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## 2020-2021 ANNUAL REVIEW

### OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR NON- INSTRUCTIONAL PROGRAMS

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. With that in mind, please answer the following questions.

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.

### BASIC UNIT INFORMATION

**Program/Unit Name**

Arts Media Lab

**Department Name**

Art

**Division Name**

Arts, Media, and Business Administration

**Name of Person responsible for the Program/Unit**

Keri McNamara

### Website address(es) for your program(s)/unit(s)

#### Webpage URL 1

**Unit webpage**<https://www2.palomar.edu/pages/artsmedialab/>

#### Webpage URL 2

**Unit webpage**<https://www2.palomar.edu/art>

## Please list all participants and their respective titles in this Program Review

Participant	Title
Keri McNamara	Instructional Support Assistant II

## STAFFING AND SERVICE UPDATES

### Staffing

Use the link provided to help answer the staffing questions below.

Link: [Permanent Employees Staff Count](#)

This form requires a login and password to access. Please use your Palomar email and password to log in.

#### Full-Time Staff

**Total Number of Full-time Staff**

1.00

**Number of Classified Staff**

1.00

**Number of CAST Staff**

0.00

**Number of Administrators**

0.00

**Number of Full-time Faculty**

0.00

#### Part-Time Staff

**Total Number of Permanent Part-time Staff**

1.00

**FTE of Part-time Staff (2x19 hr/wk=.95)**

0.40

**FTEF of Part-time Faculty**

0.00

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

**Have you experienced any changes in staff this past year? If so, please describe how the changes have impacted your operations.**

Yes. We experienced a retirement Sept. 30 2020. The retiree (Karen Warner) was the full time employee of the Arts Media Lab and was responsible for overseeing the lab during the day when it was open. Due to Covid 19 the lab is currently closed, however were it to be open there would not be a person to manage it during the day

## Program/Unit Description

**Have the services your unit performs change in any way over the past year?**

The Arts Media Lab has been updating the main Art department website and taking more of a role in helping market department classes and events

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## PROGRAM/UNIT ASSESSMENT

# 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 Nuventive Improve (previously named 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 Nuventive Improve by:

1) Login to Nuventive Improve (previously TracDat) <https://www2.palomar.edu/pages/sloresources/2015/08/10/tracdat/>. Your Palomar username and password is your login.

2) Check your SAOs for **currency** and **sunset** any SAOs if you no longer plan to assess them.

3) Revise or edit your current SAOs by revising their wording and/or updating the assessment and assessment results.

### NEED HELP?

#### Nuventive Improve:

- 1) If you need help with anything Nuventive Improve related such as login, unit identification, entering SAO info, contact Marti Snyder at [msnyder2@palomar.edu](mailto:msnyder2@palomar.edu).
- 2) Check out this video on how to enter SAOs in Nuventive Improve: <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](mailto:mbarton@palomar.edu). We have a resource support team to help.

A template for entering SAOs can be found on the [IR&Ps Non-instructional Program Review and Planning website](#)

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)					

Are all of your unit's SAOs and assessment plans **UPDATED** and **ENTERED** in Nuventive Improve?  
Yes

## SAOs Summaries / Reflection

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 assessments, document why (e.g., SAO was assessed last year).

### SAOs

#### SAO 1

##### SAO Title

Faculty and students will utilize the Arts Media Lab (AML) and indicate they are satisfied with the resources provided and agree the AML enhances the student experience and student engagement

##### Assessment Status

Assessed

##### SAO Summary and Reflection

Students and staff show satisfaction with the AML physical space, staffed hours of access, online presence, and resources curated to support teaching and learning. Students and faculty feel welcome in the AML and verbally indicate they feel the space provides useful supplemental materials. I have been told repeatedly by students that they rely on the space, feel comfortable, and are satisfied that a staff member is available to help them when needed. Many students and adjunct faculty are regular users of the AML. The attendance records of the AML do indicate that students and faculty use the facility and it is an asset to the department. The hours of use fluctuate throughout the day, with the majority of visits during the daytime hours. Students visit the AML in the evening as well, often during a time when many other services are unavailable and staff have left for the evening. The room also provides support for evening instructors. The AML is a resource for students and can lead to student engagement and allow for student/faculty connections as well as peer to peer engagement. The AML maintains print and electronic resources of interest to the art department and art/music students as well as computer equipment - hardware, software, and peripherals to support them. Most common requested equipment from students and faculty in the AML are a color printer, scanner, and copy machine. Due to a retirement it is a good time to weed outdated materials from the AML, as well as declutter and refresh the space

#### SAO 2

##### SAO Title

Students will have access to curated art information to further enhance their learning experience

##### Assessment Status

Assessed

##### SAO Summary and Reflection

The AML blog has been migrated to Wordpress. The blog ties into Palomar College and Community resources and is shared and promoted as a resource faculty can share with students. The blog highlights some student work, art opportunities in the community, and links to additional art resources and digital image collections. These can be used to supplement study and aid in assignment completion. The blog is also a direct connection to the Art Department website and is additional component of the Art dept's online presence. Page views and post interactions show which posts are most successful at engaging students and whether or not the blog is used. Faculty are given a link to the blog at the start of the semester and students are told about it if/when they visit the AML for an orientation at the start of the semester

## OTHER ASSESSMENT DATA

Review the Quantitative and Qualitative Data from your comprehensive review. If there are updates please describe them below.

## ACHIEVEMENTS AND OTHER RELEVANT INFORMATION

**Describe your program's achievements this past year. Where possible, describe how these achievements are related to our students and their success!**

The AML blog has been published and expanded upon as a result of the current remote environment. The site connects students to Art resources, which can be directly or indirectly connected to their Art coursework and provide a cultural and contextual viewpoint that can enhance the student experience, draw attention to department, course offerings, and community Art opportunities, and increase awareness about Art styles/disciplines that students may not be exposed to on their chosen path.

Links to Palomar college services such as; Student services (LIVE help) Virtual computer Lab accessibility, Food pantries, Tutoring etc... are all listed in a student resource section of the Arts Media Lab site. When physically open the Arts Media Lab is often a place art students go to to look for assistance and be pointed in the right direction.

Another big achievement was that the Arts Media Lab weeded our slide collection. With digital imagery more commonplace and widely used the slide collection was being utilized much less but the slides were occupying a good amount of space in the AML. The area has since been repurposed and used as a student area.

**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 Arts Media Lab was involved in the workflow of paying Art Models by keeping an attendance log. Prop 22 may impact the necessity of an attendance log

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

A process for notifying about events to be published to the department website and social media should be created so that faculty can be sure all relevant times/dates/info are advertised

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## PROGRESS ON GOALS

**Review the goals listed on your comprehensive review and summarize progress you have made on the strategies for implementation. If your unit has experienced challenges implementing the goals, describe those challenges.**

**Click on "+Add Goal" below for each additional goal.**

## Goals

### Goal 1

**Goal**

The AML will provide a clean, safe, fully staffed environment within the Art Department to be utilized by students, staff, and faculty.

**Choice**

In progress

**Describe Progress****Describe Challenges**

The AML lost a full time employee to retirement. This leaves only 4 staffed hours in the evening in the media lab. The bulk of AML usage occurs during the daytime hours so without that position filled the AML would be closed during its busiest times.

**Describe Outcomes (if any)**

### Goal 2

**Goal**

Install a color printer, scanner, copier in the AML

**Choice**

In progress

**Describe Progress**

We had a color printer installed briefly but had to have it removed because it was leaving streaks and could not be repaired. A color printer with copying capabilities would be ideal as students are often requesting to make copies

**Describe Challenges**

We tried to find a used color printer on campus but it was not working and could not be repaired. We would require funding to purchase a color printer, scanner, copier for use in the AML.

**Describe Outcomes (if any)**

### Goal 3

**Goal**

Provide timely access to art information and digital image collections that meet student /instructor needs

**Choice**

In progress

**Describe Progress**

As stated earlier the blog serves as an entry point to digital images to be used for classwork or independent study. With the elimination of most of the slide collection and the temporary transition to online learning access to how and where to find imagery related to art assignments is useful for students. Having a centralized location to look for events and opportunities also supports the Art department in reaching and engaging with students

**Describe Challenges**

It can be a challenge to initially make students and staff aware of the content

**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.**

The AML provides a learning space where students can work on projects, study, engage with faculty and one another. It provides opportunities for students to connect outside of the classroom and in a broader spectrum with Palomar faculty and their peers. In support of the college's guided pathways work the AML has promotional information about careers, guided pathways and programs that were created by the Art department available for students. The AML provides access to technology and AML staff provide support to students using technology. The availability of a staffed location for students to get guidance as needed, often with technology barriers that would not be addressed in a classroom atmosphere can create a positive influence on retention and alleviate frustration.

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

Goals have been expanded upon due to the retirement of a longtime full time AML staff member. This retirement is a loss to the daily operating hours of the AML and some of the aesthetic. However, in keeping with the SOAR strategic planning technique of focusing on strengths and opportunities and creating a vision of future aspirations the vacancy provides an opportunity to ensure the AML is meeting the needs of our users, particularly in a manner that supports student learning and achievement. The AML strives to support the Art Department Mission statement, connect students to Art Department Pathways, showcase student talents and program strengths, showcase diversity in artistic movements and techniques in our collections and communications and can provide guidance to students and faculty. Adjunct faculty often rely on the Arts Media Lab for support and as a space to meet with students. As a service area within the Art department a strength of the AML is the abundance of materials we provide, the informal gathering and study space we maintain, and the different avenues we use to communicate things of relevance to the art student community.

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## RESOURCES

Congratulations! You are nearing completion. In this section, you will consider the resources you need to implement your three-year program review plan and/or address any findings from your assessment of your discipline.

The section is organized into the following four parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology and Facilities Needs

PART 4: One Time Request for Other Needs (NonTechnology Equipment, Supplies, Operating Expenses, Travel)

**Reflect upon the three year plan you created above, your current operations, and any upcoming factors (retirements, changes in legislation, and changes in policies or procedures) that will impact your unit. 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 2022**.**

**Summarize any reallocation/re-organization of resources you are making based upon your three-year plan, your current operations, and any other factors (e.g., legislation). Describe the impact of the reallocation of resources to your unit.**

## PART 1: STAFFING NEEDS

**Are you requesting new Classified, CAST, or AA positions?**

Yes

If you are requesting STAFF, please fully complete this section. If not, you can skip to the next resource section. Click "+Add Staff, CAST, AA request" below for each additional request.

When considering the funds required for a position, consult the HR website for position salary schedule and the [Benefits Worksheet](#) for additional costs related to benefits for the position.

## REQUEST FOR ADDITIONAL CLASSIFIED, CAST, AA

### Staff, CAST, AA request 1

#### Title of position

Instructional Support Assistant

#### Is this request for a full-time or part-time position?

Full Time

#### How does the position fill a critical need for current, future, or critical operations? e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.

A full-time ISA for our Arts Media Lab (AML) is necessary to fulfill institutional and departmental priorities related to student engagement. The AML provides a variety of learning resources for our students, from books and textbooks on reserve, to computer stations, printers, group study spaces, and reference materials. The AML is often used in coordination with instructors for make up tests. Students regularly visit the AML during their class on a "point of need" basis for example to print, to briefly look up something, to retrieve a reference for an art project or to utilize the space for studio time as an expansion of the classroom. The staff member who manages the AML is instrumental in making this an inclusive space for our students' academic success and social well-being. The AML is also an integral space for our Department's adjunct faculty. It serves as an office space for lecture preparation and research, computer access, as well as an informal meeting space for office hours. The AML ISA also curates the Art Department's online space by maintaining the AML Wordpress site and Department website, which gives our students online art resources, information on department activities (Art Sales, scholarships, guest speakers, etc.), as well as other campus services. Without a full-time ISA in this lab with institutional knowledge, this important meeting and study space for our students will be in jeopardy.

#### Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

The AML serves as both the physical and virtual hub of technology and the ISA manages the physical and virtual presence and offerings. Art department events such as the ceramics sale are marketed in part due to the efforts of the ISA in the AML.

#### Is there funding that can help support the position outside of general funds?

No

#### Describe how this position helps implement or support your three-year PRP plan.

Student success and retention is a main priority of the Art Department. The AML, and the ISA who oversees it, is a crucial component in academic success by providing a safe study space that caters to all of our art students. Students' research, study and group study needs are met in this lab. And in terms of retention, the AML and its maintenance is crucial to making students feel a part of the department, with a place to prepare for their art classes, read art reference books, and even meet with their fellow students and friends. Year after year students come to the AML and are genuinely grateful it is available to them, many times students make doing their work in the AML part of their daily/weekly routine and rely on it as a safe space to be on campus when they are not in class.

#### Strategic Plan 2022 Objective

1:3

3:1

3:4

3:5

#### If the position is not approved, what is your plan?

The AML would have to be closed during the daytime hours...which is when it is used most

## PART 2: BUDGET REVIEW

Review your Budget/Expenditure reports for 2018, 2019, 2020. Consider your three-year PRP plan.

Click on the link below to access directions to the *Available Budget Report* to complete this section.

[How to Request the Available Budget Report](#)

Reflecting on your three-year PRP plan, are there any budget considerations you would like your dean/supervisor to be aware of for the upcoming year?

No

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## **NOTE: PARTS 3 and 4 – TECHNOLOGY, FACILITIES AND OTHER NEEDS**

This year the College is implementing two new processes related to resource needs coming from the PRP process.

1. One-Time Fund Requests. The college is implementing a process for prioritizing and allocating funds for one-time needs/requests tied to Program Review and Planning. Prioritization will take place through participatory governance in planning councils and the Budget Committee. Then, a recommendation will be made to Exec for funding of request utilizing various funding sources.

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).

Consider submitting one-time requests only if you have verified that you cannot fund the request using your general discretionary funds or other funds.

2. Technology and Facilities Review. From now on, ALL requests for technology will go through an institutional process. If you request technology here, you will see a description of the process below.

## PART 3: TECHNOLOGY

Will you be requesting any technology (hardware/software) this upcoming year?

Yes

### Technology Request

#### Technology Request 1

**What are you requesting?**

A color printer, scanner, copier. Students currently have access to a black and white printer pay to print station. It would support their learning, particularly in the arts to be able to print in color if required/requested. Many 2/D projects are contingent upon color. Students also print material to reference for a painting/drawing study which would be useful to have in color. A scanner and copier would be beneficial for the same reasons. We do not require a large stand alone machine with the ability to staple or print multi sided pages. Students also often request access to a scanner and the ability to make a copy

**Provide a detailed description of the techonology item requested. What is it, and why do you need it? Please be as descriptive as possible. Include in your description how the requested item aligns with your discipline's PRP goals, analysis of PRP data, SLO/SAOs.**

Students currently have access to a black and white printer pay to print station. It would support their learning, particularly in the arts to be able to print in color if required/requested. Many 2/D projects are contingent upon color. Students also print material to reference for a painting/drawing study which would be useful to have in color. A scanner and copier would be beneficial for the same reasons. We do not require a large stand alone machine with the ability to staple or print multi sided pages. Students also often request access to a scanner and the ability to make a copy

**Estimated Amount of Request.**

\$1,700.00

**Will you fund the request through your budget or other sources?**

Existing Budget

**What PRP plan goal/objective does this request align with?**

Faculty and students will utilize the Arts Media Lab (AML) and indicate they are satisfied with the resources provided and agree the AML enhances the student experience and student engagement

Goal 2: Install a color printer, scanner, copier in the AML

**What Strategic Plan 2022 Goal/Objective does this request align with?**

1:3

**If you have multiple requests for technology and had to prioritize, what number would give this? (1 = Highest)**

**Do you think that your request for technology will require changes to a facility?**

No

**Note about technology requests:**

*All technology requests will now go through a review process before prioritization.*

- *Your director will send you a Technology Request Checklist (aka Technology Proposal Analysis Checklist).*
  - *You must complete this checklist and return it to your director no later than 10/30/2020.*
  - *Once the director approves the form and the request, the director will send the document to the Technology Review Committee to determine IS resources needed, any integration issues, and/or potential overlap with existing technology.*
  - *The results of the review will be sent to the director with feedback.*
  - *The director will determine whether or not the request moves forward for prioritization and/or implementation.*
    - *Requests for one-time funding will move forward for prioritization.*
    - *Requests that use funding from your department budget may move forward for purchase.*

**PART 3: FACILITIES NEEDS**

Do you have resource needs that require physical space or modification to physical space?

No

**PART 4: 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 under "Instructional Funding Sources").

Do you have one-time requests for other items (e.g., Non-Technology Equipment, Supplies, Operating Expenses, Travel) that your budget or other funding sources will NOT cover?

No

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**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 Reviewed

**FEEDBACK**

Strengths and successes of the program/unit as evidenced by the data, analysis, and assessments:

Areas of Concern, if any:

Recommendations for improvement:

**Enter your email address to receive a copy of the PRP to keep for your records.**

kmcnamara@palomar.edu

**I confirm that the Program Review is complete and ready to be submitted.**

Yes

## Vice President Review

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

that the area had digitized much of its holdings helped with the move to online learning in the wake of COVID

**Areas of concern, if any:**

RE SAO 1, it appears that assessment data is gathered through conversation rather than through survey or other documented manner. If so, please shift technique for gathering data.

For SAO 2, is it the fact that students CAN access or is it that they DO access that is at the heart of your SAO?

**Recommendations for improvement:**

RE: AML blog and challenge of increasing awareness of staff and students, consider meeting with the dean and department chairs to strategize on ways to do so. It might be about presentations to the department meetings or to individual classes. Preparing a tutorial to introduce what's there and how to navigate might be of value as well.

RE: one time request for printer, be sure to check existing discipline and department budget for this expense; a conversation with the dean might be in order as well.

**VP Name:**

Shayla Sivert

**Signature Date:**

12/29/2020