

Status: **Reviewed**

Entry #: 10

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2020-2021 COMPREHENSIVE 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.

BASIC UNIT INFORMATION

Program/Unit Name

CCC TechConnect/TTIP South

Department Name

Telecommunications-Grants

Division Name

Instruction

Name of Person responsible for the Program/Unit

Rico Bianchi

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

Webpage URL 1

Unit webpage

www.ccctechconnect.org

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

Participant	Title
Rico Bianchi	Director
Candace Robertson	Manager, Tech Operations

PROGRAM/UNIT MISSION STATEMENT

What is your Program/Unit's mission statement?

CCC TechConnect (3C Media Solutions, CCC Confer, and the Online Teaching Conference) is funded by the California Community Colleges Chancellor's Office, Digital Infrastructure and Innovation Division, under the SIP Grant.

TechConnect provides a coordinated platform of technology products, services, trainings, and support to the 58,000 faculty, staff, and administrators in the advancement of educational success to the over 2.1 million students throughout the California community colleges' decentralized infrastructure.

Describe how your mission statement aligns with and contributes to the College's Vision and Mission.

CCC TechConnect aligns with the Mission and Values of Palomar College through the support of its goals SP Goal 1 and SP Goal 2

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PROGRAM/UNIT DESCRIPTION

Staffing

Use the Permanent Staff Count link below to answer staffing questions.

Link: [Permanent Employees Staff Counts](#)

This form required 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

15.00

Number of Classified Staff

11.00

Number of CAST Staff

Number of Administrators

4.00

Number of Full-time Faculty

Part-Time Staff

Total Number of Permanent Part-time Staff

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

FTEF of Part-time Faculty

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

We also contract 4 full time contractors.

As part of the PRP cycle, Human Resource Services has sent organizational charts to all non-instructional units. Please review the charts and make any needed changes. Attach a copy of the chart when you are submitting your review or provide the link to your organizational chart if it is online.

OR

If you cannot create an organizational chart, or did not receive one from Human Resource Services, list the positions in your unit showing reporting relationships (e.g., Manager, Facilities with the following direct reports, Supervisor Position A, Supervisor Position B, Supervisor Position C; Supervisor Position A with direct reports, Position A, Position B, Position C)

If you need help, please contact us and we will walk you through the process (msnyder2@palomar.edu or mbarton@palomar.edu)

How will you submit your organizational chart?

Upload Document

Upload

CCC+TechConnect+Org+Chart2020v2.pdf

86.21 KB

**Program/Unit Description****Who utilizes your services**

Staff, faculty, administrators and students of the 116 California community colleges, as well as the Chancellor's Office, Foundation and other system partners

What services does your program/unit provide (Describe your program/unit)?

CCC TechConnect is a grant funded initiative based at Palomar College which provides online educational and professional development resources for administrators, faculty, staff and students in the California Community Colleges system. CCC TechConnect provides these resources to colleges to help insure student success. The projects have been housed at Palomar College for the past 20 years. The main projects supported through the CCC TechConnect and Foundation CCC grants are TechConnect Zoom, TechConnect Cloud and the annual Online Teaching Conference. TechConnect Zoom provides licensed Zoom Pro accounts for staff, faculty and administrators, with the option for integration within Canvas, free of charge. TechConnect Zoom also allows for Office Hours, student meeting scheduling and more. TechConnect Cloud offers staff and faculty storage, playback and captioning of instructional video content, allows faculty to create interactivity within instructional video content, free live-streaming accounts, event coverage and covers CCC Board of Governors meetings. The annual Online Teaching Conference is an event for faculty, staff and administrators who are engaged or interested in online education.

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PROGRAM/UNIT ASSESSMENT

SERVICE AREA OUTCOME ASSESSMENT

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.
- 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. 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](#)

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?

No

If NO, describe why and identify a date by which they will be entered.

I entered 3 SAOs but as a system-wide grant, TechConnect creates a workplan every year which includes objectives, deliverables and outcomes. This is then submitted to the Chancellor's Office for approval. I will attach the FY 20-21 workplan here.

SAOs SUMMARIES AND REFLECTIONS

For each SAO in Nuventive Improve summarize what you learned from the assessment and what improvements you have implemented or plan to implement as a result of your SAO assessments.

SAOs

SAO 1

SAO Title

Faculty, staff and students are able to succeed in achieving learning outcomes through the use of educational technology tools.

Assessment Status

Assessed

SAO Summary and Reflection

CCC TechConnect as a project is ongoing, continually assessing and modifying its platforms to meet the needs of faculty, staff and students according to their needs. As requests are made, improvements have been added to enable faculty and staff to meet the needs of their students.

SAO 2

SAO Title

CCC TechConnect is a grant funded initiative which provides educational technology resources to all 116 California Community Colleges to help insure student success.

Assessment Status

Assessed

SAO Summary and Reflection

CCC TechConnect as a project is ongoing, continually assessing and modifying its platforms to meet the needs of faculty, staff and students according to their needs. As requests are made, improvements have been added to enable faculty and staff to meet the needs of their students.

SAO 3

SAO Title

The Online Teaching Conference had record attendance of almost 11,000 attendees. We evaluate the conference every year and distribute surveys to attendees which we use to plan the following year conference. I can submit a detailed report on the conference if you would like to see it.

Assessment Status

Assessed

SAO Summary and Reflection

The Online Teaching Conference continues to meet the needs of the online learning community and has taken steps to provide needed content to those during the COVID-19 situation by adopting a virtual version of the conference and continues to refine and improve that model during this time.

OTHER ASSESSMENT DATA

Quantitative Data

List all other quantitative and/or qualitative measures you use to track, monitor, and/or evaluate the effectiveness of your program/Unit.

Measures, Descriptions, and Annual Values

Measure 1

Name of Measure

Work Plans and reporting

Description of Measure

The TechConnect grant creates yearly workplans based on requirements from the Chancellor's Office. TechConnect provides the CO with a six month progress report and yearly final report.

Year	Year	Year	Year
2020-2021			
Value	Value	Value	Value

List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.

Measure 2

Name of Measure

Work Plan tracking

Description of Measure

We use Asana and Smartsheet track progress on goals, objectives and outcomes.

Year	Year	Year	Year
2020-2021			
Value	Value	Value	Value

List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.

Reflect on your quantitative data and summarize your findings or interpretations.

The needs of our system are ever expanding, and CCC TechConnect has adjusted and expanded its services accordingly.

Qualitative Data

Describe any qualitative measures you use and summarize the results.

CCC TechConnect utilizes feedback from both the California Community Colleges Chancellors Office and the faculty and staff of the CCC system at large to continually assess the success and usefulness of our platform as well as any new improvements needed.

What improvements have you implemented or plan to implement as a result of your assessment of quantitative and/or qualitative data described above?

Due to the increase of users during the COVID-19 situation, CCC TechConnect has secured additional resources from it's vendors to meet the increased demand. This would include Zoom sub-accounts implementation, Video Interactivity to increase student learning and assessment and more.

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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!

As a system-wide grant, CCC TechConnect impacts all students in the CCC system as well as those at Palomar College. The achievements for our project are listed in the workplan outcomes which is attached.

Describe any 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 COVID-19 pandemic, we have experienced exponential growth in a short period of time to accommodate the need for faculty, staff and administrators to move to online learning and instruction. Our 5 year growth plan was essentially shortened to a few months, all while operating with the same staff and budget.

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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PROGRAM/UNIT EVALUATION AND THREE-YEAR PLANNING

Program Evaluation and Planning is completed in two steps.

First, you will complete an overall evaluation of your unit drawing from your unit assessment data.

Second, working from that evaluation, you will establish you goals for the upcoming three years.

Section 1: Overall Evaluation of Program

Reflect on your unit, the results of your assessments in Part 2 above, and your vision for the future. Then, working together answer the following questions. Summarize your answers in the grid below.

1. What are our greatest strengths?
2. What are our best opportunities?
3. What is our preferred future, what do we aspire to do?
4. What are the measurable results that will tell us we've achieved that vision of the future?

Section 2: Establish Goals and Strategies for the Next Three Years

Once you have completed your overall evaluation, identify a set of goals and strategies for accomplishing them for this upcoming three-year planning cycle. Use the template in Section 2 below to document your goals, strategies, and timelines for completion. Goals should be Specific, Measurable, Attainable, Relevant, and Time –Specific (SMART). Following the goal template below will help you create SMART goals!

OVERALL EVALUATION OF PROGRAM

Discuss your Program's/Unit's Strengths, Opportunities, Aspirations, and Results (SOAR) and summarize your discussion below.

Strengths:

Our project continues to provide staff and faculty of the CCC system with the tools needed to ensure student success through the use of technology. More so now than ever it is needed as we see a move to the online teaching environment due to the COVID 19 situation. CCC TechConnect has responded accordingly and continues to make improvements to best accommodate the needs of the system as this transition takes place.

Opportunities:

CCC TechConnect has the opportunity to assist the system during this large shift in the way in which they interact and instruct their students. We are looking at ways to best connect faculty and students, provide metrics gathering to better assess their student learning, and to also help at an administrative level to train and prepare their staff to operate in this virtual setting.

Aspirations:

CCC TechConnect hopes to alleviate the stress of a move to a mostly online environment in a short period of time by providing the tools they need to succeed. As a technological platform, we are in a position to do this.

Results:

With the use of our platform, faculty, staff and students of the CCC system will increase the positive results of the move to online learning and have the tools they need to succeed.

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PROGRESS ON PRIOR PRP GOALS

List current or prior PRP goals your unit has been working on and provide an update by placing an "X" in the appropriate status box.

Prior PRP Goals

Goal 1

Goal

Provide system-wide digital storage product for videos and files, on-demand video streaming channels, video conferencing services, production, post-production, and event capture services. This supports students in online, on ground and hybrid classes.

Choice

Ongoing

Goal 2

Goal

Provide unlimited system-wide e-conferencing and video conferencing services. Faculty and staff are able to obtain online classrooms and meeting rooms to better serve students. Colleges can save money by meeting with their staff at other locations virtually.

Choice

Ongoing

Goal 3

Goal

Produce and manage the CCC System-focused annual Online Teaching Conference (OTC). OTC 2019 is entering its 18th year. An event for faculty, staff, and administrators who are engaged or interested in online education, including delivery of online services, emerging technologies, student success, library and technical support. An inter-segmental conference focused on curriculum, pedagogy, and technology to better online instruction, learning and improving student success.

Choice

Ongoing

Add any comments related to your work on prior goals, if needed (e.g., successes, challenges, reasons for eliminating a goal).

- 1- Products are continually updated with new features according to the workplan. Video interactivity is the latest tool that is currently being deployed to the system.
- 2- Product is continually updated to provide more features and benefits such as HIPAA compliant rooms which Palomar is now using in the Health Department, Zoom Rooms (video conferencing) and Office Hours.
- 3-Preparing for this conference is a year-long project requiring various levels of resources culminating in the day of the conference. Everything is tracked using Smartsheet and Asana project management systems.

ESTABLISH GOALS AND STRATEGIES FOR THE NEXT THREE YEARS

New Goals: Please list all goals for this three-year planning cycle.

Goal 1

Description

Operate, grow and maintain TechConnect Cloud, a system-wide digital storage of videos and files, on-demand video streaming channels, video conferencing services, production, post-production, and event capture services.

Strategies for implementation

This is an ongoing goal for the CCC TechConnect project. We continue to monitor the needs of faculty and staff and continue to develop the platform accordingly for requested functionality and update in order to continue to provide the service within our budgetary constraints.

- 1- Maintain and enhance Media Management and Publishing Services
- 2- Maintain and enhance TechConnect Cloud Learning Toll Interoperability (LTI)
3. Provide and enhance Video Interactivity
- 4- Provide Live Event Coverage for CCC system and partners
- 5- Provide Video Production and Editing
- 6- Maintain and enhance Live Streaming Services

Timeline for implementation

This is ongoing, with no end date. Any new modifications or updates laid out in the FY20/21 Work Plan are to be completed within the 20/21 FY

Outcome(s) expected (qualitative/quantitative)

- Faculty and staff of the CCC system are provided with a video and audio file storage solution to deliver content to students in support of their learning success.
 - Options for implementing chaptering, assessment, and commenting are explored.
 - API enhancements allow interoperability between TechConnect services and exploration of functionalities system-wide.
 - Access to and sharing of 3C Media Solutions video content is available to the user from within the Canvas LMS.
 - If proven beneficial, access to and sharing of 3C Media Solutions hosted non-video files is an option to the user from within the Canvas LMS.
 - Secure, reliable, scalable infrastructure is continued to support increased faculty and staff uploads.
- Expand and enhance Video Interactivity

How does this goal align with your unit's mission statement?

It aligns well with our mission statement

How does this goals align with the College's Strategic Plan 2022?

Our project aligns with SP Goal 1 (STUDENTS: Increase student access, progress, and completion, while decreasing equity gaps) and SP Goal 2 (: TEACHING AND LEARNING: Implement instructional strategies that strengthen teaching and learning across the college.)

Expected Goal Completion Date

6/30/2021

Goal 2

Description

Provide system-wide e-conferencing and video conferencing services. Faculty and staff are able to obtain online classrooms and meeting rooms to better serve students. Colleges can save money by meeting with their staff at other locations virtually.

Strategies for implementation

This is an ongoing goal for the CCC TechConnect project. We continue to monitor the needs of faculty and staff and work with our vendors for requested functionality and updates, as well as budgetary concessions in order to continue to provide the service within our budgetary constraints.

- 1- Provide CCC system with Video Conferencing Services
- 2- Provide CCC system with Large Meeting Webinars
- 3- TechConnect Zoom Learning Tools Interoperability (LTI)
- 4- Sub-Account User Implementation

Timeline for implementation

This is ongoing, with no end date. Any new modifications or updates laid out in the FY20/21 Work Plan are to be completed within the 20/21 FY

Outcome(s) expected (qualitative/quantitative)

- TechConnect Zoom video conferencing used in a classroom environment connects the instructor with both on-campus and online students in the same course, allowing more students to join a class, enhancing the learning experience and support learning with intentional outcomes.
- H.323 Room Connectors leverage existing investments by enabling current systems used for multi-point video conferencing systems in classroom or conference rooms to connect to a Confer meeting; students can join from desktop and mobile devices.

How does this goal align with your unit's mission statement?

It aligns well with our mission statement

How does this goals align with the College's Strategic Plan 2022?

Our project aligns with SP Goal 1 (STUDENTS: Increase student access, progress, and completion, while decreasing equity gaps) and SP Goal 2 (: TEACHING AND LEARNING: Implement instructional strategies that strengthen teaching and learning across the college.)

Expected Goal Completion Date

6/30/2021

Goal 3**Description**

Produce and manage the CCC System-focused annual Online Teaching Conference (OTC). OTC 2021 is entering its 21st year. An event for faculty, staff, and administrators who are engaged or interested in online education, including delivery of online services, emerging technologies, student success, library and technical support. An inter-segmental conference focused on curriculum, pedagogy, and technology to better online instruction, learning and improving student success.

Strategies for implementation

For the FY 20/21 TechConnect is researching and preparing for an online OTC, working with vendors and staff to fulfill the requests and needs of the online teaching community as expressed in outreach surveys and interviews.

Timeline for implementation

The work involved with the OTC is a year long process, with work bookending the beginning and end dates of the conference itself.

Outcome(s) expected (qualitative/quantitative)

- Conferences deploy integrated technology components that support pre-, live, and post-conference efforts to equitably reach the audience.
- A full-featured, scalable, online registration system is built into the website to process payments, refunds, provide receipts, invoices, and reports.
- A responsive website that is data-driven, reusable, scalable, and compatible with mobile devices is developed.
- Backend databases are utilized to present front-facing information in clear, concise, and consistent displays.
- Mobile app implemented.
- Production services essential to successfully webcast, record, and archive, (audio/video, comprehensive internet access, staging, camera and equipment setup, caption services) are provided.
- A multi-screen social media wall is developed and prepared for on-site display, fostering interaction.
- Track session attendance by attendees.

How does this goal align with your unit's mission statement?

It aligns well with our mission statement

How does this goal align with the College's Strategic Plan 2022?

Our project aligns with SP Goal 1 (STUDENTS: Increase student access, progress, and completion, while decreasing equity gaps) and SP Goal 2 (: TEACHING AND LEARNING: Implement instructional strategies that strengthen teaching and learning across the college.)

Expected Goal Completion Date

6/30/2021

How do your goals align with the College's values of equity and inclusion?

CCC TechConnect services provide the needed tools for faculty and staff to reach all students, aligning with the College's values of equity and inclusion.

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 to access Strategic Plan 2022.

Our products and services are helping Palomar College achieve Goal 2.

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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

Project Manager

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.

Provides leadership to teams driving CCC TechConnect projects in the assessment, planning, requirements gathering, resource planning and coordination, work tracking, evaluation and monitoring, communications, reporting and archiving of project activities by establishing and training best practices in project planning and management.

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

n/a

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

Yes

What funding would support this position?

Our project is grant funded, including staff

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

This position will assess, recommend, and establish project management processes and tools for delivery of the TechConnect Annual Work Plan activities and other administrative or operational initiatives. Drives assigned projects from initiation to completion to support programs.

Strategic Plan 2022 Objective

1:3

2:4

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

They will remain as a contracted position.

Staff, CAST, AA request 2

Title of position

Marketing Communications Coordinator

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.

This position will coordinate the needs of the Online Teaching Conference and other marketing duties such as attendance at conferences, webinar content and collateral support and creation of marketing communications collateral. The position is currently filled by a contractor.

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

n/a

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

Yes

What funding would support this position?

This position will be fully funded by the CCC TechConnect grant.

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

The position will provide needed assistance for many of the projects requiring coordination of marketing and communications activities. The goal is to better provide a cohesive branding and communications strategy to fulfill the TechConnect project's 5 year plan as outlined in our RFA response.

Strategic Plan 2022 Objective

1:3

2:4

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

Continue using a contractor to coordinate the marketing objectives.

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 review 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?

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?

Yes

Facilities Requests

Facility Request 1

What are you requesting?

Tentative move to Rancho Bernardo campus, pending approval from VP Sivert and VP Ligosio

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

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

Provide a detailed description of the facilities item or space 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.

If move is approved, funds will come from our grant and not Palomar

Is there an associated cost with this request?

No

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance)?

None. All expenses will be paid via the grant.

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:

Shayla Sivert, Acting VPI

Sign Date

11/15/2020

FEEDBACK

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

1. thoroughness of planning
2. quickness, effectiveness of response to need for technology as we moved online with COVID
3. expansion of OTC

Areas of Concern, if any:**Recommendations for improvement:**

Thank you for your support to our college.

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

crobertson1@palomar.edu

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

Yes

Vice President Review

Strengths and successes of the discipline as evidenced by the data and analysis:**Areas of concern, if any:****Recommendations for improvement:****VP Name:**

Shayla Sivert

Signature Date:

12/29/2020