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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
MSE Division Office

Department Name
MSE Division Office

Division Name
Mathematics, Science, and Engineering

Name of Person responsible for the Program/Unit
Patricia Menchaca

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

Webpage URL 1

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

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

Participant	Title
Patricia Menchaca	Dean

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

103.00

Number of Classified Staff

20.00

Number of CAST Staff

1.00

Number of Administrators

1.00

Number of Full-time Faculty

81.00

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)

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

The MSE division has experienced vacancies in positions that are important for the implementation of department goals and objectives. These positions are as follows:

1. Outreach Specialist: This position provided support to outreach efforts within the Title V HSI STEM grant. The loss of this position along with the shift to online learning has significantly reduced our ability to meet grant objectives. The division lacks an expert to provide guidance for the temporary shift to online outreach experiences.
2. Two vacant ADA positions exist in the departments of biology and earth sciences. The remaining three ADA's have temporarily absorbed the duties of the vacant positions. Without a significant modification to the job description of ADA's, the department will face challenges with the completion of scheduling in a timely manner.
3. One vacant ISA position exists in the chemistry department at the main campus. If this position is not filled we will not be able to run chemistry classes when the college returns to a normal face-to-face environment.
4. One DAA substitute position exists: The division is in need of a permanent DAA to maintain continuity and allow for appropriate training for the individual to work within the full DAA job description. A substitute position will require a semesterly change in individual not allowing the position to work with its intended support potential and therefore comprising the division ability to achieve its goals.
5. A tutoring Coordinator vacancy within the Math center exists

Program/Unit Description

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

The coordination of outreach events has declined due to lack of staffing. The STEMCORE and Math Bridge program are currently working on sustainability efforts which may involve a redesign of services. The Math and STEM Centers are in the process of determining the data needed to ensure that data driven decision making is used to determine services and staffing. The STEM Center has introduced tutoring services to its location and is working on aligning the hiring practices with college policies and practices. The STEM Tutoring Coordinator role has been expanding to include the math center. This position is developing/revising timelines of hiring practices and streamlining processes between the two centers.

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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.
- 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](#)

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?

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

1. Increase faculty engagement and awareness of services provided at the STEM and Math Centers

Assessment Status

Assessed

SAO Summary and Reflection

SAO 2

SAO Title

Curriculum modification support

Assessment Status

Not assessed

Next planned assessment

OTHER ASSESSMENT DATA

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

No qualitative or quantitative data was included in the previous comprehensive or annual program reviews. This year the division will focus on determining the type of data collected to best evaluate the mission, vision, goals, and objectives of the division.

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 MSE division has expanded the STEM Center by adding tutoring services now providing support to students in two locations. This change has helped support the STEM culture on campus where like minded students (STEM majors) find themselves developing support relationships with each other in addition to faculty and staff. A 45% Student support specialist position was recently hired to support the STEMCore and will eventually expand to increase awareness of resources and access to those resources across all STEM majors and programs. The Title V STEM grant continues to support events such as the Women in STEM student group, and provides support for faculty in the classroom through engaging workshops that address issues of equity and inclusion. CSUSM partners are working with Palomar College staff to develop training workshops for faculty and students with a special emphasis on stereotype threat, microaggression, implicit and cognitive biases, and myths about merit and fit. The COVID- pandemic has shifted nearly all of our STEM laboratories to an online modality where at least one department has discovered an effective way of communicating concepts in an online environment where it was not believed possible.

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?

Multiple Measures and AB705 curricular changes have proven to increase math throughput rates over time. The most dramatic increase (38%) occurred with the shift in multiple measures in 2017-2018. A 3% increase was noted after the implementation of AB705 in 2019-2020. We expect throughput rates to increase while the support systems are developed and the pilot curriculum and processes are evaluated. We further expect to see an increased participation in STEMCore program students as data begins to guide the programming modifications.

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 significant review of board policies has not been conducted due to the recent hire of the MSE dean but will be a focus for the remainder of this academic year, especially as new grant partnerships are developed and outreach activities may expand into new territories, and internships are developed.

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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

Establish technologist program and move one student cohort through.

Choice

In progress

Describe Progress

A new FT faculty member was hired in Engineering.

Describe Challenges

The necessary lab equipment and space have not been identified. The previous comprehensive review indicates that a student support specialist is required to accomplish the development of the program and commits Title V grant funds. However, this does not appear to be one of the identified objectives in Title V and therefore, funds cannot be used to support these efforts. The Dean will follow up the department to determine if this is still an achievable and desired goal and determine if resource allocation discussions are required.

Describe Outcomes (if any)

Determine if this is still a goal of the division. If so, research potential funding sources.

Goal 2

Goal

Expand student, faculty, and staff engagement within the division to build a STEM culture with a special emphasis in equity.

Choice

Not Started

Describe Progress

This is a recently established goal.

Describe Challenges

not applicable

Describe Outcomes (if any)

not applicable

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.

This goal aligns with the vision for success outcomes in that the goal objectives directly align with completion, transfer, and equity. The MSE division goal however, extends beyond students and includes faculty and staff.

This goal will be met through the following objectives:

1. Merging the STEM and Math Centers to provide a centralized location where students and faculty have access to resources and opportunities.
2. Coordinating the development of grants that will encourage collaboration across STEM disciplines.
3. Developing division-wide equity minded activities that support faculty and students.

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

The MSE Division will reevaluate the departments interest in pursuing the Engineering Technologist Program and develop a timeline according to interest and available funding resources. Goal 2 was established this year.

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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

Division Administrative Assistant: permanent position

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 is essential to the division as it provides advanced knowledge of processes and procedures that support the division, ADA's, and ISA's. Currently this position is filled by a substitute position and due to restrictions in rehiring substitute employees, the individual will change each semester. This does not allow for sufficient training of policies, process, and procedures and therefore the position cannot support the division to its fullest potential.

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

Continuing with new and untrained individuals will require the dean to be focused on learning the roles of the DAA and fulfilling many of the duties, thereby reducing the dean workload in more managerial areas where the dean is needed.

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.

The position supports the goals of the division indefinitely regardless of which plan the position is included in.

Strategic Plan 2022 Objective

3:4

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

The dean will need to transition a significant amount of time to become proficient in DAA responsibilities.

Staff, CAST, AA request 2

Title of position

Student Support Assistant: STEM Center

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 STEM center is in need of a front desk staff that can assist with administrative support, answering student questions, maintaining records/data for the resource center, provide clerical assistance to upper level staff, prepare purchase requisitions, and ensure the resource center processes are being followed and data is collected.

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

Yes, this position will ensure that all students have the opportunity to access and be exposed to various activities housed in the STEM Center. This position will further ensure that student patrons are familiar with the variety of resources available to students such as tutoring, internships, field trips, workshops, etc. The position will also ensure that the appropriate data is collected to align with apportionment requirements. The combined efforts of this position in support of the resource centers activities will promote equity and increase completion, retention, and transfer rates among the division.

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.

This supports the new goal established to develop data driven decision making strategies and provides the support to collect the data.

Strategic Plan 2022 Objective

3:4

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

Use hourly student workers to the extent that they can show patrons where to find tutors and show students how to log in for services.

Staff, CAST, AA request 3

Title of position

Student Support Assistant: Math Center

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 math center is in need of a front desk staff that can assist with administrative support, answering students questions, directing students to various levels of tutoring and support systems, maintaining records/data for the resource center, provides clerical assistance to upper level staff, prepares purchase requisitions, and ensure that the resource center processes are being followed and data is collected.

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

Yes, this position will free both faculty directors of the center to focus on faculty work rather maintaining the procedural aspects of the math center. The combined efforts of this position in support of the resource centers activities will promote equity and increase completion, retention, and transfer rates among the division because assigned will have more time to develop curriculum and services that promote learning and engagement.

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.

This supports the new goal established to develop data driven decision making strategies and provides the support to collect the data while faculty can focus on curriculum that increases success and retention rates.

Strategic Plan 2022 Objective

3:4

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

The resource center will continue to use hourly student workers to the extent that they can show patrons where to find tutors and show students how to log in for services.

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?

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?

Location to merge STEM/Math Center

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

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

1:3

2:2

2:4

3:1

3:5

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.

We would like the college to consider including the Math and STEM Centers as they develop renovation plans for the old library building.

Is there an associated cost with this request?

Yes

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

One Time Request

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

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:

Shayla Sivert, Acting VPI

Date Reviewed

11/15/2020

FEEDBACK

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

Continued engagement in AB 705

Areas of Concern, if any:

1. no YES or NO on question re: SAO's being entered into Nuventive.
2. Update your position requests -- haven't you resolved one of these by having the STEM employee working in MLC too?

Recommendations for improvement:

1. RE: Outreach, check in with Dean, Counseling to see what her connection is to Student Services outreach is and to see if there is a way to funnel STEM outreach there as well.
2. What specifically does this SAO look like -- "Increase faculty engagement and awareness of services provided at the STEM and Math Centers"? What outcomes do you hope for? (Click on Assessed to see text box to enter for 1st and 2nd SAO.)
3. Determine outcomes for goal #2 -- think through your plan and what you want to have -- see where you have possible data now; use this as baseline for comparison for your next evaluation period.
4. Create goal about STEM/MLC merge. Present some overarching planning goals and outcomes.

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

ssivert@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:

revisions as noted above have not been made.

Recommendations for improvement:

Make revisions as noted above.

VP Name:

Shayla Sivert

Signature Date:

12/30/2020