the Pauma Center and then after a positive experience, they are more apt to feed into the Palomar College main campus. A strength of the Pauma site is that the AIS Department has supported the site by offering courses there in the local languages of Luiseno and Cupeno. Naida keeps in contact with the American Indian Studies Department for their support for the Pauma site.** |

| **II. E. What can your unit do better?** |
| --- |
| **Continue to work closely with all departments on the San Marcos campus, local Tribes, clubs, organizations, tribal schools, local high schools, Tribal Education Centers, libraries, etc.** |

| **II. F. List at least one major accomplishment that you’d like to share with the college community.** |
| --- |
| **Naida has expressed her thankfulness for the support of the Division Dean and American IndianStudies department for the understanding of the cultural practices at the Pauma site and surrounding communities. She has developed a close working relationship with the Escondido Center, Pauma Band of Mission Indians, and the Pala Band of Mission Indians. As of Fall 2012, a HE 100 and KINE 150 are being offered at the Pala Fitness Center.** |

| **II. G. What are your goals for the next year? Include your method of assessment and a timeline for each goal.** |
| --- |
| **Pauma is a small unique site that has been hurt by the budget cuts. Maybe we should look into non-credit courses, or workshops, in areas like creative arts, computers, cultural arts and craft, so that the Pauma site can continue to provide service to the surrounding Tribes. The hope is also to get additional instructional departments to support the site by offering credit classes that will be of interest to the local community such as child development, math, English, physical education, and fire science courses.** |

**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.** | **Lap top computer - Dell Latitude E6510; Quote & Specs # 597610953**  **$1,818.48** | **1** | **Goal # 6** | **Site does not have a lap top computer. Instructors request lap tops to use with the data projectors. They have power point lectures that they want to be able to use in their classes. Because they do not have the AV support that is available at the San Marcos campus, options or resources for instructors are limited. It would be nice for the Pauma instructors to have the use of a lap top when they are teaching at this site.** | **$1,818.48** | **one-time** | **G** |
| **b2.** | **LCD data projector - Hitachi3015WN - according to the IS department, the cost is $1,000** | **2** | **Goal # 6** | **Site has one eleven year old LCD that does not work well. .** | **$1,000** | **one-time** | **G** |
| **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.*** | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | | |
| ***Name*** | ***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**