

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:	STEM Center
Department Name:	
Division Name:	Mathematics Natural and Health Sciences

Please list all participants in this Program Review:

Name	Position
Mireya Gutierrez-Aguero	STEM Center Supervisor

Number of Full Time Staff	1	Number of Part Time Staff	25
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Please list the Classified positions (and their FTE) that support this discipline:

STEM Center Supervisor, FTE - 40 hours, 12 months
 STEM Center Coordinator (vacant), FTE - 40 hours, 11 months

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

STEM Counselor, 6.75 hours per week
 CSUSM STEM Recruiter & Career Advisor, 16 hours per week
 4 temporary Peer Led Study Leaders
 Total of 12 tutors: 10 temporary tutors and 2 student tutors
 2 temporary STEM Ambassadors
 5 temporary Front Desk staff

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PART 2: PROGRAM REFLECTION

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

- 1) Even though the STEM Center is short-staffed, the STEM Center is successfully organized by temporary employees and the STEM Center supervisor.
- 2) The STEM Center staff inspire students of diverse backgrounds to persist in achieving their academic goals in the STEM disciplines specifically in courses such as physics, engineering, chemistry, earth science, biology and computer science.
- 3) In less than two months, the STEM Center staff collaborated with other campus personnel to successfully organize the 2017 STEM Conference which targeted Middle School (6th-8th) students (boys and girls) and their parents. There were about 300 students, parents and educators who participated.
- 4) The STEM Center staff supported the STEM Cohort Academies in the 2017 summer.
- 5) The majority of the tutors and Peer Led Study Leaders participated in the CRLA Training offered by the Math Center.

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.

This year the STEM Center supervisor will work with the staff on the following goals:

1. Ensure the majority of the tutors and Peer Led Study Leaders participate in the CRLA Tutor Training.
2. Provide the STEM Speakers Series in the Spring 2018.
3. Offer another successful 2018 STEM Conference.
4. The staff will continue to support the STEM Cohort Academies, Summer/Winter Institute and Winter Research Camp.
5. The staff will continue to support the needs of students in the STEM Center.

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

This is the first PRP we are completing.

1. In December 2016, we lost the STEM Center Coordinator, and we are aware the position is not going to be filled any time soon. Currently, the STEM Center Supervisor is overseeing the STEM Center, Tutoring, Peer Led Study, STEM Conference, STEM Ambassador Program, fulfilling clerical duties, and supporting the STEM Cohort Academies, Winter Institute and Winter Research Camp. The STEM Center and the various programs are not sustainable with two full-time employees much less one full-time staff member. In order for the STEM Center to provide quality services to all students including those who are temporary employees, we need additional full-time staff that provide the time commitment and dedication necessary to ensure we provide programs and services in a timely fashion.
2. Currently, the hourly staff that support the STEM Center programs are funded by various grants such as the Title V grant, San Diego Foundation, STEP and Innovation. The various services and programs will continue to exist as long as grant funds are available. However, it would be advantageous if tutoring and Peer Led Study are funded by the general fund to ensure these programs are readily accessible to students even when grant funds are no longer available.
3. Professional Development training must be provided to staff about harassment and student privacy.

What are your Service Area Outcomes (SAO)?

1. Students who use the STEM Center tutoring during the semester will pass their STEM courses at a higher rate than those that do not use tutoring.
2. Students who participate in Peer Led Study will perform 5-30% higher than those who do not participate in PLS.

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

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We intend to assess SAO #2 and determine how to better collect tutoring data in the PAT System.

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

We will assess our first SAO during the upcoming year. We will submit a research request to IRP for the data that we need to collect in order to complete assessment.

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	The STEM Center goal is to increase the academic success and retention rates for students of diverse backgrounds.
Strategies for implementation	<ol style="list-style-type: none"> Tutors and Peer Led Study Leaders will participate in CRLA Tutor Training for staff. STEM Center tutors participated in the STEM Academies which includes both the Summer/Winter.
Timeline for implementation	This year and on-going.
Outcome(s) expected (qualitative/quantitative)	Increase in success, retention and persistence for all STEM students. This will also have a positive impact on enrollment.
Goal #2	
Goal	The STEM Center staff will continue to outreach to disproportionately impacted (DI) groups with information regarding the services and supported offered in the STEM Center.
Strategies for implementation	Will collaborate with EOP&S and TRIO personnel to identify potential students.
Timeline for implementation	This year and on-going.
Outcome(s) expected (qualitative/quantitative)	Increase success and retention for DI groups in STEM Courses.
Goal #3	

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Goal	To hire full-time personnel for the STEM Center Coordinator, and hire additional personnel to support the newly funded grants.
Strategies for implementation	Advocate for STEM Center support needs on committees. Potentially, collaborate with CSUSM UARSC to temporarily fill much needed positions.
Timeline for implementation	We hope very soon.
Outcome(s) expected (qualitative/quantitative)	Improved success, retention and persistence for PC STEM students.

PART 4: FEEDBACK AND FOLLOW-UP

This section is for confirming completing and providing feedback.

Confirmation of Completion by Department Chair

Department Chair	Mireya Gutierrez-Aguero
Date	11/13

***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:

Mireya has done an amazing job with very little resources.

2. Areas of Concern, if any:

Support for the STEM center

3. Recommendations for improvement:

Hire appropriate staffing levels.

***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	1/17/2018

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

1. Definitely things to be proud of!
2. Can you please contact me about the STEM conference- I have an invite I want to share from Vista---they want to collaborate with us- cant wait to learn more about this.

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3. Excellent description of challenges- we need to sit and make a timeline for these things
4. Goals are excellent and fit the narrative above- also great use of data all throughout the report
5. Well written and summarized. This gives a good picture of what the STEM center does for the institution and the challenges we face. Appreciated!

2. Areas of Concern, if any:

1. SAOs need work - this is an issue at the college overall.
2. Let's get together and create a timeline for some of these issues- I want to see them move forward.

3. Recommendations for improvement: