

# 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.*



## Program Review & Planning (PRP)

### 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:	
Department Name:	Division Office
Division Name:	Languages & Literature

Please list all participants in this Program Review:

Name	Position
Anna Hilton	Division Assistant
Shayla Sivert	Dean, Languages & Literature

Number of Full Time Staff	2	Number of Part Time Staff	
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Please list the Classified positions (and their FTE) that support this discipline:

Division Assistant

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

0

### PART 2: PROGRAM REFLECTION

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

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Our division office has been involved in a number of projects directly related to student success and safety, including::

- Emergency Team Preparation & Drills (Building Emergency Plan Team)
  - Held successful earthquake, fire, and lockdown drills
- Dual Enrollment (with Glyn Bongolan); scheduling at Escondido, Ramona, and Fallbrook (with Tom Medel, Ryan Williams, and Nicole Puccio);
- New Faculty Orientation and Palomar's Nuts & Bolts (with Kelly Falcone);
- Online Tutoring (with Erin Feld, Najib Manea, Richard Loucks, and Jenny Akins — and welcoming Katy Farrell);
- Multiple Measures (with English, Reading, ESL, and Math, IRP, and IS)
- Taking on the tasks as needed (scheduling, budgeting, etc.) left by vacancies in World Languages (now filled) & Reading (Anna Hilton)
- Summer Bridge, FYE, and Learning Communities (Debra Avila, Gabe Sanchez, Lori Waite, Rosalinda Tovar, Anna Hilton and the TLC staff & SB faculty and staff)
- BSI Partnership with Grossmont College -- Palomar, CSUSM, and SM high schools to collaborate on alignment of curriculum, addressing obstacles faced by our students, etc.

**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.**

- We will continue to schedule evacuation drills to keep us practiced in the event of a true emergency
- All of the above until resolved
- Joint partnership work among Palomar, CSUSM, and SMUSD, especially as it involves basic skills
- We have added a suggestion box outside of our front door in the hopes of encouraging feedback from all and purchased a secure mailbox in the hallway outside our back door so that people feel comfortable leaving confidential documents
- Assisting our departments and disciplines with developing their academic and support pathways

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

We hit a couple of bumps this past year due to new and ongoing vacancies (WL (now filled) and Reading ADA). We also struggled to help our ADAs close out the fiscal year this past year due to the sudden cancellation of CAL Cards and the decrease in limits, at a time when it was too late to handle end-of-year purchases through Purchasing.

**What are your Service Area Outcomes (SAO)?**

SAO

#1 Provide support for our faculty as they manage the requirements of AB 705.

#2 Provide support for our faculty as they develop their academic and support pathways.

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

Last year's: Create an emergency plan for the Humanities Building

Completed. We have a plan in place. Training and identification of our building's team will be ongoing.

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

SAO #1 & 2

Schedule and develop retreat opportunities for our area's disciplines so that the faculty and staff can meet with each other and those in related areas to discuss and develop new curriculum and to discuss scheduling concerns.

## PART 3: PROGRAM GOALS

**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
Ensure that our building emergency team list is up to date		x	

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

Goal #1	
<b>Goal</b>	Schedule two fire drills (one in the day, one for the evening) and debrief
<b>Strategies for implementation</b>	Arrange for trainings in CPR, fire extinguisher, and EvacuChair
<b>Timeline for implementation</b>	Spring 18 -- Fall 18
<b>Outcome(s) expected (qualitative/quantitative)</b>	Successful evacuation of the building followed by debriefing to troubleshoot problematic areas
Goal #2	
<b>Goal</b>	Schedule and develop retreat opportunity for AB 705 discussion & related curriculum development
<b>Strategies for implementation</b>	Establish retreat agenda with English, ESL, and Reading chairs
<b>Timeline for implementation</b>	Spring 2018
<b>Outcome(s) expected (qualitative/quantitative)</b>	Completion of retreat; development of curriculum and discussion of scheduling concerns

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Goal #3	
Goal	Schedule and develop retreat opportunity for academic and support pathways
Strategies for implementation	Establish retreat agenda with division chairs; contact counseling for participation and guidance
Timeline for implementation	Spring 2018
Outcome(s) expected (qualitative/quantitative)	Completion of academic and support pathways

## PART 4: FEEDBACK AND FOLLOW-UP

This section is for confirming completing and providing feedback.

### Confirmation of Completion by Division Dean

Department Chair	Shayla Sivert
Date	12/15/17

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

### Reviewed by Dean

Reviewer(s)	
Date	
<b>1. Strengths and successes of the discipline as evidenced by the data and analysis:</b>	
<b>2. Areas of Concern, if any:</b>	
<b>3. Recommendations for improvement:</b>	

**\*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	1/12/2018
<b>1. Strengths and successes of the discipline as evidenced by the data and analysis:</b>	
1. Very appreciative of all the projects L&L has contributed to	

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2. We need to learn from your evacuation drills!
3. Does the suggestion box work?
4. SAOs are good ideas! but not outcomes- we will discuss!
5. Goals make good sense
6. Thank you both for your hard work

### 2. Areas of Concern, if any:

### 3. Recommendations for improvement: