

**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.

<b>Service Area:</b>	Performing Arts Complex
<b>Department Name:</b>	Performing Arts
<b>Division Name:</b>	Arts, Media, Business Administration

**Please list all participants in this Program Review:**

Name	Position
Justin Smiley	Manager, Performing Arts Production
Heather Murry Mowry	Patron Service Coordinator
Tony Cucuzzella	Technical Direction Specialist
Tom Daily	Music Instructional Support Assistant
Lorrena Harvey	Technical Theatre Coordinator
Kimberly Loya	Administrative Department Assistant

<b>Number of Full Time Staff</b>	6	<b>Number of Part Time Staff</b>	
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**Please list the Classified positions (and their FTE) that support this discipline:**

The six listed above.

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

Student and temporary workers are used heavily to assist with performances.

## PART 2: PROGRAM REFLECTION

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

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Transferring 15 students Spring of 2017 to four-year colleges and conservatories.

**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.**

1. Working on bringing gear and technology up to the Entertainment Industry standards to enrich and aid in supporting our students learning.
2. Fundraising for scholarships to reach a broader student body that is interested in the arts.
3. In music we are working on the serviceability and accessibility of our musical gear and instruments.

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

The temporary loss of Production Manager Justin Smiley.

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

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

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

**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

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<b>Strategies for implementation</b>	
<b>Timeline for implementation</b>	
<b>Outcome(s) expected (qualitative/quantitative)</b>	
<b>Goal #2</b>	
<b>Goal</b>	
<b>Strategies for implementation</b>	
<b>Timeline for implementation</b>	
<b>Outcome(s) expected (qualitative/quantitative)</b>	
<b>Goal #3</b>	
<b>Goal</b>	
<b>Strategies for implementation</b>	
<b>Timeline for implementation</b>	
<b>Outcome(s) expected (qualitative/quantitative)</b>	

<b>PART 4: FEEDBACK AND FOLLOW-UP</b>
This section is for confirming completing and providing feedback.

<b>Confirmation of Completion by Department Chair</b>	
<b>Department Chair</b>	
<b>Date</b>	

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

<b>Reviewed by Dean</b>	
<b>Reviewer(s)</b>	Norma Miyamoto
<b>Date</b>	Nov. 27, 2017

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

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

This PRP is not complete; however, I'm not sure that one is necessary. The Performing Arts Complex consists of buildings where learning occurs. If you decide to complete this, you might focus on the Complex as an income-generating operation.

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**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, Ph.D.

**Date** 1/11/2018

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

1. Areas and activities certainly make sense.

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

**3. Recommendations for improvement:**

1. There are no goals- this isn't completed. We could do a PRP here.
2. Let's talk about SAOs in the near future.