

Computerized Testing is used in the Assessment Center at San Marcos and Escondido. Appointments are made, using SARS, for 9-10 Assessment sessions per week in San Marcos and 4-5 sessions per week in Escondido, every month except Sept., Oct., Feb. and March. All students who take the assessment for the first time view the 20 minute orientation. They also receive a packet containing valuable information for first time students. During the months of Feb., March and April we travel to 17 high schools to give the assessment (large groups at some high schools require several visits). These are our EAP (Early Acceptance Program) students who are graduating seniors. We also hold special EAP testing sessions in our Assessment Centers during Feb. and March. These EAP students will come to a special EAP Counseling/Orientation session that are held on Saturdays in March, April and May. EAP students receive priority registration for fall. 60.1% of EAP students are registered for Fall semester compared to an overall 19% of all students who apply and actually register for classes. This program has been extremely successful and will continue in the years to come. These students become a cohort that can be tracked for retention, etc. Registration and retention has increased with the EAP students since we began the program.

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

A total of 8768 COMPASS assessments were used 2011-12 for placement into English, reading and math. A total of 3733 students were assessed using other means of assessment. We have formed a partnership with CSU and are accepting their placement recommendation based on results from high school student's STARS testing. We also accept ACT/SAT placement. This will result in a decline in the number of COMPASS assessments given and an increase in overall testing numbers.

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

With budget cuts and the cost of COMPASS units, forming a partnership with the CSU system and accepting placement from other testing instruments is a more positive financial change. It will save time, money and the need to retest students. High schools are also partnering with CSUSM by offering an English class designed by CSU to prepare students for college level English. Placement in English at Palomar will be accepted from students enrolled in this class.

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. Programs 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.) Continue the EAP event with testing at the high schools and counseling sessions specifically for EAP students on Saturdays and/or evenings. Move the EAP priority registration date to one day prior to regular registration. This will give students more time to meet with a counselor. Having EAP registration in early June presents printing problems with schedules—later registration, which is still priority, will make it much easier for enrollment services.

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

Reinstate the Palomar PEERS Program. Student representatives from Palomar College visiting the high schools on a regular basis increases preparedness of high schools students (EAP) coming to Palomar. One to one contact with a Palomar representative regarding application, assessment, orientation, advisement and registration in advance better prepares students for success their first semester in college.

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.	Copier	1	A	To make hand outs, informational materials and sent/receive Faxes	\$12,000	Ongoing, as needed	Matriculation Budget
a2.							
a3.							
a4.							
a5.							

b. Technology (computers, data projectors, document readers, etc.) 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?
b1.	2 Printers	1	A	To print assessment results, informational materials, schedules, instructions, etc	\$4,000	Ongoing, as needed	Matriculation Budget
b2.							
b3.							
b4.							
b5.							

c. Budget for 4000s (per unit cost is <\$500 supplies) 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?
c1.	Supplies/Materials	1	A	Printing, paper, office supplies	\$9,000	Ongoing to provide materials and supplies for students and staff.	Counseling/PEERS budget
c2.	Orientation Packets	1	A	Packets to be given to students after assessment	\$10,000	Ongoing	Matriculation
c3.							
c4.							
c5.							

d. Budget for 5000s (printing, maintenance agreements, software license etc.) 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?
d1.	COMPASS units	1	A	Purchase COMPASS units for Assessment in Engl., reading and math	\$50,000 per year	Ongoing	Matriculation Budget
d2.	Travel	2	A	Administer assessment at local district high schools	\$2500	Ongoing	Counseling/PEERS budget
d3.							
d4.							
d5.							

e. Classified staff position (permanent/contract position requests unique to this discipline) 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?
e1.	Reinstate 45% Position—Counseling Services Specialist/Assessment	1	A	We are an extremely busy department and need to fill this position ASAP. We have been using Temp. help which may not continue.	\$20,000	Ongoing	Matriculation or Counseling budget

e. Classified staff position (permanent/contract position requests unique to this discipline) 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?
e2.							
e3.							
e4.							
e5.							

f. Classified staff position (temporary and student workers position requests unique to this discipline) 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?
f1.	Temporary/student workers for EAP program	1	A	EAP is an ongoing program throughout the entire year and requires extra staff to continue the program.	\$40,000	Ongoing	The Foundation has always funded this program.
f2.							
f3.							
f4.							
f5.							

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

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

The EAP event. Graduating seniors have had always had priority registration but not taken advantage of it. Six years ago we decided to have a special EAP event with counseling and registration. We have changed it since then to improve it and keep within a budget. It has been highly successful with over 3,000 students participating and 60.1% of them actually enrolled in fall 2012. These students take the assessment at their high schools or at special assessment sessions at Palomar, San Marcos or Escondido. Approximately 50% of them attended a special orientation/counseling session held on EAP Saturdays to prepare them for registration and success at Palomar. The other students made individual appointments with counselors. All EAP students have priority registration and are able to enroll in the classes they need to start their educational experience at Palomar. Palomar has been recognized both state wide and nationally for this program.

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.

STEP VI. COMMENTS Other comments, recommendations: (Please use this space for additional comments or recommendations that don't fit in any category above.)

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

Diane McAllister <i>Name</i>	<i>Name</i>	<i>Name</i>
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<i>Name</i>	<i>Name</i>	<i>Name</i>
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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**