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: Social and Behavioral Sciences

Department Name: Social and Behavioral Sciences

Division Name: Social and Behavioral Sciences

Please list all participants in this Program Review :

Name	Position
Jack S. Kahn	Dean
Dolores Silva	Division Secretary

Number of Full Time Staff: 1   **Number of Part Time Staff:** 0

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

Division Secretary

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

0

What are your Service Area Outcomes (SAO)?

Last year we began discussions of setting SAO's for the dean's offices. We discussed differentiating between different issues we could measure (communication, support, action on projects etc.) and even looked into some measurement ideas. This project did not progress, we believe due to all of the changes on campus and the effects of the SERP. We are very much in favor of identifying outcomes and measuring and tracking them and will look to further direction to do so. We did not make progress on this this year and believe this should be handled at the institutional level and standardized across the division offices. We did have a few division goals: (a) Improve quarterly form & process (b) Improve schedule planning (c) Create a shared drive to help with work flow

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

(a) We improved this process and implemented quarterly meetings as well. This has resulted in significantly less requests for funding at the end of the year. (b & c) We created a shared drive for information as well as a shared planning document to help with scheduling which has helped tremendously.

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

See above

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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
Improvements to the website	○	◉	○
ADA workgroup established (quarterly)	◉	○	○
	○	○	○
	○	○	○
	○	○	○

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

GOAL #1	
Goal	(1) Work with the VP to help institutionalize a standardized method for SAOS for the Instructional Divisions
Strategies for implementation	Meet with the VP in the fall to work on a plan
Timeline for Implementation	Winter, 2018
Outcome(s) expected (qualitative/quantitative)	Plan and assessment method
GOAL #2	
Goal	(2) Improve scheduling process by giving schedulers access and making data more available
Strategies for implementation	Discuss at Division meeting in September 2017
Timeline for Implementation	December 2017
Outcome(s) expected (qualitative/quantitative)	Improved access and stronger schedule for following year
GOAL #3	
Goal	Refresher trainings for ADA's
Strategies for implementation	Work with VPs office- establish monthly ADA trainings
Timeline for Implementation	December 2017
Outcome(s) expected (qualitative/quantitative)	Cohesion & organization

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

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

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