

Palomar College Institutional Review

2008 Extended Education

1. **Progress Report. Review previous year's institutional review.** Describe the progress made on any recommendations or areas of need identified in your previous year's review. Specifically, describe progress made toward current department goals and objectives, and learning outcomes.

Goal: Student Success

1. Stagger GE courses that meet CSU requirements to give students accessibility and timely program completion at the Escondido Center and sites.
 - Class start times were altered so that students can travel from San Marcos to the Escondido Center between classes. A CSU transfer grid for the Escondido Center is now inserted in the class schedule to allow student to efficiently schedule transfer classes.
2. Meet with counselors at Mt. Carmel, Poway, Ramona and Fallbrook high schools to determine needs of graduating seniors.
 - The managers of the sites continue to have dialog with high school counselors.

Goal: Teaching and Learning Excellence

3. Develop a plan to phase in ceiling-mounted LCDs in the Escondido Center Classrooms.
 - Eighteen classrooms have been converted to "smart rooms", bringing the total to twenty-two.
4. Complete the 800 wing and ensuring that six new classrooms are adequately equipped for effective non-credit instruction.
 - The classrooms are complete and adequately equipped.
5. Convert ESC-402 into a wet lab suitable for the full array of science classes, labs will have new cabinets, sinks, electrical outlets at all work stations and compressed air system.
 - This project was successfully completed during the summer of 2006.
6. Remove ESC-701 from the classroom inventory and converting this space and adjacent facilities storage area to a suite of faculty offices.
 - This goal was set aside until a comprehensive educational master plan can be developed for the Escondido Center.

Goal: Organizational and Professional Development

7. Provide semi-annual admissions training for all center/site staff.
 - Training has been done on an as needed basis.

8. Invite President Deegan and V.P. Berta Cuaron to visit the sites and attend an Escondido staff meeting.
 - This goal was not accomplished.

Goal: Facilities Improvement

9. Install Palomar College signature banners in parking lot 1.
 - Banners have been installed.
10. Evaluate the effectiveness of security cameras installed in lot 2 and 3 and determine whether there is a need for a camera in parking lot 1.
 - The cameras have been effective in identifying suspicious behavior. When funding is available, a camera will be installed in parking lot 1.

Goal: Resource Management

11. Request courier service five days a week.
 - This request has not been granted due to budget restraints.
2. **Provide effective data sources to evaluate this department.** Insert qualitative and quantitative data elements that can be used to evaluate this department—what information do you typically use to document your success and justify expanding your department or budget.

Escondido Center and Sites WSCH, Enrollment and FTES 2006/2007

Center	Fall 2007			Fall 2006		
	WSCH	Enrollment	FTES	WSCH	Enrollment	FTES
Borrego Springs	14.74	30	1.00	25.03	31	1.00
Camp Pendleton	4,065.00	1336	113.61	4,271.80	1380	115.69
Escondido	28,575.00	8567	953.00	29,372.47	8926	981.19
Fallbrook	3,015.00	962	101.00	2,801.11	831	93.37
Mt. Carmel	2,534.00	853	84.00	2,798.00	960	93.30
Pauma	262.00	124	9.00	148.00	53	4.93
Poway	1,144.00	467	38.00	1,679.97	754	55.93
Ramona	1,608.00	757	54.00	1,677.94	744	53.60
Totals	41,217.74	13096	1,353.61	42,774.32	13679	1,399.01

Extended Education 2006/2007 and 2007/2008 Budget Totals

Extended Education	2007/2008	2006/2007	Change
Escondido	\$843,623	\$832,179	
Camp Pendleton	\$425,396	\$402,056	
Fallbrook	\$141,475	\$143,474	
Mt. Carmel	\$108,826	\$110,448	
Pauma	\$80,266	\$80,201	
Poway	\$64,535	\$64,424	
Ramona	\$44,488	\$44,774	
Borrego Springs	\$14,565	\$14,469	
Off-Sites	\$459,157	\$441,497	
Total	\$2,182,331	\$2,133,522	2.29%

3. Program assessment. Assess needs of your department dictated by changes in staffing, equipment, training, software/technology and facility needs.

Escondido Center

Proposition M money has been designated to for remodeling the Escondido Center. The final plans for the remodel are dependent on the Escondido Center Educational Master Plan that will be developed in conjunction with the educational master plan for the new Fallbrook site. Suggested improvements include:

- Retrofit the 800 (North) Wing to meet the Field Act standards
- Expand and remodel the Ernest J. Allen Library
- Establish five permanent faculty offices
- Remodel the Admissions and Lobby area
- Move the snack bar into ESC-101 and current admissions area
- Move the bookstore into existing snack bar area
- Use ESC-201, ESC-205, ESC-206, and ESC-297 to create two computer labs, one a Macintosh lab and the other a PC lab.
- Move ESC-200 to ESC-705
- Move tutoring and Grant Fund programs into ESC-102
- Paint the outside of the building
- New signage for all parking lots

The computers in the Escondido Center Academic Skills Lab located in ESC-500 are obsolete and need to be replaced. Funds for this have not been identified.

Borrego Springs

The enrollment at Borrego Springs continues to be low and Fall 2007 only had one class that wasn't cancelled. In October 2007, the Education Center Specialist retired and

wasn't replaced. This position was replaced with a short-term hourly employee who will work the two weeks before each semester and two weeks after each semester starts.

Camp Pendleton

Troop levels at the Camp Pendleton fluctuate due to troop deployment. It is important that even when troop levels are low, Palomar College maintains a strong presence there.

Mt. Carmel/Poway

Due to declining enrollment at the Poway site, Mt. Carmel and Poway will be combined. The combined center will be located at Mt. Carmel High School. Staffing will be reduced at the combined site and the education center assistant will be reassigned. The Poway site administrative aide and the education center specialist will be transferred to Mt. Carmel.

Staffing at Mt. Carmel and Poway was also reduced when the education center manager position was eliminated. These centers are currently managed by the Education Manager located at the Escondido Center.

Fallbrook

The Fallbrook Education Center Specialist will retire in April, 2008. We are requesting that this position be reduced from 100% to 45%. This position is vital to the operation of the Fallbrook site and therefore, we are requesting that this position be filled even though the District is currently in a budget crisis.

All Sites

As instructors become more dependent on using data projectors, the sites are faced with the dilemma of having adequate numbers of LCD projectors. Additional LCD projectors have been purchased but it is difficult to meet the rising demand.

Computer labs need to be upgraded on a regular basis. A regular replacement plan should be developed and funded.

4. List accomplishments the department has made since the last Institutional Review.

Escondido Center

- 33 classrooms have ceiling mounted data projectors. This includes six that are in Workforce and Community Development.

- Workforce and Community Development was moved to the Escondido Center.
- An additional conference room was added to the faculty work area.
- ESC-402 was converted into a wet lab.
- 18 Student Services computers were added to the lobby.

Fallbrook

- The Fallbrook office was moved from a remote portable building to a permanent room in the front of the high school. This location is clearly visible and located near parking. The new office furniture was designed to adequately accommodate the ESL staff as well as the site staff. In addition, an ESL computer lab was added at one end of the office space. These computers can also be used by faculty when they are available.
- A 45% Administrative Aide was hired to replace an outside security service. Adding an Administrative Aide gives the Fallbrook site a more dependable security presence.

Mt. Carmel/Poway

- Successfully moved both sites to Twin Peaks Middle School during the summer of 2007 to accommodate construction at Poway and Mt. Carmel high schools
- A 45% Administrative Aide was hired to replace an outside security service. Adding an Administrative Aide gives the Poway site a more dependable security presence

Pauma

- Twelve new computers were installed in the computer lab.

5. List the department's current goals and objectives. (2-3 measurable goals that are congruent with Palomar College Strategic Planning Goals)

Strategic Goal: Facilitate student learning and goal attainment by providing comprehensive educational programs and services in diverse accessible formats and locations.

Escondido

- Establish an Educational Master Plan
- Establish a Basic Skill Learning Center
- Encourage departments to offer core transfer classes at Escondido

Strategic Goal: Provide exemplary teaching and learning environments and experiences to meet student needs through relevant curricula, innovation, partnerships, technology, research and evaluation.

Escondido

- Equip ESC-103, ESC-202, ESC-702, ESC-703 with ceiling mounted data projectors
- Establish a Basic Skill Learning Center

All Sites

- Establish a plan to upgrade the obsolete computer labs at all sites

Strategic Goal: Improve internal operations through effective communication and inclusive governance structures; strengthen and maintain professional development programs.

Escondido

- Continue monthly Escondido Center staff meetings

All Sites

- Offer admission and financial aid training for all front line admissions employees

Strategic Goal: Enhance the aesthetic appearance, functionality, cleanliness, accessibility and safety of current facilities, while effectively planning for future needs based on educational programs and services

Escondido

- Retrofit the North 800 Wing to meet the Field Act requirements
- Tear down the old Five Star Market and pave the area for additional parking

Camp Pendleton

- Remodel the old and worn reception area.

Strategic Goal: Utilize existing human, physical, technological and fiscal resources efficiently and effectively and increase external funding

Mt. Carmel/Poway

- Combine these two sites to be located at Mt. Carmel High School.

Camp Pendleton

- Find funding for the Rapid Gate passes for faculty and staff

This Report Prepared By:

Name (print and initial)

Date

This Report Submitted To:

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Date