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:	11/1/2019
Unit Name:	
Department Name:	STEM Center
Division Name:	Mathematics, Science and Engineering
Name of person responsible for the Program/Unit:	Mireya Gutierrez-Aguero
Website address for your unit:	https://www2.palomar.edu/pages/stem/

Please list all participants in this Program Review:

Name	Position
Mireya Gutierrez-Aguero	STEM Center Supervisor
Amber DeFreitas	STEM Center Coordinator
Kate Crocker	STEM Outreach Specialist

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		**Total Number of Permanent Part-time Staff**	0
Number of Classified Staff	3 (2 Grant Funded & 1 General Fund)	**FTE of Part-time Staff (2X19 hr/wk = .95)**	
Number of CAST Staff	1 (General Fund)	**FTEF of Part-time Faculty**	
Number of Administrators			
Number of Full-time Faculty	0		

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

Summer 2019 – We had a total of 17 student staff support the STEM Center programs and services.
- We had five (5) tutors supporting the STEM Center.
- We had three (3) SI Leaders supporting three (3) courses.
- One (1) Learning Assistant (LA) supported one course.
- We had two (2) Federal Work Study students support the STEM Center front desk.
- Four (4) STEM Ambassadors supported the STEM Outreach efforts.
- One (1) Embedded Tutor supported the Robotics Summer Institute.
- One (1) Embedded Tutor supported the Biology Summer Institute.

Fall 2019 – We have 25
- We have ten (10) tutors supporting the STEM Center.
- We had eight (8) SI Leaders supporting eight (8) courses.
- We have two (2) staff supporting the STEM Workshops.
- One (1) Learning Assistant (LA) supported one course.
- We have two (2) Federal Work Study students supporting the STEM Center front desk.
- We have two (2) students supporting the STEM Center front desk.
- Two (2) STEM Ambassadors supported the STEM Outreach efforts (pending hiring process).

Program/Unit Description

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

As the STEM Center Supervisor, I ensure the following programs, services and events are both implement and successful.
1. STEM Center opened Monday – Thursday 8 – 6 pm & Friday 9 – 2 pm.
2. Tutoring Component
3. Supplemental Instruction (SI) Program
4. Lab Assistants (LA's) Program
5. CSUSM STEM Academic Advising

6. STEM Counseling Component
7. Monthly STEM Newsletter
8. Annual STEM Conference (offered in the spring semester since 2017)
9. STEM Workshops
10. STEM Ambassador Program
11. Advertising & STEM Promotional material
12. Biology Summer Institute (since 2017)
13. Robotics Summer Institute (since 2017)
14. STEM Center Retreat (Summer 2019)
15. Rising STEM Scholar Program
16. ESL STEM Information Session
17. Umoja & Puente Information Session (NEW)

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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	NO X

If NO, describe why and identify a data by which they will be entered. As the STEM Center Supervisor, I was not aware or informed that I needed to enter SAO and assessment plan information into TractDat.

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) Students who use the STEM Center services will have a higher rate of retention, transfer and graduation in their STEM courses.
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.
Our goal is to reconfigure the data collection with the PAT 2.0 system. We hope to make changes over the winter break.

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!
Since April 2019, we hired two new full-time staff to support the STEM Center programs and services. We now have Amber DeFreitas, STEM Center Coordinator and Kate Crocker, STEM Outreach Specialist.

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?
With the inception of AB705, we are hiring additional tutors and Supplemental Instruction Leaders to support the STEM Gateway courses. In addition, we are planning to offer a Faculty Awareness training on Supplemental Instruction, offered by the University of Missouri-Kansas City.

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

While we recognize that the hiring process has been streamlined, it would be great if student employees could be hired within a couple of weeks of initial paperwork.

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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	The STEM Center goal is to increase the academic success and retention rates for students of diverse backgrounds.		
Goal Status (insert an "X" in box most closely aligned with the status of this goal).	**Not Started**	**In Progress** **On-going**	**Completed**
Describe Progress	We continue to provide academic support programs such as tutoring and Supplemental Instruction (SI) in the STEM Center. Amber DeFreitas, STEM Center Coordinator, is implementing and ensuring the STEM Center follows the UMKC model of Supplemental Instruction (SI) Program. Student staff are participating in CRLA Training and STEM Center Training. Permanent staff will be attending the SI Regional Training in November at Mt. San Jacinto College.		
Describe Barriers to implementation	Securing tutors and SI Leaders who have adequate availability. Tutoring and SI are funded by the Title V Grant, and it's unfortunate we do not have a secure funding source for these student academic support programs. The hiring freeze has just been implemented, and we are not sure how this will impact our programs and services.		
Describe Outcomes (if any)	At this point, we do not have any data to support progress for this goal. However, we did complete a STEM Center Assessment Survey in the Spring 2019 which we plan to update and distribute in the fall 2019. In the spring 2019, we had a total of 10, 012 visits of which 959 were unique visits.		

Goal #2

Goal from Comprehensive Review	The STEM Center staff will continue to conduct outreach to our communities focused on Hispanic Low Income groups with information regarding the support services offered in the MSE Division.		
Goal Status (insert an "X" in box most closely aligned with the status of this goal).	**Not Started**	**In Progress** **On-going**	**Completed**
Describe Progress	Over the summer, Kate Crocker, STEM Outreach Specialist, worked on a Plan of Action to ensure the various STEM Outreach programs and services are outlined with goals, objectives, learning outcomes and timelines. Kate is revitalizing the STEM Ambassador Program and she is preparing for the annual STEM CON in April 2020.		
Describe Barriers to implementation	The hiring freeze has just been implemented, and we are not sure how this will impact our STEM Ambassador Program and the STEM		

	Conference efforts.
Describe Outcomes (if any)	We submitted hiring paperwork for two STEM Ambassadors, and we are not sure the paperwork will be processed. On Friday, November 1, we were informed of the hiring freeze which included student staff, and we are not sure how this will impact the STEM Outreach efforts.

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](#).

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

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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) Instructional Support Assistant II		This position aligns with the completion, transfer, workforce and equity goals.	new	This position would directly impact the goals of increasing the academic success and retention rates of students of diverse backgrounds.
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)Apple tablets to track tutoring and SI attendance	Our goal is for these tablets to collect accurate data for STEM Center and services usage.	This goal aligns with the equity, transfer and completion goal to determine who the center is serving.	$3 K	According to IS, they are recommending Apple tablets. Yes, we will need wireless access, but not sure if we need extra. We need these tablets to be compatible with the PAT 2.0 system.	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)					

ANNUAL UPDATE
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)					