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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**  
Social & Behavioral Sciences

**Department Name**  
Social & Behavioral Sciences Division Office

**Division Name**  
Instruction

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

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

#### Webpage URL 1

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

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

Participant	Title
Najib Manea	Covering for Dean Ly, Social & Behavioral Sciences
Shayla Sivert	Acting Vice President, Instruction

## 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

2.00

Number of Classified Staff

1.00

Number of CAST Staff

Number of Administrators

1.00

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)

N/A

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

NO

### Program/Unit Description

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

NO

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## PROGRAM/UNIT ASSESSMENT

# SERVICE AREA OUTCOMES UPDATE

## GOT SERVICE AREA OUTCOMES?

Outcomes are statements written in support of student learning to show direct support (instruction) or indirect support (services) provided on campus. Assessment is the way we measure how well we are achieving our outcomes.

For non-instructional areas, outcomes are called Service Area Outcomes (SAO).

### So, what is an SAO?

A Service Area Outcome (SAO) is a statement about what a client will experience, receive, or know as a result of a given service. Clients can be students, faculty, staff, or community members.

As part of our three-year planning and review cycles, all non-instructional units are asked to:

- identify at least two SAOs,
- develop a plan and assess their SAOs,
- reflect on the results,
- and take action, as necessary.

Palomar has adopted Nuventive Improve (previously named TracDat) as our official repository for SLO and SAO Assessment information.

### Review and/or define your SAOs and assessment plans and ensure they are entered in Nuventive Improve by:

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

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

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

### NEED HELP?

#### Nuventive Improve:

1) If you need help with anything Nuventive Improve related such as login, unit identification, entering SAO info, contact Marti Snyder at [msnyder2@palomar.edu](mailto:msnyder2@palomar.edu).

2) Check out this video on how to enter SAOs in Nuventive Improve: <https://youtu.be/b1sRa68wm4c>

#### Defining and Assessing SAOs:

Not sure if your SAOs make the grade? Need some help writing an SAO? Not sure about how to assess your SAOs?

1) [Hartnell's SAO Guide](#) is a nice resource! Thank you Hartnell!

2) Contact Michelle Barton at [mbarton@palomar.edu](mailto:mbarton@palomar.edu). We have a resource support team to help.

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

SERVICE AREA OUTCOMES TEMPLATE					
Date Identified or Last Reviewed	Description of SAO (What is your SAO?)	Assessment Method (How will/do you measure or assess it?)	Criterion (How will/do you know if you met the outcome?)	Date of Assessment	Date of Next Assessment
1)					
2)					
3)					
4)					

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

Yes

## SAOs Summaries / Reflection

If you have completed any SAO assessments over the past year, summarize what you learned from the assessment and what improvements you have implemented or plan to implement as a result of your SAO assessments. If you have not completed SAO assessments, document why (e.g., SAO was assessed last year).

### SAOs

#### SAO 1

##### SAO Title

Assessment of Transfer Model Curriculum.

##### Assessment Status

Assessed

##### SAO Summary and Reflection

Have learned how to facilitate conversations with departments and provide support to develop the Transfer Model Curriculum and obtain approval through the local curriculum process. The new ADTs since Jan 2013 are:

1. AA-T Kinesiology
2. AS-T Degree in Child Development/Early Childhood Education
3. AA-T in Child and Adolescent Development

We are still working with the chairs to explore future considerations for new ADTs.

#### SAO 2

##### SAO Title

Implementation of the Strategic Enrollment Plan.

##### Assessment Status

Assessed

##### SAO Summary and Reflection

Overall course efficiency has improved with expanded offerings at the new centers. Overall enrollment is currently up 3.5% with an increase of 13% in Distance Education despite a decline in overall enrollment at the college.

## OTHER ASSESSMENT DATA

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

No updates

## 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!**

Acting VPI Sivert is now serving as the Principal Investigator for a \$500K grant awarded to Palomar to grow and improve online career education (CVC-OEI Improving Online CTE Pathways Grant). We are developing new fully online programs that will lead to desirable jobs in the region and are aligning existing online CTE courses to the CVC-OEI Course Design Standards Rubric to improve student success.

We are also collaborating with CTE faculty to develop new online CTE courses that were changed to an online format as a result of the campus closure stemming from the COVID-19 pandemic.

The attention to detail that the faculty and instructional designers have paid to the development and review of these online courses has resulted in a significantly higher quality of online course structure.

**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?**

1. Vision for Success/Guided Pathways - new goals focusing on student success and reorganization of the college's functions.
2. Student Center Funding Formula - more of a focus on program completion and less on enrollment
3. AB705 - the main impact will be math placement for liberal arts students in statistics.
4. Peoplesoft upgrade - new training will be needed but there should be greater usability and efficiency from updated software.
5. AdAstra implementation - a large shift in the scheduling process; training will also be needed but we should also see an increase in efficiency.

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

PeopleSoft HR and Financials processes – more automation and less paper forms.

Other board policy updates for academic programs, distance education.

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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**

Work with the VPI to institutionalize a standardized method for SAOs for the Instructional Divisions

**Choice**

Not Started

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

making the time for the discussions needed, not only with the VPI but also the division deans and division assistants

**Describe Outcomes (if any)**

evidence of across-the-board thoughtful SAOs -- from development to evaluation and revision

#### Goal 2

**Goal**

Improve scheduling process by giving schedulers access and making data more available

**Choice**

In progress

**Describe Progress**

With the development and implementation of a Palomar-ized Ad Astra and training for our deans, division assistants, ADAs, and chairs, we hope to make significant progress on this goal in the coming year. At present, Instruction has provided 2 trainings on Ad Astra.

**Describe Challenges****Describe Outcomes (if any)**

increased transparency with respect to scheduling campus-wide  
increased understanding of the connections among scheduling, student needs, and budgeting

#### Goal 3

**Goal**

Work with faculty to reconnect with the community and educational partners.

**Choice**

Not Started

**Describe Progress**

Unknown at this time.

**Describe Challenges**

Focusing ourselves in the midst of the demands of COVID and the multitude of initiatives around us.

**Describe Outcomes (if any)**

3 meetings with community and K-16 educational partners that result in a concrete way that we serve our students, possibly through communication, offerings, and connection to potential employers.

## Goal 4

### Goal

Improve internal processes to streamline workflows and improve communication

### Choice

In progress

### Describe Progress

Together with VPI and Deans, we continue to identify and prioritize processes that can be improved upon.

### Describe Challenges

The work involved in making improvements will take place in several areas whose current priorities may be somewhat at odds with our own.

### Describe Outcomes (if any)

Rework 3-5 processes that will directly impact the SBS division's students, faculty, and staff.

## Goal 5

### Goal

Provide support to AIS and Ethnic Studies as each area responds to the requirement of having students take 1 3-unit course in Ethnic Studies, "defined as having a focus on African Americans, Asian Americans, Latino/a Americans and Native Americans."

### Choice

In progress

### Describe Progress

Discussions have begun, both at the discipline and curriculum levels.

### Describe Challenges

how best to anticipate and provide number of sections needed, complicated at a time of possibly declining FTEF allocation

### Describe Outcomes (if any)

By Fall 2021, curriculum will be in place to meet the requirement for Ethnic Studies, and # of sections will be in place to meet the demand from our students.

**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.**

By supporting our faculty to evaluate current curricular program, we hope to see creation of and/or revisions to ADT to increase the numbers of students completing their 1st 60 units at Palomar as they move towards transfer.

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

None at this time.

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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?

No

**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.**

## 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?**

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:

Shayla Sivert

Date Reviewed

11/14/2020

## FEEDBACK

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

SBS has seen improvements in its processes and enrollments through the collaboration between the dean and faculty of the area.

**Areas of Concern, if any:**

**Recommendations for improvement:**

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

nmanea@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:**

See above.

**Areas of concern, if any:**

**Recommendations for improvement:**

**VP Name:**

Shayla Sivert

**Signature Date:**

12/30/2020