



# Program Review and Planning

## OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR INSTRUCTIONAL PROGRAMS

Program Review is about documenting the plans you have for improving student success in your program and sharing that information with the community. Through the review of and reflection on key program elements, program review and planning identifies program strengths as well as strategies necessary to improve the academic discipline, program, or service to support student success. With our new Guided Pathways plan, this review becomes even more crucial for the success of our students and college.

[We are using the Strengths, Opportunities, Aspirations, Results \(SOAR\) strategic planning technique to help us focus on our current strengths and opportunities, create a vision of future aspirations, and consider the results of this approach.](#)

### BASIC PROGRAM INFORMATION

**Academic Year**  
2018-2019

**Are you completing a comprehensive or annual PRP?**  
Annual

**Department Name**  
Counseling

**Discipline Name**  
Student Services

**Department Chair Name**  
Counseling

**Division Name**  
Student Services

**Website address for your discipline**  
<https://www2.palomar.edu/pages/counseling/>

#### **Discipline Mission statement**

The Palomar College Counseling Department's purpose is to support and encourage students to reach their potential and achieve their academic, career, and personal goals. Students receive comprehensive and effective academic, personal, and career counseling services including developing education plans and delivering follow-up services to students. Our courses prepare students to learn to apply a variety of active learning strategies to their personal goals, academic study, critical and creative thinking, and career exploration and development while acquiring technical, personal, career, and academic knowledge and skills to successfully complete courses.

[\(click here for information on how to create a mission statement\)](#)

**Does your discipline have at least one degree or certificate associated with it?**  
No

**Are any of your programs vocational (CTE/CE)?**  
No

**Please list the names and positions of everyone who helped to complete this document.**  
Patrick OBrien - Department Chair/Counseling

Izabel Solis - Counseling Supervisor

**Full-time faculty (FTEF)**

2.8

**Part-time faculty (FTEF)**

4.2

**Classified & other staff positions that support this discipline**

**Additional hourly staff that support this discipline and/or department**

## PROGRAM INFORMATION

## PROGRAM OUTCOMES

Begin this section by reviewing the Program Review reports for courses and programs in TracDat. All active course and program outcomes should be systematically assessed over a 3-year cycle.

- **Program** = Leads to a degree or certificate
- **Discipline** = A group of courses within a discipline

\*Programs will be able to complete program completion and outcome questions.

Depending on the degree or transfer goals of our students, they have the choice of three different GE pathways:

- [Associate Degree GE Requirements](#)
- [CSU GE Requirements](#)
- [IGETC Requirements](#)

Palomar College has identified a set of General Education/Institutional Learning Outcomes, which represent the overall set of abilities and qualities a student graduating from Palomar should possess. [Click here for a link to Palomar's GE/ILOs.](#)

The Chancellor's Office Vision for Success stresses the importance of reducing equity gaps through faster improvements of underrepresented groups.

ACCJC also requires that colleges establish institutional and program level standards in the area of success rates. These standards represent the lowest success rate deemed acceptable by the College. In other words, if you were to notice a drop below the rate, you would seek further information to examine why the drop occurred and strategies to address the rate.

[Click on this link to review the course success rates \(A, B, C, or Credit\) for your discipline.](#)

In this section we will identify a course success rate standards and a stretch goal (what you would like to move toward) for programs.

Course Success Rates by gender, age, ethnicity, special population, location, and modality (You can access the Student Equity Plan on the SSEC website <https://www2.palomar.edu/pages/ssec/> )

## **COURSE INFORMATION**

### **COURSE SUCCESS AND RETENTION**

**What is your program's standard for Discipline COURSE Success Rate?**

70.0 %

**Why did you choose this standard?**

The College's institutional standard for course success rate is 70%.

**What is your Stretch goal for COURSE success rates?**

72.0 %

**How did you decide upon the goal?**

## **COURSE OUTCOMES**

**How have you improved course-level assessment methods since the last PRP?**

**Summarize the major findings of your course outcomes assessments.**

## **CAREER AND LABOR MARKET DATA**

The Chancellor's Office Vision for Success stresses the importance of increasing the percent of exiting students who report being employed in their field of study. It is important for us to consider how **all** of our programs connect to future careers.

Go to this website <https://www.onetonline.org/> and enter your discipline in the bubble on the top right for ideas about potential occupations. Click on an example to see more detail.

**What kinds of careers are available for people who complete your programs (and/or transfer)? (Refer to link above) Are there any new or emerging careers and if so how would the new or emerging careers impact your future planning?**

n/a

**What are the associated knowledge, skills, abilities (KSA's) needed for the occupations listed above? (click examples in the link above to get ideas)**

n/a

**How does your program help students build these KSA's?**

n/a

**Have you incorporated work based learning (work experience, internships, and/or service learning) into your program?**

No

**Do you want more information about or need assistance integrating work-based learning into your program?**

No

How do you engage with the community to keep them apprised of opportunities in your program?  
n/a

## Program Goals

In the previous sections, you identified opportunities for improvement. Using these opportunities, develop 3-year [SMART goals](#) for your department. Goals should be Specific, Measurable, Attainable, Relevant, Time-Specific. Ensure your goals align with the mission of your department and/or [the College's strategic plan](#).

Please list all discipline goals for this three-year planning cycle. [Click here for previous PRPs and goal information](#).

## Goals

### Goal 1

#### Brief Description

Is this a new or existing goal?

How will you complete this goal?

Outcome(s) expected (qualitative/quantitative)

How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?

Expected Goal Completion Date

## STAFFING AND RESOURCE NEEDS

### Instructions

1. Refer to [Strategic Plan](#).
2. See [Data](#).
3. See career info (In PRP)

Are you requesting additional full-time faculty?  
Yes

Are you requesting additional Staff, CAST or AA?  
Yes

In the last ten years, what is the net change in number of FT Faculty in the department? (FT faculty loss vs. gain)

% of FTEF for on-going reassigned time (department chair, program director, coordinator, etc.)

2016-2017 % FTEF (on-going  
reassigned time)

2017-2018 % FTEF (on-going  
reassigned time)

2018-2019 % FTEF (on-going  
reassigned time)

% of FTEF for temporary reassigned time (grant activity, sabbaticals, leaves, other reasons)

2016-2017 % FTEF (temporary  
reassigned time)

2017-2018 % FTEF (temporary  
reassigned time)

2018-2019 % FTEF (temporary  
reassigned time)

*NOTE: If you are requesting full-time faculty, you must go back to the Labor Market section of the form to complete that section. It is required when requesting additional faculty positions.*

## REQUEST FOR ADDITIONAL FULL-TIME FACULTY

### Faculty Request 1

Title of Full-Time Faculty position you are requesting

How will this faculty position help meet district (Guided Pathways, Strategic Enrollment Management etc.), department and/or discipline goals?

Is there a scarcity of qualified Part-Time Faculty (for example: Specialized degree/experience, emerging/rapidly changing technology, high demand)

Are you requesting this position for accreditation, regulatory, legislative, health and safety requirements? Please explain.

Please summarize the discipline productivity, efficiency, and any regional career education needs for this discipline.

In the last ten years, what is the net change in number of Staff in the department? (loss vs. gain)

## REQUEST FOR ADDITIONAL STAFF, CAST, AA

### Staff, CAST, AA request 1

Title of Staff position you are requesting

How will this Staff position help meet district (Guided Pathways, Strategic Enrollment Management etc.), department and/or discipline goals?

**Is there a scarcity of qualified Part-Time Staff (for example: Specialized degree/experience, emerging/rapidly changing technology, high demand)**

**Are you requesting this position for accreditation, regulatory, legislative, health and safety requirements? Please explain.**