

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: Escondido Center

Department Name: Escondido Center

Division Name: CTEE

Please list all participants in this Program Review :

Name	Position
Tom Medel	Manager
Nicole Puccio	Senior Education Center Coordinator
Pam Dratler	Education Center Coordinator

Number of Full Time Staff: 3 **Number of Part Time Staff:** 0

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

Senior Education Center Coordinator, Education Center Coordinator. 2.0 FTE's

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

One Short Term Hourly. Serves on call.

What are your Service Area Outcomes (SAO)?

1) Increase the center FTE's, 2) Ensure that each classroom has district standard technology, 3) Assess Facility upgrades.

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

1)Over the past year and a half, we have developed a working group that has focused on strategically offering classes at the Escondido Center. We looked at class times and days, IGETC requirements, and developing a schedule that meets the needs of our students. Based on the early results, we have increased our FTE's by 200. The most since 2009. We will continue to meet and ensure that there is a proper schedule rotation with classes that have strong enrollments. 2) Last year we completed our AV lectern project. Our goal was to have the district standard technology in each classroom. We completed this project last year. 3)We have undertaken several facility projects at the Escondido Center. We have remodeled three classrooms, a science lab, and our new health service center. These remodels have enhanced the student learning process. Our health service remodel will allow them to serve more students and staff.

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

We will continue to work with academic departments on class scheduling. Our goal next year is to add more public safety classes and diversify our science offerings. We will also explore offerings in the HVAC area. We want to solidify our pipeline with local high schools. Whether it's outreach or dual enrollment we want to create a conduit from the local high schools to the Escondido Center. We will work with our facilities department to create a green friendly facility. This summer we will create solar panels in one of our parking lots. the project will come complete with electric charging stations.

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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
Increase Enrollments at Escondido Center	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
District Standard AV Lecterns	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Escondido Center Emergency Operations Plan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Modernized ESC 401, 700, 701, and 706	<input checked="" type="radio"/>	<input 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	Develop HVAC Program
Strategies for implementation	We will work with our Trades and Industry Department to develop an HVAC program at the Escondido Center. Facility upgrades will need to be made. This will entail remodeling two classrooms. Based on industry needs this will be a great program. Curriculum is being developed and we are working with the lead instructor on classroom issues.
Timeline for Implementation	Fall 2018
Outcome(s) expected (qualitative/quantitative)	Offer a full array of classes for students to obtain a certificate or degree.
GOAL #2	
Goal	Continue to look at ways to increase enrollment/FTE's
Strategies for implementation	Over the next year we plan to assess our enrollment management plan. The points of interest to us will be increasing enrollments and if the matriculation matrix we created is working. We also plan to work with our counselors to market the matriculation plan. Students will be able to complete degree requirements without the worry of time/class conflicts.
Timeline for Implementation	Spring 2018 for completion
Outcome(s) expected (qualitative/quantitative)	Increase our FTE's by 100.
GOAL #3	
Goal	Work with Public Safety Programs to offer more classes.
Strategies for implementation	We will look at creating an academy where students can take a variety of classes. It will give interested students a chance to take classes in EME, FT, and AJ. We are working with our AJ program to increase class offerings. The goal is to create a public safety hub at the Escondido Center.
Timeline for Implementation	Spring 2018
Outcome(s) expected (qualitative/quantitative)	Offering a variety AJ, FT, and EME classes to all our students.

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**Department Chair/
Designee Signature:** _____

Date: _____

Division Dean Signature: _____

Date: _____

Vice President Signature: _____

Date: _____