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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**

Institutional Research and Planning

**Department Name**

Institutional Research and Planning

**Division Name**

The Office of the President

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

Michelle Barton

**Website address(es) for your program(s)/unit(s)****Webpage URL 1****Unit webpage**<https://www2.palomar.edu/pages/irp/>**Please list all participants and their respective titles in this Program Review**

Participant	Title
Michelle Barton	Dr. IRP
Michael Large	Principle Research Analyst
Grace Robertson	Sr. Research Analyst
David Vazquez	Research Analyst
Rachel Miller	Research Analyst
Marti Snyder	Accreditation Coordinator
Roberta Johnson	Administrative 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**

7.00

**Number of Classified Staff**

1.00

**Number of CAST Staff****Part-Time Staff****Total Number of Permanent Part-time Staff****FTE of Part-time Staff (2x19 hr/wk=.95)****FTEF of Part-time Faculty**

**Number of Administrators**

6.00

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

In the past, we have utilized an hourly researcher to help address a backlog of research projects. This past year, while we did not utilize a researcher, we did expand our work to include Strong Workforce Faculty Institute (SWFI) project which involved meeting regularly with faculty to provide support as they analyzed student data relevant to their courses. To help with this project we brought on two faculty researchers in residence. Utilizing faculty researchers in residence could be a model used in the future to help address research capacity of the office.

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

**Program/Unit Description****Have the services your unit performs change in any way over the past year?**

Our services have changed slightly. The opportunity to participate in the SWFI allowed researchers to work closely with faculty reviewing their data and discussing the impact of approaches to teaching on student learning and outcomes. So, we moved from providing institutional level data, research reports, presentations, and facilitating group discussions to sitting down and working one-on-one with faculty to reflect upon their data and make connections between the data and what they do in class. In other words, we move from being passive distributors of data, research, and information, to active collaborators and facilitators.

- COVID has influence our services? - More of how we do our services? Come back to this

- More busy since we are working remotely - projects seem to be bigger.

FCMAT - Different services??? - more on demand. Expectations...for the turnaround and availability for the people in the office. Expectation.

**Reminder: Data does not autosave. Save this content before moving to the next section or closing form.**

**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](#)

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**

As a result of IR&P's work to promote awareness and use of data to inform decision making, the campus community will express an awareness of where to find information on such topics as student enrollment, demographics, and outcomes.

**Assessment Status**

Not assessed

**Next planned assessment**

We assess this SAO once per PRP cycle. We are scheduled to reassess in the Spring 2021.

As a result of our last assessment IR&P, established planning goals to support improve this outcome. Progress on these goals is described in the Progress on Goals section of this report.

#### SAO 2

**SAO Title**

As a result of IR&P's work to promote awareness and use of data to inform decision making, the campus community will access data sources to help inform their decision-making and increase their understanding of the students served by the College.

**Assessment Status**

Not assessed

**Next planned assessment**

We assess this SAO once per PRP cycle. We are scheduled to reassess in the Spring 2021.

As a result of our last assessment IR&P, established planning goals to support improve this outcome. Progress on these goals is described in the Progress on Goals section of this report.

#### SAO 3

**SAO Title**

As a result of IR&P's work to facilitate the College's integrated planning process, the campus community will express familiarity with the Vision and Mission of Palomar College.

**Assessment Status**

Not assessed

**Next planned assessment**

We assess this SAO once per PRP cycle. We are scheduled to reassess in the Spring 2021.

The College is currently reviewing and revising its Vision, Mission, and Values statement. One goal of the review is to clearly communicate our "why" - Why we (Palomar) do what we do. Another goal is to simplify the language of the mission. We expect this will facilitate the campus community's understanding and ability to connect and describe our mission better.

**OTHER ASSESSMENT DATA**

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

The Office of IRP continues to improve its efficiency through redesign of data reports. We still struggle with completing full research projects such as the AB705 Evaluation project as requests continue to come in with tight timelines and turnaround (e.g., request to provide data to external agencies, request for FCMAT related information and data). However, overall we do see an increase in completion of tasks within specified timelines.

**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!**

This past year was busy for IR&P. The office transitioned to working completely offsite with access to college data systems providing challenges. However, the Team is extremely proud of the work accomplished this year. A few of the highlights are listed below:

**Integrated Planning**

- Implemented integrated Program Review and Planning model which places all units on the same cycle and schedule and intentionally connects Program Review with resource allocation decisions. Developed and implemented training on new process with over 200 participants.
- Developed Student Centered Funding Formula data validation and calculator to assist the college in fiscal planning for outyears.
- SEM Plan update. Provided updated data for the SEM Plan, reviewed and revised draft narrative.
- Provided scheduling tools and calculators for FTES, efficiency targets, and FTEF allocations.
- Completed survey of Fallbrook students to inform Board discussion on Prop M funds.
- Completed Institutional Effectiveness workshops with the Board of Trustees.
- Completed and submitted Needs Study for Rancho Bernardo Education Center Status

**Research**

- Completely revised and updated IR&P website to improve look and simplify access to data and information.
- Completed research project to provide information on the College's Metamajors
- Completed student survey analyzing the impact of COVID on their ability to complete their studies. Highlighted the importance of students' mental health during this time.
- Established several standardized data dashboards
  - o Enrollment Management: Divisional Report
  - o Enrollment Management: Trends Over Time
  - o Student Completion
- Revised Program Review and Planning Data Dashboards / Moved dashboards to a cloud-based environment.
- Participated in the SWFI which seeks to partner researchers and faculty in a reflective data-informed process designed to increase student retention and completion. Eighteen out of 20 faculty completed their institute. Two faculty researchers in residence participated in the process. While the project focused on student outcomes a secondary outcome included training 20 faculty on the review and analysis of student data.
- Completed the Student Health Fee report update
- Completed disproportionate impact analyses
- Completed data report for the evaluation of university studies and general studies degrees
- Continued work on the Schedule Planning Tool and COMET

**Accreditation**

- Continued to lead college work on the development of our Institutional Self Evaluation Report with up to 85 community members participating in a virtual environment.
- Developed training and sharepoint site for writing teams. Reviewed initial drafts of ISER and provided feedback. Created virtual meeting spaces to support writing teams.

**Grants**

- Grant Development: Provided support for TRIO, NSF, Umoja, CVC-OEI, and Mental Health Grants.
- Grant Reporting: Provided data reports for Title V HSI Cooperative Grant with CSUSM, NSF Drone grant, and NSF collaborative grant with CSUSM.



**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 College's FCMAT report has driven priorities for the office. As a result we are transitioning much of our reporting work to a standardized data cube. We have been challenged with trying to get a data warehouse (either using the cube or using a formal warehouse infrastructure which requires resources) off the ground.
- COVID and transitioning to completely virtual work environments has provided challenges with access to data and required that the Team interacts with each other in different ways. We have navigated this successfully with the exception that we still have delayed access to data at times. COVID has also impacted how the college has categorized courses for apportionment reporting which has in turn affected the office's ability to accurately/effectively report FTES for the Summer and Fall 2020 term. We will need to work with Enrollment Services and IS to update our daily reports and dashboards once they have created the workaround. Finally, COVID has influenced and impacted grading practices across the state and this will have an impact on our reporting along with the state's reporting of accountability metrics.
- Chancellor's office has not provided clear direction on how to update equity data. So we have been unable to track progress on our equity goals.

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

The College's grant process needs to be refined/revised and implemented institutionally. In 2018-19 we revised our grants process for the college. However, we need to move forward with implementing the process so that we can better manage and track our grants.

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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**

Improve efficiencies within the department to increase the number of projects completed within identified timelines.

**Choice**

In progress

**Describe Progress**

With the transition to offsite work, we took a brief hit in regards to the efficiency of the department. To better support the team during this time, the Sr. Director has established weekly one-on-one meetings with staff and also maintains a weekly department meeting. This provides the team with access to each other and an opportunity to work collaboratively.

We are also implementing a more standardized approach to creating and maintaining data dashboards. Through this standardization we are able to quickly update regularly used data and reports. As the team learns how to effectively utilize our data cube we should see increases in efficiencies as the reporting requirements can be done quickly freeing up time for research projects.

**Describe Challenges**

We are still constrained by the nature of our work and requests for quick turnarounds for data and projects. While we have a process for intake, we often find that requests are submitted with a very fast turnaround and deadlines. This pulls the staff off of their projects. To address some of these requests will improve our tracking of standard grant reporting timelines. We are also engaging across disciplines to discuss data stewardship, roles, and responsibilities and working with the Vice Presidents to clearly articulate researcher roles and Business Systems Analysts roles in the acquisition and sharing of data and reports.

**Describe Outcomes (if any)**

Our data cube could be used as a warehouse model for the college.

Increased the number of data dashboards and completed requests for information.

#### Goal 2

**Goal**

Help build and strengthen a culture of data use at the College where data, information, and research is more accessible and used to inform decisions.

**Choice**

In progress

**Describe Progress**

We can report four significant accomplishments related to this goal.

- 1) Completed update to IR&P website. We have revised and updated our IR&P webpage and accreditation webpage. The new websites are more appealing aesthetically and easier to navigate. All data dashboards are now on one page and the PRP webpages have been completely redesigned so all data and information related to PRPs can be found on a single page.
- 2) Updated/Created data dashboards to promote consistent utilization and access to data. We have developed three new data dashboards using agreed upon data elements. Two of the dashboard provides SEM metrics. The third dashboard shows student completion counts over time. The dashboards are created using the IR&P data cube which makes updating/refreshing the date easy. The dashboards also allow users to modify and add variables of interest through the pivot table feature in excel.
- 3) Refined and revised the PRP process (see below). As a result of the effort to update our PRP process to ensure consistent cycles of implementation and direct connection to resource allocation, we developed and administered live training sessions. Over 200 campus community members participated. This along with the PRP videos completed by faculty last year has resulted in more follow up requests for data from departments completing their PRP.
- 4) This past year IR&P participated in the Strong Workforce Faculty Institute. The instituted partnered faculty with researchers to reflect on student demographic and outcomes data on their own courses with the intention of improving retention and success. To support the project, two faculty researchers in residence and two researchers worked with 19 faculty to review and reflect upon data specific to the courses they teach. The institute intentionally focused on equity and disaggregated data. During one-on-one meetings the research support team discussed with faculty institute participants how their data practices and policies can influence student outcomes. Importantly, through this program 20 faculty (18 participants and 2 faculty researchers in residence) were trained on utilizing data from IR&P to assess and evaluate their courses and programs. This increases the capacity of the institution to access, review, and act upon data. These faculty can work with their colleagues to discuss and review data on their programs through program review and other venues.

**Describe Challenges**

As we continue to support faculty in this way, we need to build more time in our research agenda for discussion and reflection. In other words, we hope to evolve from the majority of our work focused on developing and posting reports and making institutional level presentations, to a more balanced workload that provides direct assistance and support to our faculty as they use data to inform their practices.

**Describe Outcomes (if any)**

- 1) Updated webpage.
- 2) New Data Dashboards.
- 3) PRP training with over 200 participants.
- 4) 20 Faculty received training in accessing, assessing, and using data on their courses to improve classroom practices and policies.

**Goal 3****Goal**

Review/Revise/Refine IPM

**Choice**

In progress

**Describe Progress**

One of the significant components of the College's Integrated Planning Model is our PRP process. This past year we moved forward with aligning cycles and timelines for completing the PRPs across the college. We also intentionally revised the process to inform resource allocation decisions. Programs/Units now identify all needed resources to implement their unit plans as part of the PRP process. This includes: staffing, technology, facilities, and equipment and other. In the Spring the college will complete a staff prioritization process and one-time above base prioritization process utilizing resources requests coming from PRPs.

**Describe Challenges**

Work left to be completed includes evaluating the new PRP process and updating our Resource Allocation Model (RAM). The RAM has been reviewed by the acting VPI and IR&P has sent it to the Interim VP Finance for review and modification. We also need to discuss how the SEM plan and Strategic Plan overlaps and whether we need two strategic plans. Next year Master Plan 2022 will sunset. We should begin the process of recasting this plan next Fall. This usually involved bringing in educational master plan consultants. If the college opts not to do this, a significant workload which involves interviewing every program/unit on campus will fall onto the IR&P staff/or task force identified to facilitate the plan's development.

**Describe Outcomes (if any)**

- 1) New PRP forms.
- 2) New planning model (s).

**Goal 4****Goal**

Increase the college community's understanding of accreditation; initiate work on the Institutional Self-Eval.

**Choice**

In progress

**Describe Progress**

The work to complete the District's ISER is underway. With up to 84 writing team members participating in this process, we are nearing the submission date for writing teams' draft Narratives #2. To date, we have created the infrastructure to support the ISER, developed and implemented training, and received very rough initial drafts from the writing teams. For draft #2, writing teams are responding to feedback from their initial drafts, adding evidence, and identifying areas of strength and areas for improvement.

**Describe Challenges**

In Spring 2020, COVID-19 and FCMAT priorities initially interrupted work. However, we have been able to maintain our timeline for completion of the ISER. Our FCAMT recommendations also have implications for accreditation. The successful resolutions to those recommendations will increase the probability of a strong ISER and accreditation outcome for the college. The college is moving forward with many significant changes which affect our ISER (e.g., Vision, Mission, and Values reworked, FCMAT, Governance, new leadership). This is proving to be a challenge with developing the content of the actual ISER. As things are evolving, we will need to keep updating the content.

We also need to better communicate progress on our ISER and provide an overview of the accreditation standards to our community in general.

**Describe Outcomes (if any)**

- 1) ISER Sharepoint site
- 2) ISER Timeline
- 3) Completed writing assignments #1 and #2 (initial narratives)
- 4) Writing assignment #3 (Second draft of narratives) is due October 30, 2020.

**Goal 5****Goal**

Hire a grant manager and implement a standard grant process.

**Choice**

In progress

**Describe Progress**

See progress from last year. A draft grants handbook has been completed and processed outlined. A job description for a grants manager has been drafted as well. We have met with the acting VPI to review the process and receive feedback.

**Describe Challenges**

The Grants Manager position was not prioritized for hire in the upcoming year. IR&P staff have significant grant reporting responsibilities. We continue to receive requests to facilitate/support grant proposals. Without an infrastructure in place the college continues to be vulnerable with its grant administration activities.

**Describe Outcomes (if any)**

Draft Grants Handbook

Grants webpage with grant submission form.

**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.**

To support the Vision for Success goals, IR&P is developing a data dashboard that tracks the student journey from enrollment to completion for specific cohorts.

IR&P is completing a comprehensive evaluation of AB705. Results of the evaluation can be utilized to improve placement, enrollment, and completion of math, English, and ESL.

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

We would like to refine or remove Goal #5 related to grants. Specifically, we will revise the goals to state: "Pending institutional prioritization, hire a grants manager and implement a formal grants process and infrastructure."

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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**

Grants 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.**

The College has a significant number of grants and members of the campus community are interested in submitting proposals for more. Federal, state, and private grants come with reporting requirements and guidelines/requirements for allowable activities and expenditures.

Most colleges maintain a grants office or a grants position to help manage pre-award, award, and post-award activities. This helps ensure grants are sought and administered according to and within each specific grant's requirements. When the college's student support federal programs were audited a few years ago, we were informed of the vulnerability we had created with our current grants infrastructure. A grants manager would help to address these vulnerabilities.

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

It could increase efficiencies by centralizing grant activities that are often dispersed throughout the college.

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

Yes

**What funding would support this position?**

Indirect funds from grants can be used to help support the position and the office.

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

Our Goal #5 states - Hire a grant manager and implement a standard grant process. We are proposing a change to the goal language to state: "Pending institutional prioritization, hire a grants manager and implement a formal grants process and infrastructure." Hiring the grants manager aligns directly to this goal.

**Strategic Plan 2022 Objective**

1:3

2:1

2:3

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

The College has not had a grants manager for more than a decade. Over that time, three initiatives have been completed to evaluate and determine a workable solution for grants management at the college. Recommendations derived from each of these three activities have included hiring grants manager and/or developing an office. However, as we have been successful with grants up to this point, we could continue as is, but maybe implement and follow the current proposed process with modifications to account for not having a grants office or position. We also need to strengthen the training and professional development of faculty and staff who oversee and manage grants.

## 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?

Yes

What budget considerations would you like your dean/supervisor to be aware of or to consider? Please be as specific as possible. For example, if you need an increase in the 40000 account and a decrease in the 23000 account, describe what increase your department needs, how much, and a description of why the department needs the adjustment.

As we move forward with our ISER, we will need to increase the accreditation budget next year to accommodate the travel needs of the college's site visit team, overtime for classified staff (for reviews/edits). In addition, we will need to incorporate funds for an external reader for the ISER (to happen during summer). In 2014-15 (the last site visit), the college spent almost \$29,000 on travel and support for the site visit team and \$15,210 on classified overtime.

If a grants manager is hired, the budget would need to include funding to purchase appropriate technology and modify (if necessary) facilities for an office. We need to maintain our hourly budget to support overflow of requests. For now, as the position has not been prioritized, we are not requesting funding to support.

At one point, support for our data visualization work would/should be built into the institution's budget. If we do move forward with a formal data warehouse, this would require significant institutional resources.

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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?

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:**

Jack s. Kahn Ph.D.

**Date Reviewed**

11/13/2020

## FEEDBACK

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

There are so many strengths of this report and area. The report is incredibly thoughtful, thorough and has well articulated SAOS and goals. The department has been such an asset to improving the institution in various ways through excellent leadership and advocacy and brilliant colleagues with kind approaches to tackling problems. The dashboards, ISER work, FCMA at assiatnce etc. have all been phenomenal this year. Utilizing faculty researchers was such a great project and the concept of using them in residence (as suggested) could be a model used in the future to help address research capacity of the office. This is such a creative idea- please let me know if this is something to move forward next year. I really appreciate the 1:1 meetings also particularly at this time and providing that level of support.

### Areas of Concern, if any:

None

### Recommendations for improvement:

Id like to learn more about the process for intake and how we communicate to the campus more widely and consistently all the good work being done through IRP.

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

mbarton@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:

### Areas of concern, if any:

### Recommendations for improvement:

VP Name:

Signature Date: