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: Instructional Services

Department Name: Dean's office

Division Name: Career Technical and Extended Education

Please list all participants in this Program Review :

Name	Position
Margie Fritch	Dean
Melissa Adan	Division Assistant

Number of Full Time Staff: 2   **Number of Part Time Staff:** 0

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

division asst. 1.0
budget specialist 1.0

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

CTE transition and dual enrollment support

What are your Service Area Outcomes (SAO)?

develop AEBG program components
develop adult education and non-credit courses and programs
More and better CTE enrollments and metrics through Carl D. Perkins and Strong Workforce funding
Develop new Apprenticeship program in Intelligent Transportation

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

AEBG Consortium funded and program components being developed
New non-credit courses developed
Funded innovation and professional development for CTE programs
Submitted curriculum for new Apprenticeship program in Intelligent Transportation

Received Prop 39 funding for HVAC program
developing HVAC curriculum for approval
Purchasing HVAC equipment for lab
developed dual enrollment procedures and materials

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

Approval of HVAC curriculum
Approval of Intelligent Transportation curriculum
Hire Associate Dean for Workforce and Extended Education
Hire Director of Occupation & Non-Credit Programs
Increase FTES in apprenticeships, non-credit courses, Camp

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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
develop AEBG program and courses	○	◉	○
seek grant funds to develop pre-apprenticeship program	◉	○	○
facilitate development of a Culinary Program	○	○	◉
Develop an HVAC program	○	◉	○
Identify dual enrollment course offerings in CTE	○	◉	○

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

GOAL #1	
Goal	Develop pre-apprenticeship program with grant funds
Strategies for implementation	utilize current programs and develop basic skills curriculum for apprenticeship programs
Timeline for Implementation	2 years
Outcome(s) expected (qualitative/quantitative)	enrollment in new program
GOAL #2	
Goal	Develop AEBG programs and courses
Strategies for implementation	Work with consortium members to determine courses
Timeline for Implementation	1 year
Outcome(s) expected (qualitative/quantitative)	Increased enrollment in adult education including non-credit courses
GOAL #3	
Goal	Identify dual enrollment CTE courses for high schools
Strategies for implementation	Work with high school partners and CTE faculty
Timeline for Implementation	1 year
Outcome(s) expected (qualitative/quantitative)	Increased high school enrollment in college CTE courses

**Department Chair/
Designee Signature:** _____ **Date:** _____

Division Dean Signature: _____ **Date:** _____

Vice President Signature: _____ **Date:** _____