Palomar College – Institutional Review and Planning
Non-Instructional Student Services Programs

Purpose of Institutional Review:
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.) Qualitative

____Office of Student Affairs_____   _____

Department/Discipline Reviewed   **2007-08**

1.   Assessment and Evaluation Data

	2005-06	2006-07	2007-08	Definitions
Contacts				Total # of contacts between the OSA and students, faculty, and/or administration
Student Contacts				Total # of contacts between the OSA and students
Student Conferences				Total # of conferences between the OSA and students regarding either COC or Grievances
Code of Conduct Conferences				Conferences concerning student code of conduct ("COC") matters
Grievance Conferences				Conferences concerning Grievance matters
Student Meetings				Meetings occurring between the OSA and students on miscellaneous matters
Faculty Conferences				Conferences between the OSA and faculty regarding COC or Grievance matters
Administrative Conferences				Conferences between the OSA and administration
ASG Meetings				Total # of Associated Student Government ("ASG") meetings attended by an OSA representative
ICC				Total # of Inter Club Council ("ICC") groups on campus
ICC Meetings				Total # of ICC meetings attended by an OSA representative
Student Activities/Events				Total # of Activities or Events held by the OSA
Student Activity Participants				Total # of students attending OSA activities or events
Outside Meetings				Meetings between OSA representatives and off-campus representatives
Computer Center				Total # of students using the computer lab
Comet Center				Total # of students purchasing Palomar Identification Cards ("PIC")
Diversity Center				Total # of students utilizing the Diversity Center
OSA Miscellaneous Services				Total # of students utilizing OSA miscellaneous services (bus passes, scantrons, etc…)
Commencement Organization				Total # of hours invested by OSA representatives on behalf of commencement organization
Commencement Attendees				Total # of students taking part in commencement to receive recognition
Number of FT Staff				Number of Full-time staff available to serve students
Number of Part-time Staff				Number of Part-time staff available to serve students
Number of Student Workers				Number of student workers available to serve students

2.   Reflect upon and analyze the above 3-year trend data. Briefly discuss overall observations and any areas of concern or noteworthy trends.

In previous years, the Office of Student Affairs (OSA) was not actively involved in data collection. The OSA has since initiated partial data collection and is in the process of establishing data assessment, collection, and evaluation in the above-referenced data elements.

The OSA will collect all data internally without the assistance of the Research and Planning office. Efforts will be made to develop efficient tracking methods and accurate total counts in all categories. One concern is that the procedure may take a few years to collect the data necessary for assessment and evaluation. This is a starting point and there may be several changes, additions, and deletions while initiating and implementing the new system.

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3. **Reflecting on the 3-year trend data, describe/discuss department/discipline planning related to the following:**

PLAN – 2007-08	Assessment/Outcome – 2008-09
a. **Programs changes/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.)** The OSA did not implement a plan in 2007-08. As a result, the OSA is unable to provide assessment in this area. Data collection has been initiated and will be utilized to prepare a plan for 2008-09.	
b. **Additional Programs to develop (consider enrollment trends, growth, student demands, wait times, comprehensiveness, etc.)** The OSA did not implement a plan in 2007-08. As a result, the OSA is unable to provide assessment in this area. Data collection has been initiated and will be utilized to prepare a plan for 2008-09. The OSA has already initiated events that serve night students and satellite campuses in an effort to meet the needs of night students.	

4. **To implement the planning described in question #3, discuss/identify the necessary resources requested to successfully implement:**

PLAN 2007-08	Assessment/Outcome – 2008-09
a. **Equipment/Technology - block grant funds, VTEA, other resources, etc.** The OSA did not implement a plan in 2007-08. As a result, the OSA is unable to provide assessment in this area. Data collection has been initiated and will be utilized to identify additional resources the OSA will require for 2008-09.	

b. Budget - budget development process, one-time funds, grants, etc. The OSA has added more activities/events and will need budget increases to continue with those new activities. The OSA is also looking at expanding partnerships in an effort to increase funding sources. This combined with other student service programs will provide a variety of services and activities for all students.	
c. Facilities - scheduled maintenance needs, additional space/offices due to growth, remodeling, etc. The OSA is currently working with Facilities to reconfigure SU-204 and SU-28 in order to make room for a new Student Diversity Center. Designating space for student union areas in all satellite centers (or possibly planned in the new centers), would assist facilitation of student services for students that do not attend classes on the main campus.	
d. Faculty position(s) - faculty priority process and projected full-time needs for 1-3 years above the Counselor formula N/A	
e. Staff position (s) - changes staffing needs due to program growth, new technology, etc. At this time, there is insufficient data to reflect upon additional staffing needs. (There is a projected need for a staff person to assist with night events and Friday/Saturday intramurals).	
f. Other	

5. Discuss one department/discipline goal linked to Palomar's Strategic Plan 2009 and how it will support the success of students.

The OSA will promote Associated Student Government (ASG) awareness and participation in an effort to boost ASG membership. Increased ASG membership will enhance student representation on shared governance committees and foster shared responsibility of learning outcomes, service area outcomes, and student success.

6. Student Learning Outcome progress:

    a.   **Describe a learning outcome (service area outcome) at the program level and the assessment method used to measure student learning of that outcome.**

    The OSA will increase the number of student activities provided and will demonstrate this increase by comparing previous years' events/activities.

    b.   **Describe a learning area outcome that is difficult to assess.**

    Student participation numbers in OSA activities and events. We can accurately assess the number of students that use their PIC card for free food services but there are many students that participate, but do not take advantage of the free items and services provided.

7. Describe a department accomplishment that you would like to share with the college community.

    The OSA is currently working with Facilities to reconfigure SU-204 (computer lab) and SU-28 (video game room) in order to make room for a new Student Diversity Center. The Diversity Center will be located in SU-204 and the computer lab will be relocated to SU-28 and SU-28A. It will be completed prior to the 2008-09 school year.

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

    As stated above, prior to this IRP, the OSA was not actively involved in data collection. The OSA has since identified data elements to be assessed and has initiated data collection. This will assist in the preparation of data assessment, collection, and evaluation for future departmental review and planning.

    Fiscal services can assist with total numbers of PIC cards purchased each year.

For programs with an external accreditation/program review, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.

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9. Other comments, recommendations

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Please identify faculty and staff who participated in the development of this plan:
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Name/signature   **Date**