

Palomar College Institutional Review 2009 Extended Education

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.

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

1. Goal: Establish an Escondido Center Educational Facilities Master Plan.
 - A Facilities and Educational Master Plan Update 2022 Taskforce has been established and will begin to meet in March 2009. This taskforce will establish the strategic plan for the Escondido Center.
2. Goal: Establish a Basic Skills Learning Center
 - Construction of the Escondido Teaching Learning Center will begin in April, 2009.
3. Goal: Encourage departments to offer core transfer classes at Escondido and other sites.
 - Because of the current budget crisis, classes have been severely cut at the Escondido Center and other sites. However, many of the core classes continue to be offered at the sites.

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

1. Goal: Equip ESC-103, ESC-202, ESC-702, and ESC-703 with ceiling mounted data projectors.
 - Because of the current budget crisis this goal was not met.
2. Goal: Establish a Basic Skills Learning Center
 - Construction of the Escondido Teaching Learning Center will begin in April, 2009.

3. Goal: Establish a plan to upgrade obsolete computer labs at all sites.

- Again, because of the current budget crisis, this goal was not met.

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

1. Goal: Continue monthly Escondido Center staff meetings.

- Monthly staff meetings were held at the Escondido Center.

2. Goal: Offer admission and financial aid training for all Extended Ed Admissions staff

- Training was conducted as needed.

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

1. Goal: Retrofit the North 900 Wing to meet Field Act requirements.

- This project was submitted to the State of California but the permit was delayed because of the budget crisis and the state's employee reduction. The work will be scheduled for Summer, 2010.

2. Goal: Tear down the old Five Star Market.

- Again, this work has been delayed because of the budget crisis.

3. Goal: Remodel the work and reception area at the Camp Pendleton site.

- The reception area was remodeled in May, 2008.

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

1. Goal: Combine the Poway and Mt. Carmel sites.

- The Poway site was closed on June 30, 2008. All personnel and equipment were transferred to the Mt. Carmel site.

2. Goal: Find funding for Rapid Gate passes for faculty and staff.
 - A funding source has not been identified.

3. In addition to the goals set for 2007/2008, fiscal efficiency was enhanced by closing the Borrego Springs site in Spring, 2008. The 45% employee at the site retired and the location for the site office was no longer available. It became clear that this was the logical action given that only one or two classes were held in Borrego each semester.

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 Enrollment

	Fall 2007		Fall 2008			
	Enrollment	# classes	Enrollment	# Classes	Enr Change	Class # Change
Fallbrook	901	36	710	30	-191.0	-6
Mt Carmel	810	39	864	32	54.0	-7
Ramona	780	26	480	21	-300.0	-5
Pauma	130	9	60	7	-70.0	-2
Camp Pen	570	30	387	18	-183.0	-12
Escondido	8002	359	8021	320	19.0	-39
Total	11193	499	10522	428	-671.0	-71

Extended Education 2006/2007 and 2007/2008 Budget Totals

Extended Education	2008/2009	2006/2007	Change
Escondido	\$866,468	\$832,179	
Camp Pendleton	\$417,379	\$402,056	
Fallbrook	\$119,518	\$143,474	
Mt. Carmel	\$147,590	\$110,448	
Pauma	\$83,373	\$80,201	
Poway	Closed	\$64,424	
Ramona	\$49,275	\$44,774	
Borrego Springs	Closed	\$14,469	
Off-Sites	\$459,157	\$441,497	
Total	\$2,140,760	\$2,133,522	.03%

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 for remodeling the Escondido Center. The Educational and Facilities Master Plan 2022 Update Taskforce will begin meeting in late March to establish an Educational and Facilities Plan for the Escondido Center. All upgrades to the Escondido Center will be dictated by this plan.

The Academic Skills lab located in ESC-500 was closed to make room for the Teaching Learning Center (TLC). The computer labs in ESC-101 and ESC-102 are used as open labs when classes are not being held in those rooms. This has reduced the availability of open labs for our students.

The Administration Office and the faculty workroom were relocated to make room for the TLC. They were moved into two classrooms that were remodeled for this purpose. This has reduced the number of classrooms available at Escondido.

The manager of the Escondido Center will retire in June 2009. An assessment of how the Escondido Center and the sites are managed should be done.

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

Staffing at Mt. Carmel has been reduced to one 80% Admissions Specialist and one 45% Administrative Aide. This becomes a problem when one of the employees is absent. A short-term Administrative Aide was hired to assist when employees are ill or on vacation. For security reasons, it is imperative that two employees are at the site during the evening hours.

Fallbrook

The Fallbrook Education Center Specialist retired in April, 2008. Our request to fill and reduce the position to 45% was denied due to the hiring freeze. The Fallbrook site has limped along with one 45% Administrative Aide who is working out of class as an Education Center Specialist. A short-term employee has helped during peak times at the beginning of each semester.

Pauma

Pauma's enrollment continues to be very low despite the Education Center Specialist's best efforts to promote the classes to the tribes. Only two or three classes are held at the site each semester. The Pauma Education Specialist position is a full-time position. This position should be split between the Fallbrook and Pauma site at least until funding for additional staff is restored and the hiring freeze is over.

Ramona

Ramona's classes were cut severely with some of the core transfer classes were eliminated. Enrollment in the existing classes has been strong.

All Sites

In response to the budget crises, the college has eliminated class offerings. The biggest percentage of these classes was cut from the sites. Core basic skills classes and transfer classes should be reinstated as soon as funding is restored to the College.

The former Director of Extended Education accepted a dean's position and the Manager of the Escondido Center, Mt. Carmel and Ramona is retiring at the end of the fiscal year. The management of the Extended Education Department should be analyzed for efficiency.

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

Escondido Center

- Construction of the new Teaching Learning Center will begin in April, 2009.
- The faculty work room will be moved to ESC-204 during 2009 spring break.
- The Administration Office has been moved to ESC-205.
- The Information Services employees were moved to the 800 Wing.
- The Academic Skills Center was eliminated to make room for the TLC.
- The Library now uses the ESC-200 computer lab as part of the Library expansion.

Fallbrook

- Staffing has been reduced to one 45% employee who is working out of classification as an Education Center Specialist.

Mt. Carmel

- Poway was closed and all personnel and equipment was moved to Mt Carmel.

Pauma and Ramona

- No changes

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

2009 Strategic Plan Goal: Facilitate student learning and goal attainment by providing comprehensive educational programs and services in diverse accessible formats and locations.

Escondido

- Complete the Educational and Facilities Master Plan.
- Complete the Teaching Learning Center.
- Encourage departments to offer core transfer classes at Escondido .
- Start the retrofitting of the 800 Wing.

All Sites

- Encourage departments to offer as many basic skills and core transfer classes as possible at all sites.

2009 Strategic Plan Goal: Provide exemplary teaching and learning environments and experiences to meet student needs through relevant curricula, innovation, partnerships, technology, research and evaluation.

Escondido

- Complete the Teaching Learning Center.

All Sites

- Upgrade instructional and non-instructional equipment as funds allow.

209 Strategic Plan 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

- Continue to offer admission and financial aid training for all front line admissions employees.
- Encourage all employees to participate in Professional Development training opportunities.

2009 Strategic Plan 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.
- Complete the Escondido Center Educational and Facilities Master Plan.

2009 Strategic Plan Goal: Utilize existing human, physical, technological and fiscal resources efficiently and effectively and increase external funding.

All Sites

- Maintain quality student and faculty support with limited human resources.

This Report Prepared By: Theo Brockett March 4, 2009
Name (print and initial) Date

This Report Submitted To: Wilma Owens March 4, 2009
Name (print) Date