Palomar College – Program Review and Planning
Non-Instructional Programs
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.).

Discipline: Articulation Officer_____   08/22/12

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)

	2008-2009	2009-2010	2010-2011	<<Prelim>> 2011-2012	Definitions
Courses submitted/and approved for IGETC	17/15	14/12	13/12	5/5	IGETC is the University of California's General Education pattern.
Courses submitted/and approved for CSU GE Breath	14/14	18/16	17/16	6/5	CSU GE is the California State University's General education pattern.
Courses submitted for the UC TCA/ and approved	25/19	15/12	15/11	10/8	The UC TCA is the University of California's Transfer Course Agreement which lists all courses which are approved for transfer to the UC system.
Courses submitted/and approved for CSU baccalaureate list	22/22	23/23	44/44	30/30	The CSU baccalaureate lists all courses which are approved for transfer to the CSU system.
TMC degrees submitted/and approved for AA-T	N/A	N/A	2	0	(AA_T) Associate in Arts Transfer degrees have been state approved as meeting the designated TMC (Transfer Model Curriculum) specified by SB 1440.
TMC degrees submitted/and approved for AS-T	N/A	N/A	0	1	(AS-T) Associate in Science Transfer degrees have been state approved as meeting the designated TMC (Transfer Model Curriculum) specified in SB 1440.
C-ID submittals	N/A	N/A	4	40	California Identification Number

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

The drop in curriculum submitted for GE and transfer in 2011-12 reflects the faculty's commitment to writing SLO's that academic year rather than developing and expanding our curriculum. The ratio of submitted courses to approved course indicates that faculty continues to write strong, rigorous curriculum that is readily accepted at both the CSU and UC systems. The number of AA-T and AS-T degrees is low due to the newness of the SB 1440 legislation and guidelines for implementation. Three more transfer degrees are currently in CurricuNet for approval this academic year. Outlines have been submitted for 40 courses for C-ID approval. The process is being slowed up by out dated textbooks on our course outlines. In the past, I had looked at only new, changed and deactivated curriculum. Due to the importance of this issue, I have requested that I be placed in the queue for all reviews of course outlines. Textbooks need to be updated to THE MOST CURRENT EDITON every time and a Course Outline of Record is touched.

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

The SAO written for 2010-11 came as a result of the complexity of the American History and Institutions requirement. It has always been difficult for counselors to combine out-of-state courses with CCC or combinations of CCC courses to determine if the requirement had been met. It became apparent that Counselors needed more in-depth training regarding this requirement. The American History requirement was broken down into three components. Training was given on how to identify the components, ascertain which components were met and how to advise the student as to which Palomar would meet the deficiency. The Assessment shows a marked increase in their understanding of the requirement and their ability to advise students.

The SAO written for 2011-12 assumed that we would be able to implement the Academic Advising module. However, that goal was not met. Our hope is to implement in Spring 2013. No training or assessment was able to be administered.

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

Continuous and systematic training will be necessary in order to keep counselors abreast of the constant changes taking place in our curriculum.

STEP II. PLANNING

Reflecting on the 4-year trend data, the SAO assessment results, and the college's **Strategic Plan 2013**, 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.)

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Huge changes have come from the state the last few years that dramatically affect this office: 1) the necessity of creating both AA and AS degrees; 2) a complete revision of Title 5 language that resulted in new guidelines for repeatability and repeatable courses; 3) legislation that created AA-T and AS-T degrees; 4) a common numbering system (C-ID) to streamline articulations and the development of the transfer degrees; 5) and using now content review to establish prerequisites. As with all new things, confusion reigns until we get a grip on the issues and deal with them. In the middle of all of these changes, we were trying to implement a degree audit.

CurricuNet has streamlined our curriculum process, but requires a great deal of time on the part of the Articulation Officer as every new, changed and deactivated course requires the AO's scrutiny, in addition to all program additions, changes and deactivations .

II. B. Additional programs to develop (consider enrollment trends, student demands, wait times, comprehensiveness, etc.)

The Articulation Officer is working in conjunction with Evaluations Department on the implementation of the Transfer Credit and Academic Advising PeopleSoft modules. We have not met our original or revised "go live" dates due to the enormity of this project, the fact that no one is dedicated full-time to the implementation project; and not having a consultant to guide us through the Transfer Credit process. We have all been trying to accomplish this huge task while continuing to complete our regular duties and responsibly.

New Title 5 requirements for repeatable course work will require close scrutiny of our curriculum to make sure that our repeatable courses are in compliance with the new guidelines. Given the number of repeatable courses in our curriculum, this will prove to be a substantial project for this academic year. We want to be fair to our faculty and remain compliant at the same time.

The development of more transfer degrees (AA-T, AS-T) will continue to be a top priority. Counselors and Evaluators will need systematic training as new/revised guidelines are constantly being given to us.

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 2013 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.							

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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.*

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c1.	Monetary support for Articulation			See III B below	3000-5000	On-going	No
c2.							
c3.							
c4							
c5.							

d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*

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d1.	TES Software License			TES, catalog and course description software, is critical to Evaluators for making decisions regarding acceptance of course work from other institutions and a valuable advising tool for the counselors. The Articulation Officer uses this daily to determine equivalent courses for articulation and writing rules for Transfer Credit.	15000	On-going	No. It was originally covered by Matriculation until their funding was dramatically cut. We now have to beg each year for someone to cover it.
d2.							
d3.							
d4.							
d5.							

e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*

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e1.							
e2.							
e3.							
e4.							
e5.							

f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*

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f1.	Temporary Articulation Assistant			Regulatory changes and the implementation of Academic Advising module has dramatically increase the work load of the Articulation Officer. The knowledge base needed for this position requires that the person have	20,000		Yes, with limited special funding from SPIFF that will most likely run out this academic year.

f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*

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				evaluator or counselor experience. The position will free up the AO to work on Academic Advising or perform some of those tasks.			
f2.							
f3.							
f4.							
f5.							

III. B.   Are there other resources (including data) that you need to complete your discipline review and planning?

The Articulation Officer must stay current on state legislation that impacts our college; CCC, CSU and UC changes that come from their respective Chancellor's Offices; changes in the California Ed Code; state and local changes in our academic policies and procedures; PeopleSoft training for the Academic Advising module; and curriculum up-dates at both the UC and CSU systems. This is accomplished through attendance at workshops, conferences, and participation in professional groups and organizations. This incurs annual dues for professional organizations, registration fees for conferences, and travel expenses.   Articulation has never been monetarily supported by this campus. Yet, this position and the knowledge base that come with it are indispensable to the college. I have repeatedly asked for a $3000 to $5000 a year budget to cover Articulation expenses.

Continued institutional support, in time, money and resources, is necessary for the successful completion of the Academic Advising and Transfer Credit module. Once we 'go live" updating the data will be a continuous task that requires, in my opinion, a dedicated position for updates and writing rules.

STEP IV. SHARE YOUR ACCOMPLISHMENTS **Please include at least one discipline accomplishment that you'd like to share with the college community.**

The last two years I have evaluated all Region X curriculum and put that information in spreadsheets in such a way as to allow the information to be "dumped" into the Academic Advising module for the degree audit. It was an enormous project that to this day is constantly being revised and refined as we learn more about the implementation and updated with new curriculum from the last two academic years.

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.)

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

Gloria Kerkhoff		
Name	*Name*	*Name*

Name	*Name*	*Name*

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Department Chair/Designee Signature   **Date**

_____

Division Dean Signature

_____

Division Vice President Signature   **Date**

- **Provide a hard copy to the Vice President Vernoy no later than September 14, 2012**
- **Email an electronic copy to jpettit@palomar.edu by September 28, 2012**
- **Email an electronic copy to jdecker@palomar.edu by September 28, 2012**