

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:	Mathematics and the Natural and Health Sciences Division (MNHS)
Department Name:	MNHS Division
Division Name:	MNHS Division

Please list all participants in this Program Review:

Name	Position
Kathryn Kailikole	Dean
Debra McBrayer	Division Administrative Assistant

Number of Full Time Staff	2 + 18 = 20	Number of Part Time Staff	
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Please list the Classified positions (and their FTE) that support this discipline:

Division Administrative Assistant: Debra McBrayer, 100%
 Title V/STEM(1) Project Supervisor: Mireya Gutierrez-Aguero, 100%
 Biology Academic Department Assistant: Karen Buehler, 100%
 Biology Lab Assistant IV: Steve King, 100%
 Biology Lab Assistant IV: Margarita Vega, 100%
 Biology Lab Assistant IV: Diep Vu, 100%
 Chemistry Academic Department Assistant: Abigail Corona, 90%
 Chemistry Lab Assistant IV: Corazon Cordova, 100%
 Chemistry Lab Assistant IV: Margarita Vega, 100%
 Computer Science/Information Technology Academic Department Assistant: Julie Thurston-Donaghy, 100%
 Computer Science/Information Systems Administrator: Aaron Hudson, 100%
 Dental Assisting Academic Department Assistant: Michelle Tucker, 100%

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Earth, Space, & Environmental Sciences Academic Department Assistant: Brenda Morris, 100%
Earth, Space, & Environmental Sciences ESES Lab Assistant IV: Anthony "Tony" Kopec, 50%
Mathematics Academic Department Assistant: Kelli Miller, 100%
Math Center, Tutoring Center Coordinator: Yuan Lin "Annie" Lee, 100%
Math Center, Instructional Support Assistant II: Jacques Coulombe, 100%
Nursing Education Academic Department Assistant: Vacant, 100%
Nursing Career Tech Program Specialist: Gail Rodrigues, 100%
Physics/Engineering Academic Department Assistant: Abigail Corona 10% (Split w/Chemistry)
Physics/Engineering Lab Assistant IV: Anthony "Tony" Kopec, 50% (Split w/ESES)

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

Federal Work Study Student Workers, and Student and Short Term hourly employees

PART 2: PROGRAM REFLECTION

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

Remodeled the STEM Center, several classrooms, the Conference Room and the NS-147 foyer for student success in learning. Created smart classrooms with model technology. Received the State of California Awards for Innovation in Higher Education \$2 million award. Planned and executed successfully the first annual STEM Conference for middle school boys and girls providing hands-on Science, Technology, Engineering, and Mathematics activities. Started summer academies and STEM Institutes.

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.

Open the North and South Centers. Complete hiring process to full positions. Revamping Curriculum in Nursing and Physics/Engineering. Creating a Makerspace on campus.

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

The high number of people who retired or resigned and the speed of hiring replacements has resulted in _____

What are your Service Area Outcomes (SAO)?

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

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

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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

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

Goal #1	
Goal	
Strategies for implementation	
Timeline for implementation	
Outcome(s) expected (qualitative/quantitative)	
Goal #2	
Goal	
Strategies for implementation	

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Timeline for implementation	
Outcome(s) expected (qualitative/quantitative)	
Goal #3	
Goal	
Strategies for implementation	
Timeline for implementation	
Outcome(s) expected (qualitative/quantitative)	

PART 4: FEEDBACK AND FOLLOW-UP

This section is for confirming completing and providing feedback.

Confirmation of Completion by Department Chair

Department Chair	
Date	

***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	March 13, 2018

1. Strengths and successes of the discipline as evidenced by the data and analysis:

Several accomplishments, particularly the STEM center and other grants received to promote student success

2. Areas of Concern, if any:

3. Recommendations for improvement:

***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
Date	12/28/2017

1. Strengths and successes of the discipline as evidenced by the data and analysis:

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Strong review, good use of data and overall analysis.

2. Areas of Concern, if any:

Need to work on goals, SAOS of the division

3. Recommendations for improvement: