



Program Review and Planning 2019-2020

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
2019-2020

Are you completing a comprehensive or annual PRP?
Annual

Department Name
Workforce, Community & Continuing Education

Discipline Name
Community Education (formerly Workforce and Community Development)

Department Chair Name
Jason Jarvinen

Division Name
Career, Technical and Extended Education

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

Discipline Mission statement

Palomar College's Community Education office serves the diverse and changing needs of our community by cooperating with, and complementing, other offerings and programs of Palomar College. The Community Education office links the community to the college by providing short-term, not-for-credit classes, workshops, career-training programs and events designed for professional development and/or personal enrichment.

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

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.
Acting Associate Dean Suzanne Sebring

Full-time faculty (FTEF)

Part-time faculty (FTEF)

Classified & other staff positions that support this discipline

1 Administrative Coordinator (CAST) position assigned to Workforce, Community and Continuing Education department.

- Workforce Development programs include Apprenticeship, Pre-apprenticeship, Cooperative Education, Service Learning and Job Placement programs)
- Community Education and Contract Education (formerly known as Workforce and Community Development programs)
- Continuing Education programs include Adult Education/WIOA, Noncredit, Transitions, CTE Transitions

Additional hourly staff that support this discipline and/or department

1 Short-term hourly (technically assigned to apprenticeship programs but helps as needed with Community Education)

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?

0.0%

Why did you choose this standard?

Not applicable.

What is your Stretch goal for COURSE success rates?

0.0%

How did you decide upon the goal?

Not applicable.

COURSE OUTCOMES

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

Not applicable.

Summarize the major findings of your course outcomes assessments.

Not applicable. While evaluations are completed and submitted to the Community Education office at the completion of a course, there is room for improvement to evaluate and analyze results. There is currently no database in which the results are inputted, so something could be developed that would capture the data electronically. As Community Education continues to grow, tracking individual evaluations on paper will become unsustainable.

Overall, participants are very happy with the workshops they have participated in.

This section is intentionally blank for annual PRPs. Please click "Next" to continue.

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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

Establish new "classification" to allow hiring of FT faculty to participate in Community Education.

Is this a new or existing goal?

New
Existing

Goal Status

Completed
Ongoing

How will you complete this goal?

We continue to work with Human Resources on best practices for hiring Community Education instructors. We do not yet have an approved way to fund current faculty at rates other than their approved instructional rates, which can be very challenging in a self-sustaining funding model. Most programs at other Community Colleges hire instructors as temporary employees of the district, or as independent contractors or on a cost-sharing basis. While we have done some of that here at Palomar over the last 18 months, we value working closely with our current faculty to develop Community Education courses.

Now there is an item in the contract that allows faculty to teach community education and receive 35% of the revenue for the offering. We will continue to monitor the effectiveness/efficiency of this model.

Outcome(s) expected (qualitative/quantitative)**How does this goal align with your department mission statement, the college strategic plan, and /or Guided Pathways?**

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Expected Goal Completion Date

12/31/2019

Goal 2**Brief Description**

Establish annual marketing plan for Community Education.

Is this a new or existing goal?

New

How will you complete this goal?

Staffing is one of the largest hurdles for Community Education. Community Education would like to hire a consultant to create an annual marketing strategy that would be sustainable for a staff of this size.

Outcome(s) expected (qualitative/quantitative)

Annual marketing strategy/plan created.

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

The Community Education department has done quite a bit of work to increase the number and variety of class offerings. We still struggle, however, in mass marketing our offerings in a way that secures enough enrollment to run many of the Community Education courses. We are unable to serve the community, if they do not know these offerings exist.

Expected Goal Completion Date

6/30/2020

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?

No

Are you requesting additional Staff, CAST or AA?

No

RESOURCE REQUESTS AND BUDGET ALLOCATION REVIEW

Budget Analysis: This section should be completed by department chairs by the end of September.

Are there areas in your budget where there has been a historical surplus (See three year trend)?

No

Are there processes that need to be examined to ensure we are being the most efficient with funding?

No

Are there ongoing needs in your department budget that you currently do not have the resources for?

No

Do you have non-general fund sources of funding?

No

One Time Needs

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the web page.)

Please check with your department chair on the availability for this cycle.

Do you have one-time funding requests?

No

Review

Chair Review

Chair Comments

Chair Name

Chair Sign Date

Dean Review

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

We now have a pricing model to apply to new requests for training.

Areas of Concern, if any:

Lack of administrative staff to run the program. Associate Dean and Director are spread too thin as it is.

Recommendations for improvement:

Create a separate Department for Community Education that is self-supporting.

Dean Name

Margie Fritch

Dean Sign Date

11/12/2019

IPC Review

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

Areas of Concern, if any:

Recommendations for improvement:

IPC Reviewer(s)

IPC Review Date

Vice President Review

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

Brief but good information here. Good goals.

Areas of Concern, if any:

Recommendations for improvement:

Vice President Name

Jack S. Kahn Ph.D.

Vice President Sign Date

1/17/2020