

Palomar College – Program Review and Planning

Non-Instructional Programs

Academic Year 2016-17

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: International Education

11/03/2016

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

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

	2012-2013	2013-2014	2014-2015	<<Prelim>> 2015-2016	Definitions
Number of Application Processed	245	247	221	275	Total number of applications we processed each year
Number of Acceptance	137	148	150	165	Total number of students officially accepted
Number of New Admits	125	130	112	139	Total number of new students enrolled
Number of New Admits by Recruitment Effort	43	43	46	53	Total number of new students enrolled by recruitment effort (articulation agreement, recruiting agencies, etc.)
Assessment	96	98	105	119	Total number of students assessed.
Number of Orientation Held	4	4	4	3	Number of new student orientation held.
Annual Enrollment	443	495	475	524	Annual number of students
Number of Associate Degree awarded	39	30	32		
Certificate of Achievement awarded	33	29	37		
Number of students applied for OPT	5	6	11	14	
Number of Students who transferred	47	48	31	57	Number of students who have transferred to University or other college
Number of International Visitors	1	1	1	2	Number of institutions outside the US which visited Palomar College
Number of Full Time Staff	2	2	2	2	
Number of Part Time Staff	1	1	1	2	1 Adjunct counselor & 1 student employee

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

Each area in international admission, assessment, and completion shows increase in numbers. These figures indicate the program expansion over the past several years, with larger increase during the 2015-2016 academic year. Japan is the top country where students come from followed by China, Korea, and Vietnam. The number of students from these countries also continues to increase.

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

During the new international student orientation sessions, students take 2 tests, one before the session starts (pre-orientation test) and the other at the end of the session (post-orientation test). We assess student learning by comparing the average scores from both tests.

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

The assessment results showed a slightly higher average score for the post-orientation session. The average score for the pre-orientation quiz was 50, while that of the post-orientation quiz was 58. We expected higher average score for the post-orientation test, which may mean that students either do not pay attention to the context of the session or cannot process all the information given to them during the orientation sessions. We will add another assessment tool (homework assignment) for the future orientation tests.

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. Expansion of the International Student program by recruitment and retention efforts by budget and staff increase.

Recruiting efforts during the 2015/2016 year included our participation in US higher education fairs in the United Kingdom and South Korea, an annual school/agency visitation to Japan, and a visit to China to determine the feasibility of developing an MOU with a Chinese educational institute. To handle the increased workload in the office, we hired a short-term employee working 14 hours a week. Numbers of application documents submitted, acceptance and enrollment increased from 2014-2015 academic year.

II. B.

For the program extension, allocate additional funds to equip the office with the goal to increase the number of international students to 500; develop a process to start working with recruiting agencies; hire additional staff to provide additional services; request additional counseling hours to accommodate the academic needs of students.

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.	HP Deskjet 9000 Wide Format Color Printer 1,000		2.3	Students very often ignores posted announcement in the office. We also decorate the office for the students to learn American culture and adjustment purposes. Printed material in colors attracts students' attention easier.	1,000.00	One-time	no
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 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.							
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.	International Student Academic Planner		2.2	International students must meet F1 visa regulations to stay and study full-time. Although covered during the orientation sessions, many students forget about the seriousness of regulations, and there are several number of each semester who become out of status (become illegal). The International Student Academic Planner will include different kinds of regulations including visa, immigration regulations, criminal law, how to obtain a driver's license, and when to apply for a social security number. The planner also had information on American holidays and their history.	\$1,500.00		
d2.							
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 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.	One full time permanent position	1	4.1	International student program has been staffed by two full-time employees, one adjunct counselor, one student and one short-term employees who work up to 12 hours (each position) per week. The program has been short-staffed for the past several years. The current trend encouraging the program to grow cannot be met unless the program has adequate staff to meet a goal while maintaining the quality of services provided to both prospective and enrolled students.	\$93,000.00	Ongoing	Not yet.
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.							
f2.							
f3.							
f4.							
f5.							

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

None

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

In the middle of March, Jack Kahn, Jenny Ferrero, and Yasue O'Neill visited Hebei, China as requested by Charlie King from US-China Business Institute whose interest is in creating collaboration between Palomar College with Chinese colleges and high schools. We learned that one of the college we visited, Meicheng Teachers College MTC), desires to develop an articulation agreement with the ECE at Palomar College. Ben Mudgett, Articulation Officer along with Jenny Ferrero, chair of Child Development, has been reviewing MTC's curriculum for the past several months (2016 strategic plan object 3).

In July, Charlie King brought a group of elementally school children, their parents and teachers to Palomar campus and to have the group to perform Chinese songs and Beijing operas, which gave an excellent cultural learning opportunity for Palomar students, faculty, and staff.

Since Spring 2016, the IE staff have been working with Tracie Sayre (Business Analyst) to implement OnBase document storage and workflow capabilities. The team procured scanners and is developing the document types for initial document storage.

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.

n/a

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

One comment I have contributes to one of the college's values: Diversity in learning environments, philosophies, cultures, beliefs, and people, the college may consider reviving the study aboard program which helps students understand the host country's values, culture, language, governments and economy to better support to Palomar students as they transform themselves to global citizens.

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

Yasue O'Neill Name	Name	Name
Name	Name	Name

Department Chair/Designee Signature

Date

11/3/16

Division Dean Signature

Plan for Academic Year 2015-2016

11/3/16

Division Vice President Signature

a. /ge

Date

11/8/16

- Provide a hard copy to the Vice President Gonzales no later than November 3, 2016.
- Email an electronic copy to mlavigueur@palomar.edu by November 3, 2016.
- Email an electronic copy to rjohnson3@palomar.edu by November 3, 2016.