PALOMAR COLLEGE® Learning for Success

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:	11/7/2019
Unit Name:	MSE Division Office
Department Name:	MSE Division Office
Division Name:	Mathematics, Science and Engineering
Name of person responsible for the Program/Unit:	Acting Dean, Nichol Roe
Website address for your unit:	https://www2.palomar.edu/pages/mse/

Please list all participants in this Program Review:

Name	Position
Nichol Roe	Acting Dean
Debra McBrayer	Division Administrative Assistant

SECTION 1: Staffing Updates and Services Updates

Staffing

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

Full-time Staff		Part-time Staff	
Total Number of Full-time Staff	111	Total Number of Permanent Part-time Staff	0
Number of Classified Staff	21	FTE of Part-time Staff (2X19 hr/wk = .95)	0
Number of CAST Staff	1	FTEF of Part-time Faculty	
Number of Administrators	1		
Number of Full-time Faculty	88		

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

Program/Unit Description

Has the services your unit performs changed in any way over the past year?
We have increased our STEM outreach through our Title V funding and have increased our student activities to include Women in STEM, STEM core, and increased student traffic in the STEM Center.

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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 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)
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.
Not applicable

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!
The MSE division, with support funds through the Title V STEM grant successfully launched the first cohort of the STEM Core. This program includes the Accelerated Math curriculum, which brings students up to calculus level Math within two semesters and combines it with computer science courses and introduction to engineering. The MSE division has expanded STEM outreach for the STEM Center and other activities to include our very popular Women in STEM student group.

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?
AB 705 has had a major impact in MSE. The Math department implemented new curriculum and launched Fall 2019 in which most remedial courses were removed from the catalog. New support courses were added to create learning communities and provide additional math support to students needing the additional help. This also has a significant impact on the Math Learning Center, who are providing embedded tutors to instructors who want it. Additionally, the discontinuation of math placement through assessment has impacted courses because students are self-placing.

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

None that I am aware of.

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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	Establish technologist program and move one student cohort through.		
Goal Status (insert an "X" in box most closely aligned with the status of this goal).	**Not Started**	**In Progress** **X**	**Completed**
Describe Progress	New FT faculty member was hired in Engineering discipline and is currently attending curriculum institutes. Also applied for a New and Innovative Apprenticeship grant, however it was not funded.		
Describe Barriers to implementation	Only 1 FT faculty who is new and still learning the curriculum development process. Lab equipment and space. Also need to hire student support specialist through Title V STEM grant. The position authorization for a PT specialist has been submitted to HR and awaiting clearance to move forward.		
Describe Outcomes (if any)	Plan to input curriculum by Fall 2020 for Fall 2021 launch		
Goal #2			
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 #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			
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](#).
The work in the MSE division aligns with the mission to create an engaging teaching and learning environment. With increased attendance in the STEM Center, more students have access to tutors and support services to ensure their success in STEM programs. The increased outreach and student communities, like Women in STEM, have created a culture of student engagement that really cultivates an appreciation for learning.

Describe any changes to your goals or three year plan as a result of this annual update.
The engineering technologist program is planned to launch Fall 2021, rather than 2019 as stated previously. While we currently offer classes that offer the technologist skills, the certificate program has not yet gone thorugh the curriculum approval process and as such, will not be ready for a true launch until Fall 2021.

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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.

A long term goal is to align the STEM Center and Math Learning Center to better utilizes staffing resources, as well as Faculty and tutors. The barrier at the moment is the physical location of the centers, but we believe we can still work to streamline some of our processes.

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)Student Support Specialist	1	VFS 1, 2, 3 and 5	New PT staff	This position will be funded through the Title V STEM grant and needed to support students move through the STEM Core and technologist programs.	
2)					
3)					
TECHNLOGY					
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 ($$$)**	**Describe need and identify if the technology need will require: 1) extra wireless access, 2) integration with existing technology (hardware and software such as PeopleSoft), and/or 3) operational maintenance and support.**	**For each item, assign a PRIORITY number (1 = most important, 2= next important, and so on) across ALL of your Technology, Equipment, or Other Resource Requests.**
1)					
2)					
3)					
EQUIPMENT (Other than technology)					
If you are requesting EQUIPMENT, please fully complete this section. If not, skip to the next section.					
Resource	**Three Year Plan Goal**	**Strategic Plan 2022 Goal/ Obj.**	**Cost ($$$)**	**Describe need:**	**For each item, assign a PRIORITY number (1 = most important, 2= next important, and so on) across ALL 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 ALL of your Technology, Equipment,**

					or Other Resource Requests
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)					