

ANNUAL PROGRAM REVIEW TEMPLATE for 2016-2017
Instructional Support and Other Units

Includes: Instructional Services Office, Division Dean's Offices, Occupational & Noncredit Administrative Office, Workforce and Community Development and Extended Education (Centers and Site Operations), KKSM, PCTV, Library, Telescope, Boehm Gallery, Academic Technology, Tutoring, Planetarium, Service Learning, Wellness Center, Women's Studies, STEM Center, Teaching & Learning Center, etc.

BASIC PROGRAM INFORMATION

Program Review and Planning is the means by which faculty, staff, and/or administrators complete a self-evaluation of an academic discipline, program, or service. The self-evaluation includes an analysis of both quantitative and qualitative data on how the academic discipline, program, or service is supporting the mission and strategic planning of Palomar College in meeting the educational and career interests of students.

Service Area: Mathematics Learning Center

Department Name: Mathematics

Division Name: MNHS

Please list all participants in this Program Review :

Name	Position
Fari Towfiq	Director, Mathematics Learning Center; Mathematics Faculty
Cindy Anfinson	Assistant Director, Mathematics Learning Center; Mathematics Faculty
Jay Wiestling	Mathematics Department Chair; Mathematics Faculty

Number of Full Time Staff: 2 (Classified positions) **Number of Part Time Staff:** 35

Please list the Classified positions (and their FTE) that support this discipline:

1. Tutoring Center Coordinator, FTE =40 hours, 11 months 2. Instructional Support Assistant II, FTE = 40 hours, 11 months
--

What additional hourly staff support this discipline and/or department:

26 hourly tutors and 9 student tutors, for a total of 35 tutors

What are your Service Area Outcomes (SAO)?

1. Students who use the Math Center during the semester will pass their mathematics class at a rate higher than the department pass rate. 2. 75% of mathematics faculty are pleased to very pleased with the services provided by the Math Center.

Summarize your Service Area Outcomes (SAO) results from last year and your implemented or planned follow-up:

The last assessment was for SAO 2 during Spring 2015. The results are that 90% of faculty who responded to the survey were pleased to very pleased with the services offered by the Math Center. As we met our goal we have no planned follow-up.

Summarize your planned Service Area Outcomes (SAO) assessment activities for the current academic year:

We will assess our first SAO during the upcoming year. We will submit a research request to IRP for the data that we need to complete the assessment.

ANNUAL PROGRAM REVIEW TEMPLATE for 2016-2017
Instructional Support and Other Units

Includes: Instructional Services Office, Division Dean's Offices, Occupational & Noncredit Administrative Office, Workforce and Community Development and Extended Education (Centers and Site Operations), KKSM, PCTV, Library, Telescope, Boehm Gallery, Academic Technology, Tutoring, Planetarium, Service Learning, Wellness Center, Women's Studies, STEM Center, Teaching & Learning Center, etc.

SECTION 2: PROGRAM GOALS

2A. Progress on Previous Year's Goals: Please list goals from the previous year's reviews and provide an update by checking the appropriate status box .

Goal	Completed	Ongoing	No Longer a Goal
The program goal for the Math Center is to increase the success and	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Strategy #1: Continue to advocate on behalf of the Math Center hav	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Strategy #2. To improve communication via email and announcem	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Strategy #3. To participate with other Math Department faculty on	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2B. New Goals: Please list all goals for this three-year planning cycle (including those continued from previous planning cycle):

GOAL #1	
Goal	The program goal for the Math Center is to increase the success and retention rate for students of diverse origins, experiences, needs, abilities, and goals who are both in the Math Center hybrid (self-taught) courses and mathematics courses in general
Strategies for implementation	Strategy #1: Continue to advocate on behalf of the Math Center having a consistent base of fund to provide tutoring. Strategy #3. To participate with other Math Department faculty on piloting a self-assessment for potential online/hybrid (self-taught) students. This self-assessment will help students determine if the online/hybrid (self-taught) method of instruction works for their learning style
Timeline for Implementation	Strategy #1 requires the College to fund the Math Center on a continuing basis. Strategy #3: As of fall 2016, we created a self-assessment (Hybrid Course Readiness Quiz) for potential hybrid students that was first used during the Spring 2017 Orientation for hybrid students. We are currently participating in the Math Department's MEOW (Math Education Online Workgroup) and one of the topics is assessing students for online readiness in math. The department is piloting eMathReady that may serve this purpose. These efforts are ongoing at this time.
Outcome(s) expected (qualitative/quantitative)	We expect to see an increase in the success and retention rates for all mathematics students.
GOAL #2	
Goal	To continue outreach to DI groups with information regarding the services and support offered in the Math Center; to support to DI groups once they are in the Math Center.

ANNUAL PROGRAM REVIEW TEMPLATE for 2016-2017
Instructional Support and Other Units

Includes: Instructional Services Office, Division Dean's Offices, Occupational & Noncredit Administrative Office, Workforce and Community Development and Extended Education (Centers and Site Operations), KKSM, PCTV, Library, Telescope, Boehm Gallery, Academic Technology, Tutoring, Planetarium, Service Learning, Wellness Center, Women's Studies, STEM Center, Teaching & Learning Center, etc.

Strategies for implementation	<ol style="list-style-type: none"> 1. We have met during Fall 2016 and Spring 2017 with the following groups on campus: EOPS, DRC, Veterans Office, General Counseling, and the Assessment Office. 2. We worked with Olga Diaz to send a mailer out to all students in the DI groups regarding the services offered in the Math Center. 3. We worked with Creative Services on new flyers with information regarding services available in the Math Center. Some of these flyers were specific to our DI groups, such as the flyer for Veterans. 4. The Director, Assistant Director, Classified Staff and some tutors (depending on availability) attended some of the following training: Military Ally, Cultural Intelligence Series, National Behavioral Intervention Team Association - NaBITA Workshops, and others. This is ongoing. 5. An extra day was added into the Tutor Training course for subject-specific Math/STEM techniques. Presenters include Math and STEM faculty, as well as DRC, to assist our tutors to be able to tutor our DI groups more effectively. 6. Fari Towfiq, Gina Sanders, and Karen Mifflin are developing an embedded tutor workshop, with support of others, to introduce best practices for using embedded tutoring. This workshop is for both faculty and embedded tutors.
Timeline for Implementation	Fall 2016 - Spring 2017 and ongoing.
Outcome(s) expected (qualitative/quantitative)	We expect to see an increase in the success and retention rates for our DI mathematics students.
GOAL #3	
Goal	To increase access of Camp Pendleton students to mathematics tutoring and equipment/technology that supports tutoring and mathematics instruction.
Strategies for implementation	<ol style="list-style-type: none"> 1. Both math faculty and math tutors have been scheduled to work at Camp Pendleton's Joint Educational Center. 2. We worked with our Division Dean and the Director of Student Success and Equity to provide textbooks, graphing calculators, calculators, and other student supplies. 3. Our Division Dean has funded two Eno Boards for use by tutors and students at Camp Pendleton's Joint Educational Center.
Timeline for Implementation	Fall 2016 - Spring 2017 and ongoing.
Outcome(s) expected (qualitative/quantitative)	We expect to see an increase in the success and retention rates for our Camp Pendleton mathematics students.

**Department Chair/
 Designee Signature:** _____

Date: 4/6/2017 _____

Division Dean Signature: _____

Date: _____

Vice President Signature: _____

Date: _____