PALOMAR COLLEGE® Learning for Success

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:	Social and Behavioral Sciences
Department Name:	Social and Behavioral Sciences
Division Name:	Social and Behavioral Sciences

Please list all participants in this Program Review:

Name	Position
Justin Smiley	Acting Dean

Number of Full Time Staff	2	**Number of Part Time Staff**	0

Please list the Classified positions (and their FTE) that support this discipline:
Division Administrative Assistant (vacant), 100%

What additional hourly staff support this discipline and/or department:
none

PART 2: PROGRAM REFLECTION

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

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.

The Social and Behavioral Sciences office is working diligently to support the academic departments and instructional support units under this division. We are reconnecting with the community and educational partners to meet their demands and increase enrollment.

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

In April 2017, Jack Kahn, the previous dean of this division was promoted to Assistant Superintendent/Vice President for Instruction. In October, Justin Smiley was appointed as Acting Dean in the division until a permanent Dean is hired. In November, 2017, Dolores Silva, the Division Administrative Assistant retired.

What are your Service Area Outcomes (SAO)?

The previous Division PRP alludes to the setting of the SAOs and measures for Division offices to be homogenized at the Institutional level. It is unclear if this is still a goal for the SAOs.

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

(a) Improve quarterly form & process. The form has been used regularly and frequency has been increased to monthly at the behest of the College President. We would like to focus this form more on the planning of expenses, rather than simple reporting. The form in its current state is working well and remains a useful tool for financial management.

(b) Improve Schedule Planning. The schedule planning process has changed considerably, beginning with the Summer 2018 schedule. As this new process is refined, we are looking to include better communication with faculty and providing more opportunities for collaboration, while meeting the District's FTEF allowance and FTES goals.

(c) Create a shared drive to help with workflow. This share drive is not being heavily utilized due to the changeover in staffing in the division office. Google Drive is being used more and more and this might be a more user-friendly means of sharing information and collaboration.

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

(a) In the current fiscal climate, the Division office will continue to work on ways to monitor and track expenses while not creating an onerous burden for the academic departments and instructional support units.

(b) The schedule planning team will work to improve efficiency while remaining committed to current programs.

(c) More processes and workflows will move to the cloud to facilitate communication.

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
Work with the VP to help institutionalize a standardized method for SAOS		XX	

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.

for the Instructional Divisions			
Improve scheduling process by giving schedulers access and making data more available		XX	
Refresher trainings for ADA's		XX	

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

Goal #1	
Goal	Work with faculty to reconnect with the community and educational partners.
Strategies for implementation	Find opportunities for our academic departments to meet educational needs of the community and transfer universities and business and industry
Timeline for implementation	Fall 2017 and ongoing
Outcome(s) expected (qualitative/quantitative)	Increased student enrollment, meeting the needs of businesses and the community, limit course cancellations
Goal #2	
Goal	Improve internal processes to streamline workflows and improve communication.
Strategies for implementation	Utilize various online tools including Google Docs for collaborative projects. Hold regular meetings and trainings.
Timeline for implementation	Spring 2018
Outcome(s) expected (qualitative/quantitative)	Reduced workload of administrative staff, shorter document turnaround times.
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.

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Confirmation of Completion by Department Chair	
Department Chair	n/a
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)	n/a
Date	

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

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, Ph.D.
Date	1/29/18

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

Fantastic overview of the SBS division office and overall division. Great analysis and description of overall trends and concerns.

2. Areas of Concern, if any:

3. Recommendations for improvement: