

ANNUAL PROGRAM REVIEW AND PLANNING: 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.



PART 1: 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:	
Division Name:	Career Technical & Extended Education

Please list all participants in this Program Review:

Name	Position
Margie Fritch	Dean
Nichol Roe	Associate Dean
Suzanne Sebring	Director

Number of Full Time Staff	3 administrators, 1 AEBG counselor	Number of Part Time Staff	0
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Please list the Classified positions (and their FTE) that support this discipline:

Division Assistant 1.0 FTEF
 Senior Grants Specialist 1.0 FTEF
 (vacant) CAST approved position out for hire 1.0 FTEF
 Administrative Specialist II 1.0 FTEF

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

AEBG Job Developer .65 FTEF
 AEBG CTE Specialist .65 FTEF
 3 hourly support staff at 1.0 FTEF total for all three

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PART 2: PROGRAM REFLECTION

Describe your proudest moments or achievements related to student success and outcomes.

The program PRPs highlight this area since the division office doesn't directly instruct students.

What areas or activities are you working on this year to improve your program/service area? Please respond to new data as well as feedback from last year's program review.

Expanding the welding program
Designing and building an HVAC lab and program
Remodeling the Water/Wastewater lab
Streamlining the grant application process for Strong Workforce and Perkins funding
Developing the contract and fee-based education program

Have there been any unanticipated factors that have affected the progress of your previous plan?

N/A

What are your Service Area Outcomes (SAO)?

AEBG program development
Non-credit course development in collaboration with discipline faculty
More and Better CTE enrollments and metrics
Contract and fee-based training program development
Instructional support to all departments and programs in the division

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

Hired Director of Occupational and Non Credit programs that is responsible for the AEBG consortium outcomes and the development of non credit courses.
Allocation of Strong Workforce funding to increase CTE enrollment and metrics.
Hired Associate Dean for Workforce Development and Extended Studies who has responsibility for Apprenticeship programs and contract and fee-based training.
Hired a new faculty for Work Experience, Fire Technology/Academy.
Hired a Director to manage the Police Academy.
Hired a Coordinator to help manage the instructional portion of the Police Academy.

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

Coordinate the construction projects for Welding expansion, HVAC lab, and Water/Wastewater remodeled lab.
Support the new administrators in their work.
Support the Department Chairs in their work.

PART 3: PROGRAM GOALS

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1. Progress on Previous Year's Goals: Please list discipline goals from the previous year's reviews and provide an update by placing an "X" the appropriate status box .

Goal	Completed	Ongoing	No longer a goal
Develop pre-apprenticeship program with grant funds	X		
Develop AEBG programs and courses		X	
Identify dual enrollment CTE courses for high schools		X	

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

Goal #1	
Goal	Finalize the design of the Welding Expansion project.
Strategies for implementation	Work with faculty and architects to finalize design.
Timeline for implementation	Complete design by spring 2018 and begin construction January 2019
Outcome(s) expected (qualitative/quantitative)	48 instructional welding booths and new storage building for 4 large pieces of equipment.
Goal #2	
Goal	Finalize the design of the HVAC lab at Escondido Campus
Strategies for implementation	Work with faculty and architects to finalize design.
Timeline for implementation	Complete design by spring 2018 and begin construction January 2019
Outcome(s) expected (qualitative/quantitative)	New HVAC lab for program start in fall 2019
Goal #3	
Goal	Remodel the Water/Wastewater lab
Strategies for implementation	Work with PT faculty, department chair, and architects to finalize design.
Timeline for implementation	Completed by January 2019
Outcome(s) expected (qualitative/quantitative)	New lab for program

PART 4: FEEDBACK AND FOLLOW-UP

This section is for confirming completing and providing feedback.

Confirmation of Completion by Department Chair

Department Chair	N/A
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Date	
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***Please email your Dean to inform them that the PRP has been completed and is ready for their review**

Reviewed by Dean	
Reviewer(s)	Margie Fritch
Date	November 27, 2017
1. Strengths and successes of the discipline as evidenced by the data and analysis:	
Division is very complex and requires key talent to manage. The hiring of an Associate Dean and Director will be key to the success of the division in supporting the programmatic areas and services of the division.	
2. Areas of Concern, if any:	
Division is very complex with external factors that can impact the division/programs.	
3. Recommendations for improvement:	
Create a new division for Workforce Development and Non Credit.	

***Please email your VP to inform them that the PRP has been completed and is ready for their review**

Reviewed by: Vice President	
Reviewer(s)	Jack S. Kahn, Ph.D.
Date	1/14/18
1. Strengths and successes of the discipline as evidenced by the data and analysis:	
<ol style="list-style-type: none"> 1. Great goals consistent with overall plan of the college 2. SAO ideas are great- they aren't yet expressed as measurable outcomes- it's a great list of accomplishments etc. Though some do fit. we will discuss this as a team! 3. Well written, easy to follow and a great summary of the dedication of this division- well done 	
2. Areas of Concern, if any:	
3. Recommendations for improvement:	