

Program Review & Planning (PRP)

ANNUAL UPDATE

Part 1: General Information

Program Review is a self-study of your unit. For non-instructional program review, the definition of what is a unit varies based upon your division. A unit may be a department (e.g., Information Services, Institutional Research and Planning, Financial Aid), a program (e.g., EOPS, TRIO), or a division (Human Resource Services). The Vice Presidents for each division have identified/defined the units that will complete the review cycle.

Regardless of whether your unit is a program, department, or division, program review is about documenting the plans you have for improving Institutional Effectiveness in your area and sharing that information with the college community. Through the review of and reflection on key elements, program review and planning identifies program strengths as well as strategies necessary to improve the operation of your area.

The Annual Update is designed to help you track progress on your three-year plan. It allows for updates to your plan based on:

- 1) updates to Service Area Outcomes assessment cycle or unit data;
- 2) new events, legislation, or processes that affect your unit's ability to meet your mission; and
- 3) a review of progress on your three-year plan's goals.

Date:	10/21/19
Unit Name:	Arts Media Lab
Department Name:	Art
Division Name:	Arts, Media and Business Administration
Name of person responsible for the Program/Unit:	Karen Warner
Website address for your unit:	https://www2.palomar.edu/pages/artsmedialab/ (not yet published)

Please list all participants in this Program Review:

Name	Position
Keri McNamara	Instructional Support Assistant II
Karen Warner	Instructional Support Assistant II

SECTION 1: Staffing Updates and Services Updates**Staffing**

Using the table below, describe any changes you have experienced in staff in the past year.

<u>Full-time Staff</u>		<u>Part-time Staff</u>	
Total Number of Full-time Staff	1	Total Number of Permanent Part-time Staff	1
Number of Classified Staff	2	FTE of Part-time Staff (2X19 hr/wk = .95)	.40
Number of CAST Staff		FTEF of Part-time Faculty	
Number of Administrators			
Number of Full-time Faculty			

Describe additional temporary hourly or contract staff support this unit and/or department? (Include FWS/District Student Worker/Veteran Student Worker)

Program/Unit Description

Has the services your unit performs changed in any way over the past year?

No

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PART 2: PROGRAM/UNIT ASSESSMENT

SECTION 1: Service Area Outcomes Update

GOT SERVICE AREA OUTCOMES?

Outcomes are statements written in support of student learning to show direct support (instruction) or indirect support (services) provided on campus. Assessment is the way we measure how well we are achieving our outcomes.

For non-instructional areas, outcomes are called Service Area Outcomes (SAO).

So what is an SAO?

A Service Area Outcome (SAO) is a statement about what a client will experience, receive, or know as a result of a given service. Clients can be students, faculty, staff, or community members.

As part of our three year planning and review cycles, all non-instructional units are asked to:

- identify at least two SAOs,
- develop a plan and assess their SAOs,
- reflect on the results,
- and take action, as necessary.

Palomar has adopted TracDat as our official repository for SLO and SAO Assessment information.

Review and/or define your SAOs and assessment plans and ensure they are entered in TracDat by:

- 1) Login to Nuventive Improve (TracDat): <https://www2.palomar.edu/pages/sloresources/2015/08/10/tracdat/>. Your Palomar username and password will get you in.
- 2) Update or add your SAOs and assessment plans.

NEED HELP?

TracDat:

- 1) If you need help with anything TracDat related such as login, unit identification, entering SAO info, contact Marti Snyder at msnyder2@palomar.edu.
- 2) Check out this video on how to enter SAOs in TracDat: <https://youtu.be/b1sRa68wm4c>

Defining and Assessing SAOs:

Not sure if your SAOs make the grade? Need some help writing an SAO? Not sure about how to assess your SAOs?

1. [Hartnell's SAO Guide](#) is a nice resource! Thank you Hartnell!
2. Contact Michelle Barton at mbarton@palomar.edu. We have a resource support team to help.
3. The SAO template at the end of this document is a useful template for defining an SAO and assessment plan. It is modeled off what we enter in TracDat.

Are all of your unit's SAOs and assessment plans entered in TracDat?	YES x	NO
If NO, describe why and identify a data by which they will be entered.		

If you have completed any SAO assessments over the past year, summarize what you learned from the assessment and what improvements you have implemented or plan to implement as a result of your SAO assessments. If you have not completed SAO assessment's document why (e.g., SAO was assess last year).
1) It seems that the addition of the music stations and marketing efforts has had a positive effect on attendance
2)
3)
4)

SECTION 2: Other Assessment Data

Review the Quantitative and Qualitative Data from your comprehensive review. If there are updates please describe them below.
Based upon the tallies of our sign in sheets the AML attendance has increased. The increase is at the same time the music stations became functional and we did some outreach to the music dept to inform students about the space and its offerings

SECTION 3: Achievements and Other Relevant Information

Describe your program's achievements or this past year. Where possible, describe how these achievements are related to our students and their success!
<p>The Arts Media Lab has created 2 Midi keyboard stations with related software to readily serve the needs of students in the Music Department providing additional lab hours for music students to work on assignments and use computer equipment. We created and hung flyers around the music area and art area advertising the space</p> <p>The AML is an important casual space for Art Department students and faculty to meet, complete assignments, and explore areas of interest. This has been evident this past year when classes visit to use computers for occasional projects requiring a software component. Adjunct instructors hold office hours and meet with students individually or in groups. Full time and part time faculty make use of our movie and book collections and students utilize our tools like T squares and cutting boards to complete assignments. AML staff have been able to assist instructors and students by being aware of new computer processes and communicating them when needed. If a need arises in the Art Department students and staff often come to the AML to receive assistance first.</p> <p>Our Arts Media Lab Blog is in the process of being converted to Wordpress thus meeting accessibility guidelines</p>

and will house links to relevant Art, Palomar College, and Community information. Once complete this will update and expand our previous blog and provide resources for students outside of the physical space of the AML. By including links to services offered at Palomar College we hope to act as a bridge to direct students to resources they need

Describe provide an update on recent changes in legislation, policies, procedures, processes, and/or technology (software and hardware) that have impacted or will impact your program/unit? What effect will these changes have on your program/unit?

The staff of the AML have familiarized ourselves with Title IX reporting procedures and have familiarized ourselves with counseling services and other programs offered to students. We are looking into other policies we should have an understanding of

In addition to (or in response to) the changes listed above, what board policies, procedures, and processes need to be updated, created, or deleted?

n/a

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PART 3: Progress on Goals

Review the goals listed on your comprehensive review and summarize progress you have made on the strategies for implementation. If the unit has experience barriers for impel in implementing the goals, describe those challenge

Goal #1

Goal from Comprehensive Review	Provide additional space for students to work in area vacated by slide collection		
Goal Status (insert an "X" in box most closely aligned with the status of this goal).	Not Started	In Progress X	Completed
Describe Progress	The AML has also repurposed a space for students to work where slide cabinets used to be. This is a popular spot in the AML and students can often be seen working on 2/D projects here...although more weeding/cleaning needs to be done to further improve the area. Some art making tools have been acquired and are available for students to use.		
Describe Barriers to implementation			
Describe Outcomes (if any)			

Goal #2

Goal from Comprehensive Review	Addition of color printing capabilities and scanner		
Goal Status (insert an "X" in box most closely aligned with the status of this goal).	Not Started	In Progress	Completed
Describe Progress	We had acquired a color printer from elsewhere on campus however it malfunctioned and could not be repaired.		
Describe Barriers to implementation	We would require funding to purchase a printer and scanner or find another used one from campus		
Describe Outcomes (if any)			

Goal #3

Goal from Comprehensive Review			
Goal Status (insert an "X" in box most closely aligned with the status of this goal).	Not Started	In Progress	Completed
Describe Progress			
Describe Barriers to implementation			
Describe Outcomes (if any)			

Goal #4

Goal from Comprehensive Review			
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Goal Status (insert an “X” in box most closely aligned with the status of this goal).	Not Started	In Progress	Completed
Describe Progress			
Describe Barriers to implementation			
Describe Outcomes (if any)			

The Strategic Plan 2022 includes the College's Vision for Success (VfS) outcomes. Review the VfS goals and reflect on how your unit supports these outcomes. Identify one strategy your unit will implement to help the college meet these outcomes. Click here access [Strategic Plan 2022](#).

We provide a learning space where students can work and engage with faculty and one another. It provides opportunities for students and faculty to connect outside the classroom and in a broader spectrum. The AML will be sure to have Art Pathways and career information/connections information available for students through promotional material created by the Art Department and communications and highlights on our wordpress space

Describe any changes to your goals or three year plan as a result of this annual update.

The color printer goal is on hold since there was no used printer we can use

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PART 4: RESOURCES**

Reflect upon the three year plan you created as part of your comprehensive review, your annual update, your current operations, and any upcoming factors (retirements, changes in legislation, and changes in policies or procedures). How will you allocate resources to implement your plan? Describe additional resources needed to improve the effectiveness of your unit/program. All resource requests must be aligned with the College's Strategic Plan. Click here to access the [Strategic Plan 2022](#).

SECTION 1: Reallocation or Reassignment of Resources

Summarize any reallocation/re-organization of resources you are making based upon your three-year plan or your annual update, your current operations, and any upcoming factors in legislation. Describe the impact of the reallocation of resources to your unit.

SECTION 2: Need for Additional Resources

STAFFING

If you are requesting STAFF, please fully complete this section. If not, you can skip to the next resource section.

Title	Three Year Plan Goal	Strategic Plan 2022 Goal/Obj.	New / Vacant / Modified / Temporary	Describe Need:
1)				
2)				
3)				

TECHNOLOGY

If you are requesting TECHNOLOGY, please fully complete this section. If not, skip to the next resource section.

Resource	Unit's Three Year Plan Goal	Strategic Plan 2022 Goal/ Obj.	Cost (\$\$\$)	Describe need and identify if the technology need will require: 1) extra wireless access, 2) integration with existing technology (hardware and software such as PeopleSoft), and/or 3) operational maintenance and support.	For each item, assign a PRIORITY number (1 = most important, 2= next important, and so on) across <u>ALL</u> of your Technology, Equipment, or Other Resource Requests.
1) Color printer					
2)					
3)					

EQUIPMENT (Other than technology)

If you are requesting EQUIPMENT, please fully complete this section. If not, skip to the next section.

Resource	Three Year Plan Goal	Strategic Plan 2022 Goal/ Obj.	Cost (\$\$\$)	Describe need:	For each item, assign a PRIORITY number (1 = most important, 2= next important, and so on) across <u>ALL</u> of your Technology, Equipment, or Other Resource Requests
1)					
2)					
3)					

OTHER RESOURCES

If you are requesting OTHER RESOURCES not described above, please fully complete this section. If not, CHEERS!!! You are DONE!!!

Resource	Three Year Plan Goal	Strategic Plan 2022 Goal/ Obj.	Cost (\$\$\$)	Describe need:	For each item, assign a PRIORITY number (1 = most important, 2= next important, and so on) across <u>ALL</u> of your Technology, Equipment, or Other Resource Requests

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1)					
2)					
3)					

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PART 5: FEEDBACK AND FOLLOW-UP

Once your Program/Unit PRP is completed, your division or planning council should review and discuss based on your Vice President's planning process. This area is intended for summary feedback and recommendations from the divisional review.

Confirmation of Review by Division / Planning Council

Person/Group/Council Who Reviewed PRP

Date

Feedback

1. Progress on Goals.

2. Areas of Concern, if any:

3. Assistance/Guidance for addressing barriers for goal completion.

SERVICE AREA OUTCOMES TEMPLATE

Date Identified or Last Reviewed	Description of SAO (What is your SAO?)	Assessment Method (How will/do you measure or assess it?)	Criterion (How will/do you know if you met the outcome?)	Date of Assessment	Date of Next Assessment
1)					
2)					
3)					
4)					