Palomar College – Program Review and Planning
Non-Instructional Programs

Academic Year 2015-2016

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: Assessment

Non-Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)

11/6/2015

Please Add Date
(00/00/2013)

STEP I. ANALYSIS (Note: Each Department Will Use Their Own Previous Analysis Data)

	2011-2012	2012-2013	2013-2014	<<Prelim>> 2014-2015	Definitions
Assessment	12501	11504	13176	13470	Number of students assessed and placed into courses: derived from MIS data.
Orientations	8700	8500	5097	3716	Number of students satisfying Orientation requirements: derived from MIS data.
Mail/phone contacts	22000	22000	22000		Number of phone calls and e-mails answered by assessment staff.
Number of FT Staff	4	4	4	5	Number of full time staff available to serve students: derived from IRP office.
Number of Part-time Staff	0	0	0	0	Number of Part- time staff available to serve students: derived from IRP office.

Plan for Academic Year 2013-14

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

Computerized Testing is used in the Assessment Center at San Marcos, Escondido Center and Camp Pendleton. Appointments are made, using SARS, for 9-10 Assessment sessions per week in San Marcos and 2 sessions per week in Escondido, every month. September and October, the assessment center tested twice a week. Camp Pendleton schedules testing based on need. All students who take the assessment for the first time view the 25 minute orientation. During the months of Feb., March and April we travel to 14 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., March and April. These EAP students will come to special EAP Counseling/Orientation sessions that are held in May and June. EAP students receive priority registration for fall. This program is going through a transition period and will continue in the years to come. These students become a cohort that can be tracked while attending Palomar College.

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

A total of 10567 COMPASS assessments were used 2014-2015 for placement into English, reading and math. A total of 47849 students were assessed using other means of assessment. We continue 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 ELM, EPT and AP placement.

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.

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. 11th. grade CSU EAP Conditional Placement in English will be accepted from students enrolled in an English Class as long as the students get a passing grade of a "C" or better.

STEP II. PLANNING

Reflecting on the 4-year trend data, the SAO assessment results, and the college's Strategic Plan 2016, 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. Increase the number of testing sessions at Palomar College in San Marcos and Escondido to better serve the needs of the students. Increase the EAP priority registration dates to five days prior to regular registration. This will give students more time to meet with a counselor. The goal for next year is to test all students on Palomar College campus to be more efficient and provide better service to current students based on the

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.)

resources available. We will work with the new Outreach Coordinator to set up PEER Ambassadors at the High Schools in order to help with the 3SP mandated requirements.

By creating committees under the 3SP and Students Success and Equity council, the assessment office will reach out to more students in the community and will try to increase the number of FTES. We will coordinate outreach events with the Outreach coordinator.

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

Create an outreach position to manage student services at local high schools. Hire Palomar College students and visit local high schools on a regular basis to increase preparedness of high school students (EAP) coming to Palomar. One to one contact with a Palomar representative regarding application, assessment, orientation, advisement and registration in advance will better prepare students for success on their first semester at Palomar college. Provide EAP information to high school counselors during High School counselors Conference in December.

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 2016 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.	89 Desktop Computers		1.2	Replace existing computers with new computers in order to keep up with technology changes. To ensure adequate test access an prevent server connections.	$60,000	ongoing as needed	3SP Budget
a2.	4 Laptop Computers		1.2	Student workers/ temps will be able to assist high school students during high school visits. Provide orientations and	$2,500	ongoing as needed	3SP Budget

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 2016 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?
				access Palomar's Website.			
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 2016 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.							
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 2016 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**	**1.2**	**Printing cartridges, paper, and office supplies. Provide printed materials to students.**	**$10,000**	**Ongoing, as needed**	**3SP/ counseling, PEERs Budget**
c2.							
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 2016 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	1.2	Purchase Compass Units for Assessment in English, Reading and Math.	$10,000 for the next six months.	Ongoing	3SP Budget
d2.	Travel	2	1.2	Install Compass test and administer assessment at local high schools.	$5,000	Ongoing	3SP, Counseling/ PEERS budget
d3.	Remodel assessment office	1		Accommodations are not appropriate for testing a large group of students. Privacy and noise levels have become an issue while students are taking the placement test.	60,000	One- Time	3SP Budget
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 2016 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.							
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 2016 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	3	3.1 1.2	EAP is an ongoing program throughout the year and requires extra staff in order to be successful.	$40,000	Ongoing	3SP Budget
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 Program. Graduating seniors have always had priority registration but not taken advantage of it. Ten 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 successful with over 2,800 students participating and 57% of them actually enrolled in fall 2015. These students take the assessment at their high schools or at special assessment sessions at Palomar, San Marcos or Escondido. After placement is completed, students are required to meet with counselors to create an Ed Plan. They meet on a one to one basis or small group sessions. Students have the opportunity to make appointments during the week or on Saturday sessions scheduled for EAP students. All EAP students have priority registration and are able to enroll in the classes they need to start their educational experience at Palomar.

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.)

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:

Name	Name	Name

Name	Name	Name

Department Chair/Designee Signature   12-3-15
                                                        Date

Division Dean Signature   12/4/15

Division Vice President Signature   12/4/15
                                                        Date