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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
STEM Center

Department Name
STEM Center

Division Name
Mathematics, Science and Engineering

Name of Person responsible for the Program/Unit
Mireya Gutierrez-Aguero

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

Webpage URL 1

Unit webpage
https://www2.palomar.edu/pages/stem/

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

Participant	Title
Mireya Gutierrez-Aguero	STEM Center Supervisor
Amber DeFreitas	STEM Center Coordinator

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

Part-Time Staff

Total Number of Full-time Staff
3.50

Total Number of Permanent Part-time Staff
1.00

Number of Classified Staff
2.00

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

Number of CAST Staff
1.00

FTEF of Part-time Faculty

Number of Administrators
0.00

Number of Full-time Faculty
0.00

Describe additional temporary hourly or contract staff who support this unit and/or department. (Include FWS/District Student Worker/Veteran Student Worker)
Spring 2020 – We had 25
• We have ten (11) tutors supporting the STEM Center.
• We had eight (9) SI Leaders supporting eight (8) courses.
• We have two (1) staff supporting the STEM Workshops.
• Two (2) Learning Assistant (LA) supported one course.
• We have two (2) Federal Work Study students supporting the STEM Center front desk.
• We have two (2) students supporting the STEM Center front desk.
• Four (4) STEM Ambassadors supported the STEM Outreach efforts.
• Hired five (5) FWS student staff to cover the front desk in the STEM Center. The front desk staff helped cover the front desk, and they checked out resource material, scheduled counseling/advising appointments on SARS, helped maintain a clean and safe environment.
Summer 2020
•We had six (6) SI Leaders supporting six (6) courses.
•Two (2) Learning Assistant (LA) supported two courses.
Fall 2020
• We have eight (8) tutors supporting the Virtual STEM Center.
•We have eight (8) SI Leaders supporting nine (9) courses.
•Two (2) Learning Assistant (LA) supported two courses.
Spring 2021
•This number will drastically change since the

Have you experienced any changes in staff this past year? If so, please describe how the changes have impacted your operations.
In March 2020, all temporary employees were let go of, and this impacted our Tutoring and SI programs. It took weeks before we were informed we could have SI Leaders to finish off the semester. However, we were not allowed to offer a tutoring programs for the remainder of the Spring 2020 and the Summer 2020 semesters. In September 2020, our STEM Outreach Specialist accepted another position at another community college across the country.

Program/Unit Description

Have the services your unit performs change in any way over the past year?
Due to the pandemic, we were limited to program and services that were offered to students. We offered the Supplemental Instruction (SI) program, STEM Counseling and CSUSM Academic Advising from April 2020 through August 2020. We were notified two weeks prior to the start of the fall 2020 semester that we would be hiring tutors to offer a Virtual STEM Center.

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PROGRAM/UNIT ASSESSMENT

If NO, describe why and identify a date by which they will be entered.
This was news to me as of last year, and of this time I have not inquired about adding the SAO's and assessment plans to Nuventive Improve. I'll make time to follow up on this request.

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

Are all of your unit's SAOs and assessment plans UPDATED and ENTERED in Nuventive Improve?
No

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
Students who use the STEM Center and Virtual STEM Center will have a higher rate of retention, transfer and graduation in their STEM courses.

Next planned assessment
At this time, we have not assessed our SAO. In the previous year, we had hoped for the PAT 2.0 tracking system to be configured. We were hopeful this new system would have been finalized in the Spring 2020, and the pandemic changed our plans.

Assessment Status
Not assessed

OTHER ASSESSMENT DATA

Review the Quantitative and Qualitative Data from your comprehensive review. If there are updates please describe them below.
Unfortunately, we don't have the PAT 2.0 system to analyze data from last year. In addition, the pandemic has forced us to utilize a system where we collect information by asking students.

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!
In the Fall 2019 semester, we had an evaluation survey at the end of the semester in the STEM Center, and the results are on campus. Due to the abrupt campus closure in March 2020, we did not offer an evaluation survey for Spring 2020 and Summer 2020.

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?
Since March 2020, we have have been working from home, and Amber and I have been working diligently to continue to support students during these challenging times. As the STEM Center Supervisor, I am concerned that learning will only occur for students who have the financial and technological resources. While systemic racism was evident to many us in the past, the inequities have become more apparent to many more campus personnel. I am concerned for the well being of all of our students, but my heart goes out to Black, Indigenous, People of Color (BIPOC) students who dream of earning a STEM Degree. I am fully aware learning is different when students are on survival mode, and I wish we could empower students to maximize their learning during this time.

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

Since the topic of consolidating tutoring centers was raised, MSE faculty, staff and administration decided for the Math and STEM Centers to join efforts. Both Amber and I have assisted the Math Center with various duties. Given changes in administration, we are still waiting for the final decision of the future of the STEM and Math Centers in regards to location. However, Amber's title has formally changed to the STEM and Math Center Coordinator to support both centers beginning October 29, 2020. In addition, we are having conversations about streamlining the processes of both enters. Thus far, we are in agreement to combine both Virtual Math and STEM Centers to utilize one Zoom link. This will improve both the processes and student's experience. We plan on hiring a minimum of 3-4 CalWorks and/or Federal Work Study (FWS) student staff to assist with the Virtual STEM and Math Center in the Spring 2021. In addition, we must automate the student tracking data system that we are currently utilizing.

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PROGRESS ON GOALS

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

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

Goals

Goal 1

Goal
The STEM Center goal is to increase the academic success and retention rates for students of diverse backgrounds.

Choice
In progress

Describe Progress
Regardless of the pandemic, Online STEM Counseling (Wednesdays) and Online CSUSM Academic Advising (Wednesdays/Thursdays) is offered virtually and promoted on the STEM Center website. We decided to offer Online STEM Counseling for the first time this summer 2020, and Daniela McInstosh was utilized throughout the summer. We continue to offer the Learning Assistant Program and the SI Program in the summer 2020. This Fall 2020 we are offering Online-Peer Tutors through the Virtual STEM Center. On-line tutors continue to support students in Chemistry, Life Sciences, Physics and Engineering. The Virtual STEM Center is open the following days/hours: Monday & Thursday 11 - 4 pm; Tuesday & Wednesday 12 - 6 pm; Friday 9 - 2 pm. We are utilizing both Zoom and Discord as our platforms.

Describe Challenges
Since March 2020, we have have been working from home which makes it challenging to produce the same level of programs, services and progress. However, we have been working diligently to come up with innovative ways to continue to support students during these challenging times. Unfortunately, since the pandemic we have not offered the Monthly STEM Newsletter and STEM Workshops. Finally, this summer 2020 Amber and I did not support the Biology and Robotics Summer Banquets since these event could not meet in person.

Describe Outcomes (if any)
Unfortunately, we do not have any data to measure retention, persistence, completion or transfer rates. However, in the last year we have collected the following data.

October - December 2019
Total number of visits to the Center during this time period 9518
Number of Unique Students attending the Center 817
Total number of tutoring visits 764
Number of individual students requesting tutoring189
Total number of SI visits 847
Number of individual SI students 136

Spring 2020
Total number of visits to the Center during this time period 3860
Number of Unique Students attending the Center 693
Total number of tutoring visits 390
Number of individual students requesting tutoring 89
Total number of SI visits 481
Number of individual SI students 128

Pandemic
• Total Number of SI Session Visits (after COVID-19 campus closure when only service offered was SI - 4/13/2020 - 5/20/2020): 266
• Number of Unique Students attending SI Sessions (after COVID-19 campus closure when only service offered was SI - 4/13/2020 - 5/20/2020): 62
Summer 2020
•Total Number of SI Session Visits: 579
•Number of Unique Students attending SI Sessions: 134
Fall 2020 (August 24 - October 28)
•So far we've had 565 total tutoring and SI sessions (as of 10/29 we are missing some SI sessions)
•Number of Unique Students attending both tutoring and SI sessions 137 (as of 10/29 we are missing some SI sessions)

Goal 2

Goal
The STEM Center staff will continue to conduct outreach to our communities focused on Hispanic Low Income groups with information regarding the support services offered in the MSE Division.

Choice
In progress

Describe Progress
As mentioned in the last PRP, Kate Crocker our STEM Outreach Specialist worked on implementing the Plan of Action for the Outreach efforts which included revitalizing the STEM Ambassador Program and preparing for STEM CON 2020. Kate Crocker enjoyed working as a team player to improve the student experience. Kate didn't limit her role to her job description, and was basically doing the job of three people. For instance, she conducted outreach, in-reach, and worked on the marketing and advertising of the various programs and services in the MSE Division. She completed flyers and advertised events which included Women in STEM, CSUM Engineering Workshops, Racial Microagressions, STEM ESL, STEM Puente & Umoja events. In addition, she planned and organized the STEM CON, STEM ESL, STEM Puente & Umoja, and STEM Mixer events. She promoted MSE events at local community events, local schools, HS Counselors Conference, Week of Welcome on campus, Tarde De Familia. She also actively supported Math Jam and Bridge to College Math events.

Describe Challenges
After being the only full-time staff in the STEM Center for 2 years 4 months, I (STEM Center Supervisor) was excited to have two full-time staff join the STEM Center Team in April of 2019. We were fortunate former Dean RAD and Candy Frances advocated for the STEM Center which resulted in gaining two full-time staff which were the STEM Center Coordinator and the STEM Outreach Specialist. I'm sharing these important details because Kate's last day of work was on September 7th. I am concerned that this position may not be deemed important or filled any time soon. If we want to address the inequities in STEM, then we need to make sure we fill this position otherwise we are going to slip into old patterns where only privileged individuals learn about STEM.

Describe Outcomes (if any)
Prior to the pandemic, Kate Crocker made great progress as mentioned above. Since the pandemic, Kate Crocker reinvented her role to ensure she was supporting the needs of the STEM Center. With the support of the Department Chair of Counseling, Kate created a process to ensure students continued to have access to the STEM Counselor and STEM Advisor. She responded to student questions and concerns on the STEM Program email account in a timely fashion. In addition, she participated in shared governance such as the Black Lives Matter, Asian Pacific Islander and White Allies for Antiracism at Palomar College (WAAPC) equity efforts on campus.

The Strategic Plan 2022 includes the College's Vision for Success (VfS) outcomes. Review the VfS goals and reflect on how your unit supports these outcomes. Identify one strategy your unit will implement to help the college meet these outcomes.
The services we offer in the STEM Center support the Transfer and Equity efforts on campus.

Describe any changes to your goals or three-year plan as a result of this annual update.
If we don't have outreach personnel, then we will need to remove goal number two. As the STEM Center Supervisor, I made great sacrifices by leading STEM CON in 2017, 2018 and 2019. If we do not have the financial resources for Outreach, then I can no longer to over-extend myself. I hope we can re-evaluate our STEM Outreach efforts as we move forward.

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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

REQUEST FOR ADDITIONAL CLASSIFIED, CAST, AA

Staff, CAST, AA request 1

Title of position
Classified Staff: STEM Outreach Specialist (Previously paid by the Innovations grant)

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.
As the STEM Center Supervisor, I was the only full-time staff for over 2 years and 4 months until we hired two additional staff in April 2019. However, if we want to continue to provide the same level of STEM programming I suggest the STEM Outreach Specialist be replaced as soon as possible.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?
I'm not sure what the plans are in regards to STEM Outreach, but I hope we can continue these important efforts to counter the inequities in STEM.

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

What funding would support this position?
We have the Innovations Grant that previously paid for this position. However, there seems to be other plans for the Innovations funds.

Describe how this position helps implement or support your three-year PRP plan.
The STEM Outreach Specialist is critical to the success of programs and services offered in MSE because this full-time employee promotes our events to underrepresented and underserved students of color.

Strategic Plan 2022 Objective

1:3	2:2	2:3	2:4
3:3	3:4	4:2	

If the position is not approved, what is your plan?
If this position is not approved, then I suggest we suspend all of the STEM Outreach and In-reach efforts.

Staff, CAST, AA request 2

Title of position
STEM Core Student Support Specialist

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.
Currently, the Student Support Specialist works 18 hours a week at Palomar College. This position is a full-time position at other community colleges. The goal of the STEM Core program is to establish and maintain industry connections as well as prepare students to thrive in STEM disciplines. The purpose of industry connections are to provide opportunities for our students to be prepared and thrive in STEM. Prior to Angelique Ehle filling this role, we had Karan Huskey and Lorena Lomeli (Faculty Counselors) identifying and disseminating internship opportunities, developing a workshop schedule, and determining course offerings for the STEM Core curriculum. For these reasons, it is important for our campus to fund the Student Support Specialist position at 100%. This position is essential as this person has better understanding of student schedules and program obligations and will be advocating for students. They need to coordinate with faculty and department chairs to prepare for future semesters to determine best sections, and ideal times for students as well as STEM Core workshops. Finally, this person needs to collaborate with academic departments as well as Student Services programs and departments such as Counseling Department, Financial Aid, EOPS, and Veterans.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?
As Palomar College is making the commitment to fill a STEM Outreach Specialist, we need to ensure we are supporting the academic needs of current PC students pursuing STEM degrees. Funding the STEM Core Student Support Specialist at 100% will be clear evidence that we are integrating Instructional Services and Student Services since this person will be a liaison and advocate for students.

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.
While we have two full-time positions in the STEM Center to support student learning, STEM Core students need to have an advocate who will inspire them to achieve their STEM goals. This position is critical and supports the Guided Pathways framework as this full-time employee will be dedicated to help clarify the mysteries of STEM, encourage students to pursue STEM disciplines, inspire students to remain on a STEM Pathway and continue to learn about opportunities and content in STEM.

Strategic Plan 2022 Objective

1:2	1:3	2:1	2:2
2:3	2:4		

If the position is not approved, what is your plan?
If this position is not approved for full-time employment, then we will need to seek potential grants that might support the STEM Core program.

Staff, CAST, AA request 3

Title of position
Front Desk Staff - Instructional Support Assistant II

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.
Currently, the STEM Center is managed by the STEM Center Supervisor and the STEM Center Coordinator. While it is beneficial to have two full-time positions support the STEM Center, it is not feasible for these two positions to fully support the student and programmatic needs of the STEM Center. For this reason, it is important to have an Instructional Support Assistant II to support the student needs in the STEM Center. We suggest an ISA because this role permits the staff member to provide tutoring to students during downtime.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?
Often times when the STEM Center Supervisor and STEM Center Coordinator are not available, the front desk is covered by the student employees. This position would ensure a full-time employee provides

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.
While we are operating a Virtual STEM Center, we do not need this position. However, it is important to plan ahead for when we return to the main campus.

Strategic Plan 2022 Objective

1:1   1:3

If the position is not approved, what is your plan?
The STEM Center Supervisor and the STEM Coordinator have managed to operate the center between the both of them. If no additional funds are secured, the current staff will need to continue to operate business as usual.

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.

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.
Since we opened the STEM Center, we have always relied on grants to pay for the academic support programs such as Peer-Tutoring and SI Programs. Currently, we don't receive a budget from the general fund, and we are concerned we will not have financial support once the grant ends. For example, the Title V HSI STEM Grant is scheduled to end in September 30, 2021. There are expenses in the STEM Center that we utilize to maintain the cleanliness of the center which include wipes, white board markers, white board erasers, paper/cloth towels.

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

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

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

   For more information about funding sources available, see IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES (on the left menu of the web page).

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

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

PART 3: TECHNOLOGY

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

Technology Request

Technology Request 1

What are you requesting?
We are having conversations about purchasing tablets for tutors to utilize in the STEM Center.

Provide a detailed description of the techonology item requested. What is it, and why do you need it? Please be as descriptive as possible. Include in your description how the requested item aligns with your discipline's PRP goals, analysis of PRP data, SLO/SAOs.
We would like for tutors to utilize the tables when tracking attendance once we return to the campus. While we are working virtually, students can use during Online Tutoring and/or Online SI Sessions. The Title V HSI Grant Director has approved to purchase of the technology. Now, we just need to discuss and determine a final product and budget allocation. We haven't determined a budget or cost for these tablets.

Estimated Amount of Request.
$10,000.00

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

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

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

1:2	1:4	2:3

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

Do you think that your request for technology will require changes to a facility?
No

Note about technology requests:

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

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

PART 3: FACILITIES NEEDS

Do you have resource needs that require physical space or modification to physical space?
No

PART 4: ONE TIME NEEDS

For more information about funding sources available, see IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES (on the left menu of the web page under "Instructional Funding Sources").

Do you have one-time requests for other items (e.g., Non-Technology Equipment, Supplies, Operating Expenses, Travel) that your budget or other funding sources will NOT cover?
No

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FEEDBACK AND FOLLOW-UP

Once your Program/Unit PRP is completed, your division or planning council should review and discuss based on your Vice President's planning process. This area is intended for summary feedback and recommendations from the divisional review.

Confirmation of Review by Division / Planning Council

Person/Group/Council who reviewed PRP: **Date Reviewed**
Division Dean, Patricia Menchaca   11/3/2020

FEEDBACK

Strengths and successes of the program/unit as evidenced by the data, analysis, and assessments:
The STEM Center team has worked diligently and enthusiastically to meet the needs of students through academic services and co-curricular activities. Usage data suggests that the center has outgrown its space in a very short period of time clearly demonstrating the impact the work has had on students. Moving forward this center will need additional and sustainable support as the Title V grant comes to an end.

Areas of Concern, if any:
The STEM Center has relied on grant funds to function and has supported a high volume of activities and events for students. Due to the high volume of work produced over the years there was insufficient time to collect and assess data, prioritize events, and modify services

Recommendations for improvement:
I would like to recommend that the STEM Center begin to focus on identifying the most impactful services to students and the campus community through the assessment of data and begin the process of planning for sustainability. Alignment with accreditation standards is also a priority and I would recommend that the center develop SAO's by the end of the fiscal year, develop a method of assessment, and determine a timeline for assessment. Sustainability plans should include measurable outcomes so that we can work towards acquiring the funds needed to continue services and acquire additional staff. An excellent focus this year would be to determine measurable outcomes for goal #1 that focuses on student success.

Recommendations for current cycle are to include staffing for expansion of student support specialist and front desk staff.

Enter your email address to receive a copy of the PRP to keep for your records.
mgutierrez-aguero@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:
work done towards consolidation of MLC and STEM, including virtually;

Areas of concern, if any:
sustainability in the absence of grant funding; need for data; outreach limitations

Recommendations for improvement:
work with dean to identify of 3-year plan for budget development to provide GF for foundational costs tied to collection of apportionment with a goal of zero cost; completion and implementation of PAT 2.2 (from Enrollment Services); work with dean to establish regular data reports with IRP; work with dean to connect to outreach in Student Services to see how best to leverage services provided there to impact STEM -- I recommend exploring this more fully before considering an outreach position dedicated to STEM

VP Name:	**Signature Date:**
Shayla Sivert	12/30/2020