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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

Office of Student Life & Leadership

Department Name

Student Life & Leadership

Division Name

Student Services

Name of Person responsible for the Program/Unit

Sherry M. Titus

Website address(es) for your program(s)/unit(s)**Webpage URL 1****Unit webpage**

https://www2.palomar.edu/pages
/studentlifeandleadership/

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

Participant	Title
Sherry M. Titus	Director, Office of Student Life & Leadership
Pippa Pierce	Supervisor, Office of Student Life & Leadership
Kelly Donaghy	Student Activities Coordinator, Office of Student Life & Leadership
Kimberly Rocca	Administrative Specialist II, Office of Student Life & Leadership

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**

4.00

Number of Classified Staff

2.00

Number of CAST Staff

1.00

Number of Administrators

1.00

Part-Time Staff**Total Number of Permanent Part-time Staff**

0.00

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

0.00

FTEF of Part-time Faculty

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)

FWS average (12) student staff

*Short-term employees (4) in the Food & Nutrition Center using Hunger Relief Grant money

*Short-term (1) Case Manager funded through Behavioral Health Grant money

Critical Non-paid Employees

*Interns (3-5 per year)

*Volunteers (2-4 per semester)

*Service Learning (2-4 per semester)

*Co-operative Education (2-4 semester)

*Availability of Grant Funds, partnerships with CSU/UC systems, Service Learning and on campus partners

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

Due to District budget cuts we are no longer able to hire CalWORKs student workers and our short-term workers were moved to the Food and Nutrition Center and paid with Grant funds.

Lost part-time Case Manager as Grant money was cut

Challenging to employ only FWS as their availability limits time to meet operational needs

Reliance on Basic Needs and Resources continues to increase as the campus stays closed (Covid-19)

All our hourly short-term staff were let go once we went to remote work only

No longer have FWS as we continue to work remotely

Additional comments added here indicating a historical view of previous reorganization and reclassification requests. The Office of Student Life & Leadership (SLL) job descriptions, duties and classifications are out of date. Roles and responsibilities have increased substantially and services enhanced well beyond the scope of the department over the past thirteen (13) years. This information is included in the comprehensive PRP and is important to the ongoing conversations regarding District reorganization.

indicates current positions

#+ indicates current and possibilities for reclassification

+ indicates proposed new and or reorganization or reclassification requested

FUTURE PLANNING/ Reorganization/ Reclassification, basic concept (presented many times to former VPSS & VPHRS)

+ Dean, Student Life & Leadership (SLL) (Senior Administrator 75)

+ Senior SLL Administrative Specialist (CCE 30)

#+ Director, SLL (AA 67)

#+ Administrative Specialist II (CCE 23)

#+ Supervisor, SLL (CAST 45)

Coordinator Student Activities (CCE 26)

• ASG/ICC

+ Supervisor, Anita & Stan Maag Food & Nutrition Center (CAST 45)

+ Supervisor, Basic Needs and Resources (CAST 45)

+ Inclusion Center Coordinator (CCE 26)

+ Supervisor, Student Leadership, Development & Inclusion (CAST 45)

+ Support Specialist I (CCE 20)

+ BSA assistance for data tracking efforts. Our goal is to have access to a SS BSA when specialized analysis is required.

Increased staffing required to meet the current demand for student support services (retention and engagement) and continue to strengthen programs and offered through SLL. SLL plays a major role in SP Goal1: Objective 3; increase persistence, redesigning the student support experiences, align with Equity and Achievement plan, offer basic needs resources and support systems and offer employment opportunities for students while on campus.

Program/Unit Description

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

During Fall 19 - March 20 our office was able to hold Farmer's Market and produce activity cards at the Rancho Bernardo and Fallbrook sites monthly.

Mid-March 2020-current (COVID-19) Changes:

All activity cards are generated remotely and mail out

Quickly converted to trying to meet the needs and student engagement virtually; social media

Converted our Commencement Ceremony to a Virtual Commencement; partnered with PCTV to accomplish this

Food distribution has changed to purchasing electronic grocery cards to distribute and offering community resources on our website

Lockers continue to not be cleaned out since we are not allowed on campus

Benefits linked to the purchase of student activity cards are limited

Gene Jackson Emergency loan is not available at this time since it is cash based only

Our office is in the process of converting all forms to be used electronically and to adapt to remote world

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.
- 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?

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

Provide improved processing efficiencies for clubs activation and reinstatements packets and Associated Student Government (ASG) eligibility clearance and senator packets submitted for review.

Assessment Status

Assessed

SAO Summary and Reflection

Review submission time stamp dates on club packets and ASG packets. Identify and evaluate processing times from when we time stamp the required paperwork and complete the request. Improving our processing times will allow clubs to become active and get involved in campus events quicker as well as the ASG members to start learning their roles, engage, attend meetings and step into their student leadership roles. At the end of every semester, the Student Activities Coordinator will assess time stamps of club packets and senator packets to review our efficiency in processing time and our effectiveness.

October 2020 Update: We have moved to online submission of all forms which in effect timestamps all submissions in a timely manner. Which also allows us to track paperwork more efficiently. SAO Completed

SAO 2

SAO Title

Designated Grab 'n' Go coolers (mini refrigerators) will be placed across campus filled with various snack options to assist with alleviating food insecurities.

Assessment Status

Assessed

SAO Summary and Reflection

Per the college's strategic plan for 2020, it is essential that we retain our students and help support them to be successful academically by assisting with basic needs resources such as food assistance.

Assessment: Actively work with departments hosting the Grab 'n' Go coolers (mini refrigerators) in their designated spaces to ensure we have an efficient policy of stocking and restocking the coolers. We will implement an ordering process form assuring coolers are stocked daily. Results assessed weekly from departments providing their order forms and comparing responses for operational efficiency.

From October 2019- February 28, 2020 we distributed 6,114.5 lbs. of food using the Grab 'n' Go coolers.

October 2020 Update: Complete.

SAO 3

SAO Title

Provide appropriate level of service to students facing food insecurity, housing insecurity, financial insecurity, and other basic need requirements.

Assessment Status

Assessed

SAO Summary and Reflection

All students new to SLL complete "Intake Form" to initiate individualized service(s) and resource(s). Subsequent student surveys to determine: satisfaction of service(s), tracking use of service(s), number of participants utilizing service(s), and student requested services/improvements.

*System to facilitate "intake form" for current users of FNC/Basic Needs must be developed.

October 2020 Update: In Progress

Due to COVID-19 and working remotely, we are currently tracking food assistance based on emails and phone calls received. Upon return to campus, a more formal process will need to be implemented.

SAO 4**SAO Title**

NEW SAO: Grab n Go Mobile Services

Assessment Status

Assessed

SAO Summary and Reflection

October 2020: Contingent upon returning to campus

Extend current Grab n Go Service to include Mobile Services (Food & Nutrition Center cart) across campus including areas currently without Grab n Go Coolers and a strategically planned schedule to include educational centers.

Ultimately, this will enhance our efforts to assist students facing food insecurities and encourage retention in an environment that values their health and success.

Assessment: Continually working with departments and educational centers to assess and ensure we are visible and available in areas of campus with the greatest need and during peak times to support the maximum number of students.

In Progress.

SAO 5**SAO Title**

Convert 75% of all paper forms required from our office to fillable, electronic forms.

Assessment Status

Assessed

SAO Summary and Reflection

Students will be able to submit all required paperwork to the Office of Student Life & Leadership electronically.

OTHER ASSESSMENT DATA

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

ASG Meetings – 15 in-person / 7 Virtual; ICC Meetings – 9 in-person / 3 virtual; Student Activities/Events – 5 in-person / 9 Virtual; Student Activity Cards – Spring 2020 2,832 / Summer 2020 107/ Fall 2020 271;

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!

1. Student Life & Leadership successfully completed Palomar College's first ever Virtual Commencement. SL&L worked with PCTV who edited and produced the final product. 310 eligible candidates participated in the Virtual Commencement that was hosted live through Facebook and YouTube. SL&L sent out 5 rounds of emails to all eligible candidates notifying them of this opportunity to participate, a total of 14,511 emails to student were sent and 58 follow up phone calls were placed.
2. In Fall 2019, we held over 12 student activity events on-campus including Club Rush, Club Officer Trainings, Halloween Escape, etc. Strategic methods were implemented to enhance our engagement with students such as, launching a newly revised Instagram account, updating our website, and incorporated Discord as a trending social platform. Transitioning to the remote world, we have implemented many changes to adapt and align with our PRP. Increasing the use of Instagram (studentlife_and_leadership) to communicate information and virtual events has proven to be an effective way of communicating as the amount of followers and subscribers has doubled. The increase of activity and participation through polls, live feed interviews, videos and posts also supports this data.
3. Student Life & Leadership registered the District for the CA Ballot Bowl to promote and inform students to register to vote. Additionally we created a Vote 2020 page on our website with voter information, deadlines and resources to increase voter registration among students and staff. We also implemented a Civic Engagement page on our website to align with AB963.
4. We have revised our Club Guide and paperwork to provide a more streamlined process for students to submit their club packets. The Club Packet was revised to an annual reinstatement packet instead of each semester having to reinstate which increased our overall active clubs to a total of 46 in Fall 19 -20. The Club Guide includes changes to support our remote world for student organizations/clubs.
5. We have transitioned the production of our Student Activity Cards to be produced remotely and mailed to students home for a contactless service. We believe these new changes can be used, once we return to campus, for the benefit of our online and night students.
6. The Associated Student Government held over 7 events including LGBTQIA+ Awareness, People's Indigenous Day, Winterfest, etc. in the Fall19 semester. ASG hosted events have increased tremendously with serving hundreds of students at each event. The ASG successfully finalized their new constitution for 2019-2020 that separated the previous role of ASG President/Student Trustee to two independent positions. Working remotely, our Associated Student Government (ASG) has been able to provide access for more students to attend their regular meetings by setting up ZOOM sessions for students to engage. The ASG is actively looking for ways to hold events virtually as we remain off-campus.
7. Our Supervisor position was filled as of January 2020 which has enabled the Office of Student Life & Leadership to have additional oversight, scheduling and communication with non-permanent staffing (FWS and short-term), to hear and process a greater number of Student Conduct cases and support growth in our Basic Needs and Food & Nutrition Center areas.
8. Student Conduct: Post COVID/remote status:
All face-to-face meetings and due process hearings with students are now via Zoom calls.
All forms are being transitioned to .pdf fillable forms and Adobe sign for signature and routing.
The majority of IR's during remote status have been academic integrity, disruptive behavior during zoom sessions or reporting students of concern.
There is a greater reliance on comprehensive resources information being sent to students as well as a greater emphasis on case management and follow-up with students now.
There is more professional development for staff being offered by Maxient IR platform, NaBITA for intervention and risk assessment, and CCCCCO (state and regional offering) as well as campus collaborations to find holistic ways to address student's needs and concerns.
9. From fall 2019- March 15, 2020 the Food & Nutrition Center (FNC) distributed 29,557.39 pounds of food, which is 9,438 lbs. more than the previous year. As we transitioned to remote status we sought out ways to help our students with food insecurities. Starting in summer 2020 we purchased E-Grocery cards with Grant money and distributed (via email) \$22,300 to eligible students who were enrolled in SP20, SU20. The 2nd round of E-Grocery Card distribution is scheduled for the fall semester to all FA20 enrolled students who are in need. We have also increased visibility of off-campus resources on our website.
10. Using funding from a BHCS grant, we were able to partner with Behavioral Health to employ a part-time Case

Manager for Basic Needs through March 20. The Case Manager was able to meet with students in in our HUB area (SU22) for basic need resources, referrals and intake. This allowed her to establish rapport and build relationships with students in need.

11. In order to streamline our ever growing processes, our office restructured the use of SU-19 into a "one-stop" area called the Access & Engagement Center. Students can now meet up and host club meetings, check out club equipment, get their activity cards, a locker and print all in one space. Plus it is located next to the Food and Nutrition Center and the HUB. Feedback from students indicated that creating the Access & Engagement Center has been a success. Creating this type of space to have all student resources in one area has been a goal for a while now. The restructuring of space also included moving the ASG into two bigger offices (SU203-204) with access to Diversity Room (SU 205) and SU 201 Main office all on the same level.

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. Due to COVID, our office has had to change our processes and procedures to adapt to this remote setting. During these changes, we have had the opportunity to reflect on various processes including required paperwork, expenditures and communication methods. We are working to convert all forms to be fillable and delivered electronically.

2. In relation to technology, we have increased our usage of ZOOM, Microsoft Teams, CI Solutions software and social media platforms, including Instagram and WordPress.

3. We have increased our own professional development and training to gain knowledge and a better understanding of how to operate and engage students in the remote setting.

4. Recent Title IX changes will require our office to look at Policies & Procedures in relation to conduct cases in addition to collaboration with HR. Incident Reports will be updated and student conduct issues to abide by new regulations. Due to working remotely we are exploring policies, procedures and processes for holding Zoom hearings for future conduct meetings.

5. We are in the process of evaluating and redesigning of the intake process for our Food & Nutrition Center and Basic Needs area. We continue to look for new technology resources for tracking of services/product provided.

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

Within the changes listed above, we are in the process of aligning our procedures related to the Associated Student Government, Inter-Club Council and Clubs to align with state mandates pertaining to COVID-19 restrictions. Our office has followed guidelines from the District as well as the Governing Board updated policies

BP/AP need assessment to determine if policies around sexual harassment, sexual misconduct, etc are adequate under the new Title IX legislation. HR will handle the majority of this, but this will affect student rights and responsibilities and including the grievance process in its entirety.

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

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

Create adequate functional office space for ASG.

Choice

In progress

Describe Progress

ASG has transitioned to offices SU-202 and 203 and 204 to provide enough adequate space for the space that is needed.

ASG paid for new digital locks to be put on the SU-202 and SU203 offices.

ASG still needs to have the space painted with ASG colors, branding and logos.

ASG transitioned SU-104 into a Reflection room.

Describe Challenges

Not able to complete the painting and furnishings in SU-202 and 203 due to COVID-19.

Unable to complete the final touches/furnishings in the Reflection room due to COVID-19.

Describe Outcomes (if any)

Goal 2

Goal

Offer a monthly speakers and/or workshops in the S.E.A.L. center to help educate and/or inform our students economically and socially.

Choice

Not Started

Describe Progress**Describe Challenges**

Due to COVID-19 we've transitioned to remote learning and are not physically on campus, therefore we have not been able to facilitate workshops in the S.E.A.L. center.

S.E.A.L. Center is too small to offer large programs and services. Previously, we proposed an Inclusion Center (or something similar) to accommodate student programs and services. Clubs and student organizations lack adequate meeting and event spaces.

Increased staffing will help with the antiracism efforts and partnerships in student programming across campus.

Describe Outcomes (if any)

N/A

Goal 3

Goal

Implement a Positive Attendance Tracking (PAT) System to collect quantitative data of student interactions in all of the SL&L areas. This will assist SLL to more accurately track how many students, staff and faculty are being served by our department. This will also assist us in implementing climate surveys post-events/activities.

Choice

Not Started

Describe Progress

This was process being discussed with John Lewis, a Business System Analyst, prior to COVID -19.

Due to COVID, we've transitioned to working remotely and will look to develop this goal upon returning to work on-site.

Describe Challenges

Lack of a mandatory student identification card presents issues as well as it pertains to tracking and data analysis. BSA assistance is needed once we implement a PAT system or other technologies to assist collection of data.

Describe Outcomes (if any)

N/A

Goal 4**Goal**

Move our current printing lab and student activities office into one location to better serve our students

Choice

Completed

Describe Progress

We've transitioned all of our benefit services and student activity card production into a "one-stop-shop". All of these benefits and services are being offered in our Access & Engagement Center (A&E) Center.

Describe Challenges

Once we return to campus, State, County and District-required health and safety requirements may impose additional costs and reorganization of the A&E Center and additional space may be needed.

Describe Outcomes (if any)

This streamlines the process so students no longer need to go to 3 different locations for services. We are now able to serve more students for the full work day instead of limited hours. The A&E center also allows us to engage with our students more actively for upcoming events and activities.

Has created a more efficient service to our students especially during peak times (beginning of each semester, mid-term and finals).

Goal 5**Goal**

Design and implement 'Peer Point Courtyard' at Palomar's SM campus

Choice

In progress

Describe Progress

Due to COVID, we've transitioned remotely and have stopped the progress on developing the Peer Point Courtyard. We have placed a work order to build a turf area for students to play games outside. In addition, allow students to access another space on campus to gather.

Describe Challenges

Funding and/or limitations with construction

Inadequate staffing to run effective and sustainable programing. Student gathering space (non-instructional) must be a priority as we increase programing and services.

Describe Outcomes (if any)

N/A

Goal 6**Goal**

Promote Awareness/Campaigns for Students to Register to Vote

Choice

In progress

Describe Progress

We have registered Palomar College in the statewide CA Ballot Bowl. We have been promoting and marketing students through social media to register to vote in the upcoming election. Additionally, we have developed a Civic Engagement page where there are various resources and tools for students to review for the the upcoming elections.

Describe Challenges

Promoting all of the resources and material remotely versus being able to hold in-person events and being able to register students on the spot.

Social media expertise and efforts expanded exponentially while in the remote setting and will require adequate staffing to sustain once we return to campus.

Describe Outcomes (if any)

N/A

Goal 7**Goal**

Provide Grab 'n' Go Mobile Services across campus

Choice

In progress

Describe Progress

Kick off for using Food Cart on San Marcos campus was scheduled for spring 2020. COVID-19 pandemic forced campus closure. The mobile cart has not been wrapped.

Describe Challenges

Distribution to satellite campuses; replacing and/or repairing malfunctioning fridges; adding additional fridges to other campus locations (ITC, NS, Fine Arts, etc).

Post COVID-19 and return to work limitations may affect completion. Health and safety regulations may impede progress.

Depending on student demands and our ability to meet those demands, staffing increase may be required.

In order to provide services to satellite campuses transportation must also be considered. Discussion and planning to meet federal and state regulations for transporting food in properly cleaned and sanitized vehicles will need to be a priority. We use the facilities cargo van and again, it will require staffing to sanitize the van prior to all usage.

Describe Outcomes (if any)

Saw an increased need for food for students prior to COVID-19

Approximately 6114.5 pounds distributed from Oct. 2019-Feb. 28, 2020

Positive feed back from students, staff and faculty regarding the implementation of this service.

Goal will be reviewed pending return to campus, health and safety regulations and access to all campus locations for mobile services.

As we expand services, again, adequate staffing will be required to develop and sustain operations.

Goal 8

Goal

Implement Monthly Restorative, Social, and Racial Justice Workshops. Inclusion Centered Circles. Safe Zones and Allies.

Choice

Not Started

Describe Progress

Event planning was scheduled for fall 2020. COVID-19 pandemic forced campus closure. Efforts are underway in developing virtual workshops for students on a variety of topics.

Describe Challenges

COVID-19 and social unrest has enhanced the focus on Equity, Diversity and Inclusion efforts across campus. Student Life and Leadership is actively engaged in District efforts. Students are feeling the effects of zoom fatigue, lack of interpersonal connections, and mounting personal challenges.

As we develop our antiracism programing and foster partnerships across campus, staffing and monetary resources will be a factor.

Describe Outcomes (if any)**Goal 9****Goal**

Hire and Train an evening Student Activities Admin Assistant

Choice

Not Started

Describe Progress

Due to lack of funding we are unable to move forward on this goal. Additionally, since we are working remotely there is no need for this position currently.

Describe Challenges

Funding for staffing.

Describe Outcomes (if any)

N/A

Goal 10**Goal**

Develop and implement healthy food demonstrations

Choice

In progress

Describe Progress

We were well on our way in providing food demonstrations prior to COVID-19

Describe Challenges

COVID-19 forced a campus closure. Post pandemic health and safety regulations may prohibit food demonstrations in the next few years, pending return to campus. Student clubs may or may not be allowed to provide food demonstrations. Possibly, virtual platforms may be used to provide valuable meal prep options for students. Our partnership with Leah's Pantry will resume once operations are fully restored once we return to on site work.

Describe Outcomes (if any)

Pending health and safety regulations along with new programing options will be under review once we return to campus.

Goal 11

Goal

Design and Incorporate a SLL mural outside the Food & Nutrition Center

Choice

Not Started

Describe Progress

COVID-19 prevented design completion.

Describe Challenges

COVID-19 along with campus closure have shifted our priorities.

Funding will be a factor in completion.

Describe Outcomes (if any)

Post COVID-19 may continue to require attention toward more pressing goal completion. Critical conversations due to obstacles facing our students and challenges they face once the campus reopens may supersede completion of this goal.

Goal 12**Goal**

Develop a tracking system in order to better connect students to our basic need resources.

Choice

In progress

Describe Progress

Prior to COVID-19 our Nutrition center was using a system called Oasis.

COVID-19 has created opportunities for our office to develop electronic processes and practices to better serve our students. We have a modified system in place but it is underutilized due to remote / off site temporary solutions.

Describe Challenges

Prior to COVID- student assistants adding uniform information consistently; more comprehensive tracking categories
COVID-19 prevented completion.

Technology needs and resources along with access to BSA's to help with our data tracking efforts is an ongoing challenge.

Describe Outcomes (if any)

Aug. 19, 2019 – March 15, 2020 6693 total assists (779 total cases, 753 households); 29,557.39 pounds of food distributed

Post COVID-19 we will review and update status. New regulations for data tracking and services provided to students will be under review. Basic needs have moved to the forefront of critical conversations due to obstacles facing our students and challenges they face during the pandemic.

Goal 13**Goal**

Implement steps to rename The Office of Student Affairs to The Office of Student Life & Leadership.

Choice

In progress

Describe Progress

Approval from VP Star Rivera-Lacey before she left Palomar.

Describe Challenges

Unable to locate District procedures to officially identify all operations and services provided by our office to complete the name change process.

Describe Outcomes (if any)

The Office of Student Affairs still appears in various areas.

Goal 14

Goal

Evaluate and redesign service area operations for efficient service delivery; develop one stop concept for the Student Activity Card, all benefits including card production, locker assignments, printing stations and printing services, ASG relocation, meditation room, etc.

Choice

In progress

Describe Progress

Moving of Activity Card benefits/services has been completed in the Access & Engagement Center. This allows students to get their activity cards, use the printing services and obtain lockers all in one area. The Club storage area has been modified for better usage and accessibility and also runs out of the A&E center as well as the completion of the S.E.A.L. center.

In progress is a office remodel to be used as a student conduct or student confidential conference space.

In progress is a restructuring of our current HUB offices to create a more confidential area as well.

ASG offices almost complete before COVID-19. Senator/Delegate office SU-202 in progress for painting and furnishings.

Describe Challenges

Construction

IS

Decision making

COVID-19

Describe Outcomes (if any)

Very positive feedback from students for the remodeled Access & Engagement Center

Goal 15

Goal

Create adequate, confidential (when required) offices and work stations for employees.

Choice

In progress

Describe Progress

Pre -COVID-19, we started renovating a confidential space in SU-26. Once campus closed, we have not been back on site to complete the renovation.

In progress is a restructuring of our current HUB offices to create a more confidential area as well. Often, students need assistance with basic needs and we need a confidential setting to help meet their specific needs.

Describe Challenges

COVID-19 prevented completion.

Additional funding may be needed for completion.

Describe Outcomes (if any)

HUB (SU-22) completed, Supervisor Office established

Post COVID-19 we will review and update status.

Goal 16

Goal

Annual Associated Student Government (ASG) goals for 2019-2020:

1. Fill ASG Board through extensive recruitment campaign
2. Renovate the Student Union and ASG Offices
3. Change BP 2105 to separate Student Trustee & ASG
4. President Review the Constitution and By-Laws
- Update and revise existing ASG policies and procedures
5. Create a policy that will outline requirements for SU Requests
6. Pass a resolution at SSCCC General Assembly
7. Recruit at least four student rep's for SSCCC Region X
8. Make regular visits to local politicians to advocate for Palomar Student related issues
9. Invite speakers to come on campus and speak to students
10. Compile legislative stances and initiatives to correspond with the ASG events calendar
11. Establish an overnight parking program at Palomar's SM Campus
12. Establish a free or low-cost laundromat at Palomar's SM Campus
13. Advocate for a Student Housing plan that will include Transitional, Immediate and Emergency Housing services
14. Expand awareness of current Palomar services as they relate to Basic Need Resources (i.e. food pantry, free showers, scholarships, etc.)
15. Ensure students are able to use their preferred names on class rosters
16. Advocate for District & Governing Board Policies to establish gender inclusive language
17. Implement a sign-in program to track student traffic to support a possible expansion of PRIDE Center
18. Ensure PD training for LGBTQIA+ cultural competency and proficiency is mandatory at Palomar College District
19. Develop 'ASG Listens' for coffee hours to ask the needs of DRC students and how to better serve them
20. Ensure PD training for cultural competency regarding students with disabilities is mandatory at Palomar College's District
21. Discuss with students their preferred notification method through an emergency threat system
22. Webinar presentations by the police on safety measures that address issues of gun/bomb threats, personal attacks and irate students
23. Implement Coffee hours to ask the needs of Foster Youth students
24. Coordinate a Foster Youth student closet of personal and professional attire for them
25. 'Forever Chafee Grant' 26+ Resolution Support
26. Develop a Student Mentorship Program
27. Establish best practices for club fundraising
28. Establish standard club training materials
29. Work with Palomar Departments to host Environment and Climate Days
30. Design a new format for the ASG newsletter
31. Publish a monthly newsletter in a prominent location within the Student Union
32. Distribute newsletters online
33. Update ASG website with current information (i.e. meeting minutes, agendas and pictures)

Choice

In progress

- 34. Ensure we have community vendors at all ASG advocacy events
- 35. Rework ASG Comet Hour by providing promotional, informational and advocacy-based material during Comet Hour

Describe Progress

Goal #1- Fill ASG Board through extensive recruitment campaign; In progress

Goal #2- Renovate the Student Union and ASG Offices; In-progress

ASG was able to transition from SU102 & 104 offices to SU202, SU203 and SU204 which is a bigger space. ASG is now able to serve more students in their areas and have enough room for members to work

Goal #3- Change BP 2105 to separate Student Trustee & ASG; Completed

ASG has successfully separated the Student Trustee and ASG President roles at the District

Goal #4-President Review the Constitution and By-Laws Update and revise existing ASG policies and procedures; Completed

The prior ASG President was able to revise and draft edits of their Constitution and By-Laws for the new academic year.

Goal #5- Create a policy that will outline requirements for SU Requests; Not Started

Goal #6- Pass a resolution at SSCCC General Assembly; Not started

Goal #7- Recruit at least 1 student rep's for SSCCC Region X; In-progress

ASG has successfully recruited 2 students to join

Goal #8- Make regular visits to local politicians to advocate for Palomar Student related issues; Not started

Goal #9- Invite speakers to come on campus and speak to students; In-progress

Goal #10- Compile legislative stances and initiatives to correspond with the ASG events calendar; In-progress

ASG is developing annual events within the academic year that supports various advocacy matters; basic needs ,rock the vote and supporting undocumented student week of action.

Goal #11- Establish an overnight parking program at Palomar's SM Campus; In-progress

ASG has developed a proposal for the District related to this goal. Due to COVID and various projects planned by the District for renovations surrounding Prop M, this has been put on pause.

Goal #12- Establish a free or low-cost laundromat at Palomar's SM Campus; Not Started

Goal #13- Advocate for a Student Housing plan that will include Transitional, Immediate and Emergency Housing services;

In-progress

Collaborated with the Office of SL&L to offer more resources and serve as a liaison for Basic Needs/student housing resources

Goal #14- Expand awareness of current Palomar services as they relate to Basic Need Resources (i.e. food pantry, free showers, scholarships, etc.); In-Progress

ASG has advertised and marketed free food events for students through social media platforms. While on campus, ASG provided handouts and referred students to the Food & Nutrition Center.

Goal #15- Ensure students are able to use their preferred names on class rosters;In-progress

Goal #16- Advocate for District & Governing Board Policies to establish gender inclusive language; In-progress

Goal #17- Implement a sign-in program to track student traffic to support a possible expansion of PRIDE Center;Not Started

Goal #18- Ensure PD training for LGBTQIA+ cultural competency and proficiency is mandatory at Palomar College District; Not Started

Goal #19- Develop 'ASG Listens' for coffee hours to ask the needs of DRC students and how to better serve them; Not Started

Goal #20- Ensure PD training for cultural competency regarding students with disabilities is mandatory at Palomar College's District; Not Started

Goal #21- Discuss with students their preferred notification method through an emergency threat system; Completed

Goal #22- Webinar presentations by the police on safety measures that address issues of gun/bomb threats, personal attacks and irate students; Completed

Goal #23- Implement Coffee hours to ask the needs of Foster Youth students; Not Started

Goal #24- Coordinate a Foster Youth student closet of personal and professional attire for them; Not Started

Goal #25- 'Forever Chafee Grant' 26+ Resolution Support;Not Started

Goal #26- Develop a Student Mentorship Program; Not Started

Goal #27- Establish best practices for club fundraising; Not Started

Goal #28- Establish standard club training materials; In-progress

Goal #29- Work with Palomar Departments to host Environment and Climate Days; Not Started

Goal #30- Design a new format for the ASG newsletter; Not Started

Goal #31- Publish a monthly newsletter in a prominent location within the Student Union; Not Started

Goal #32- Distribute newsletters online; Not Started

Goal #33- Update ASG website with current information (i.e. meeting minutes, agendas and pictures); In-Progress

Goal #34- Ensure we have community vendors at all ASG advocacy events; Not Started

Goal #35- Rework ASG Comet Hour by providing promotional, informational and advocacy-based material during Comet Hour; not started

Describe Challenges

Goal #1-Fill ASG Board through extensive recruitment campaign

Recruiting remotely versus doing recruitment events in person

Goal #2- Renovate the Student Union and ASG Offices

Due to the transition to work remotely the renovation completion of the offices has stopped.

Goal #5- Create a policy that will outline requirements for SU Requests

Due to transitioning remotely, ASG has not reviewed this procedure since clubs and campus partners are not permitted to request usage of the Student Union.

Goal #6- Pass a resolution at SSCCC General Assembly

Due to COVID-19, there will not be a SSCCC General Assembly this academic year

Goal #7- Recruit at least 1 student rep's for SSCCC Region X

Recruit more students for ASG

Goal #8- Make regular visits to local politicians to advocate for Palomar Student related issues

Due to COVID and social distancing requirements, the ASG has not been able to visit local politicians

Goal #9- Invite speakers to come on campus and speak to students

Due to COVID, ASG has not been able to facilitate in-person events for workshops; however they partnered with Behavioral Services are facilitating Movies for Mental Health with the company Art with Impact.

Goal #11- Establish an overnight parking program at Palomar's SM Campus

District/Community approval

Goal #12- Establish a free or low-cost laundromat at Palomar's SM Campus

Facilitating a designated space and procedure for students to utilize

Goal #28- Establish standard club training materials

Need to appoint a new ASG member as the VP of Club Affairs

Goal #30- Design a new format for the ASG newsletter

Working to redesign ASG website and will upload a monthly newsletter once the main site has improved

Goal #34- Ensure we have community vendors at all ASG advocacy events

Remote instruction this academic year

Describe Outcomes (if any)

Goal #1-Fill ASG Board through extensive recruitment campaign

Continuing to market through online platforms to recruit and fill ASG Board

Goal #7- Recruit at least 1 student rep's for SSCCC Region X

Facilitate more representation of Palomar College through the region level and gain a greater understanding of any new legislation in the works.

Goal #9- Invite speakers to come on campus and speak to students

Movies for Mental Health will provide critical dialogue surrounding mental health awareness

Goal #11- Establish an overnight parking program at Palomar's SM Campus

To support our community and students that are facing housing insecurities

Goal #12- Establish a free or low-cost laundromat at Palomar's SM Campus

Provide this Basic Needs resource for students

Goal #15- Ensure students are able to use their preferred names on class rosters

ASG has been working with PC3H and the institution to incorporate this option for students to utilize

Goal #16- Advocate for District & Governing Board Policies to establish gender inclusive language

ASG has been working with PC3H and the institution to incorporate this option for students to utilize

Goal #21- Discuss with students their preferred notification method through an emergency threat system

ASG served on the Campus Police Committee and advocated for a streamlined process to notify students in case of a threat and/or emergency on campus

Goal #28- Establish standard club training materials

SL&L began improving the Club Guide and establishing an improved resource for our students in clubs

Goal #33- Update ASG website with current information (i.e. meeting minutes, agendas and pictures)

Working with the Academic Technology Resource Center on campus to improve the ASG website

Goal 17**Goal**

Develop (You Be You) UBU Campaign for Students

Choice

Not Started

Describe Progress

COVID-19 has impacted our ability to engage directly with students and student groups.

Describe Challenges

This campaign requires high touch interactions, video productions, and social media posts geared toward a national UBU campaign.

Describe Outcomes (if any)

This goal will be reviewed during the next comprehensive planning cycle in 2022. COVID-19 presents a host of challenges for our office. Goals may be completely revamped and heading in a new direction in a few years.

Goal 18**Goal**

Develop an Incentive program for Student Activity Cards

Choice

In progress

Describe Progress

In progress, as it pertains to remote working conditions.

Describe Challenges

Working remotely/ launching a new incentive program.

Students are not on campus and may be more likely to view the activity card as unnecessary in the remote environment.

Describe Outcomes (if any)

Due to our remote working restrictions, we cannot provide in-person student benefits. We have partnered with Discount Apps to provide free external benefits for the academic year in lieu of in-person benefits. If Discount Apps is successful, we will incorporate it into our incentive program for Student Activity Cards.

Goal 19**Goal**

Each staff member will select one Student Life and Leadership / Student Affairs Professional Competency selection to focus on during 2020-2021. Each staff member has flexibility in selecting a competency best suited for their personal and professional development.

Choice

In progress

Describe Progress

Each staff member has individually selected a personal and professional competency for self-improvement.

Kelly: Social Justice & Inclusion

Kimberly: Organizational & Technology

Pippa: Advising & Supporting

Sherry: Law, Policy & Governance

Describe Challenges

COVID-19 changed our priorities as we adapted to meeting the needs of our students during the pandemic. Professional development has been replaced with immediate operational demands.

Describe Outcomes (if any)

Personal and professional development growth is vitally important in the critically high touch Student Life and Leadership (SLL) profession. Staff must have time to grow, learn, reflect, and think critically due to the number of student lives impacted by SLL professionals (someone help here – can take from the competency language)

As result of our Individual goals being met leads to established a staff team competency.

Also, important to note that as Student Affairs professionals, we are advisors the the ASG. We provide support, assist with requests, offer resources and provide leadership and advocacy opportunities. We must establish competencies in order to serve the ASG, Clubs, and all students seeking resources and assistance. We build operations around what our students need in order to engage, persist and complete academic pursuits.

Goal 20

Goal

Increase CalFresh Apps

Choice

Not Started

Describe Progress

Track number of apps, follow-ups and total referrals.

Skill workshops are provided to inform students and connect with CalFresh representatives.

Describe Challenges

Remote environment

Students may be less likely to sign up for CalFresh, especially since the Food & Nutrition Center is closed.

Follow-up with students is critical which could pose a challenge relative to staffing required dedicated to individual case management for overall Basic Needs.

Describe Outcomes (if any)

Goal 21

Goal

Associated Student Government (ASG) 2020-2021
Annual Goals

Choice

Not Started

ASG 2020-2021 GOALS AND OBJECTIVES:

Drafted 10 November 2020

Approved by ASG:

Updated progress:

Goal #1: Implement institutional framework towards promoting and advocating against discrimination, racism, and social injustices.

Objective One: Advocate and spread initiative for name pronunciation on canvas.

- Open a response forum for teachers and students to see if they feel more included/advocated for.
- Recommend teachers to work on making their students put a pronunciation in their Canvas bio (or during synchronous class).
- Part of belonging somewhere aligns with being known by the correct name, which pronunciation aids.
- Year-round with emphasis at beginnings of semester. Survey at EOS.

Objective Two: Implement more accessible internal bias training.

- Work on making internal bias training more accessible.
- Measuring change students/staff feel (positive and negative) by a pre-training and post-training survey.
- Creating an internal bias slideshow and/or video on how we can adjust our internal biases and work on self-awareness.
- It has become more prevalent that we have internal biases that need to be addressed to avoid committing microaggressions.
- Year-round, but course/instruction should be aimed for EOY/Jan 2021.

Objective Three: Require students to read and submit to an Equal Opportunity contract prior to each semester.

Goal #2: Expand resources for students to access technology support (i.e. free WIFI, laptops, and books), fiscal transportation support, basic needs, food insecurities, and/or housing insecurities.

Objective 1) Survey students to see if they need Wifi from Parking lot.

Objective 2) Establish Overnight Parking Policy.

- Follow up on overnight parking, and figure out the next steps.
- Awareness:
- Faculty Support
- Stats on who would find this useful
- Governing Board support
- Policy Reform
- Gaining support from policymakers and governing board directors.

- By actively advocating and bringing attention to the issue. Reporting to the Telescope about student insecurities. Accumulating testimonies from students about this issue.
- Student housing insecurity is rising, especially with COVID.
- Data record compiled by end of November. Advocacy starts next Semester.

- Objective 3) Establish Application-based program for students to save at local restaurants and businesses.

Goal #3: Develop an outreach program with campus partners to advocate for their departmental needs that supports students by serving on all shared governance committees.

Objective One: Establish a communication campaign with faculty to involve ASG's participation in shared governance projects.

- Chair and VP of internal affairs to host a meeting where all departments with concerns STUDENTS can help with once a month.
- Measured by how useful the meeting is; i.e. attendance, activity, importance.
- Send out notification to all departments a week before the meeting is set.
- Let's educate students on the ins and outs of shared governance and projects Palomar is conducting.
- First meeting up before the end of November and will commence the end of January.

Objective Two: Have written reports from each ASG member for every regular ASG meeting about their committees/councils.

- Measured by how we will act with the info and act on it.
- Attainable by having consistent updates/reports.
- Will help us say consistent and updated.
- By next official ASG meeting.
- Regular reports from SPC.

Goal #4: Redesign our website and develop successful marketing tactics to recruit members for ASG through this remote setting

Objective One: Rebuild Website

- Redesign the ASG website by incorporating new designing training for Communication Committee to make it more accessible to students
- Watching the Social Media status and data, as well as continue making spreadsheets of continued data from these insights.
- Utilize new website training to make the new website more appealing. We will do this by advertising the new website continuously on social platforms. We'll also update the website continuously with new information
- Relevant in the student's life by making information and contacts easily accessible in an efficient and organized way. Post relevant content on social media that represents the ASG in a professional, positive manner.

Start this project ASAP and work on it throughout the

year by updating with new information. Start rebuilding the website November 2020, and from there, update it at least weekly with new information.

Objective Two: Start-up Podcast.

Objective Three: Increase Outreach and Traffic on Social Media Platforms.

Goal #5: Join the user group that pertains to Prop M and how each category of funds will be spent:

- Conduct research and layout the timeline for user groups and maintain contact with faculty/staff who are working on said project.
- Measured by our timeline, involvement, actual net benefits for Palomar.
- By setting up a team that will advocate on behalf of students' needs, setting up a realistic budget of where funds should be allocated.
- Very relevant--will affect students, student reduction, and student experience.
- Get data in order by the end of November. Have a year-long plan once data is given before the school year is out.

Goal #6: Provide a broad and diverse Associated Student Government.

Objective One: Develop a recruiting plan for the Associated Student Government.

Objective Two:

Ensure all vacancies are filled in student-held positions.

- Appoint Vice President/Executive positions as a priority
- Appoint one Senator or Delegate from each of the Academic program divisions (if possible):
- Arts, Media and Business Administration
- Career, Technical, and Extended Education
- Counseling Services
- Languages and Literature
- Mathematics, Science, and Engineering
- Social and Behavioral Sciences
- Student Services

Objective Three: Appoint Academic Program Division Liaison position for each of the aforementioned divisions to work directly with Dean of their respective division.

Describe Progress

Describe Challenges

Describe Outcomes (if any)

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.

Several strategies implemented by our office will focus on SP Goal 1: Objective 3 (listed below*). We have identified goals in several areas and our efforts will contribute to successful Vision for Success outcomes. Our area has the ability to provide programs and services directly impacting student lives in several areas:

1. Students are encouraged to participate in the Associated Student Government, Inter-Club Council, student clubs and organizations. The Office of Student Life & Leadership (SLL) emphasizes the importance of many programs becoming active and engaged through participating as student clubs. Examples include but are not limited to; Umoja, Puente, Transitions, Black Student Union, LGBTQIA, and others. Research indicates a strong correlation between retention and student engagement. We continue to encourage faculty and staff to serve as advisors to student groups, again, fostering Guided Pathways and decreasing equity gaps. Student involvement in student organizations increases persistence and completion, especially when paired up with engaging and passionate advisors. We also build in leadership development and advocacy opportunities for our students. Participation in these student organizations may increase persistence of disproportionately impacted students.

2. SLL provides resources and services around Basic Needs including housing and food insecurities. It is a primary function of our operations as we manage the Anita & Stan Maag Food & Nutrition Center, the HUB, promote CalFresh, and connect students to on campus resources along with community resources. We also partner with the Fashion Department and Comets Closet. Free clothing is available to students. We work directly with students, with all types of needs, and we know if we can assist with Basic Needs, students may continue in their academic pursuits.

3. SLL has very limited resources and a very small staff. We rely heavily on FWS to meet our staffing requirements. Our student staff is the backbone of our operations and without them, our services would be greatly reduced. Keeping students employed on campus employment is beneficial to both our students and our campus community.

*Strategic Plan 2022: Goal 1: STUDENTS: Increase student access, progress, and completion, while decreasing equity gaps. (Guided Pathways: Get on the Path, Stay on the Path)

Objective 3: Per the College's VfS goals and Student Equity and Achievement Plan, implement strategies designed to increase persistence and completion while at the same time decreasing equity gaps by 40%. These strategies may include but not be limited to:

- Implementing strategies to increase persistence of disproportionately impacted students as identified in the College's Student Equity and Achievement plan.
- Implementing strategies to address our students' basic needs (housing and food insecurities).
- Increasing the number of students employed on campus.

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

The COVID-19 pandemic completely changed most of our operations and many of our goals have been placed on hold. Beginning in March 2020, all onsite operations were stopped as the campus prepared for state wide 'stay at home' order.

The remote working environment has presented challenges and opportunities for our department. All service delivery is done electronically and some programs and services are not available in the virtual environment. All high touch and face-to-face operations with students are non-existent, including efforts around food distributions, club activities, on-site events, services such as payments for loans, diaper distributions, and many more. Our goals reflect our efforts, challenges and identify new areas brought on by the remote working environment.

Fillable forms have been created, along with e-grocery card distributions, PD trainings and opportunities to learn new skills such as Zoom meetings, social medial connections, webpage enhancements, and many more. Our virtual commencement ceremony was a success and it appears we will be hosting a second virtual ceremony in May 2021.

Annual planning and updates will constantly evolve due to unknown future timelines and health and safety regulations. SLL will also be thinking about the future differently, since we will have new practices to incorporate once we return to full onsite operations. We will also eliminate obsolete practices. Once we return to campus to assess all operations through a new functional lens, our services and operations may change for years to come.

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

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

Supervisor, Basic Needs and Resources (CAST 45)

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.

Basic Needs and Resources is a critical priority for a majority of our students. It aligns with Guided Pathways, VfS, and Strategic Plan 2022. Our office is requesting this position to meet the overwhelming challenges facing our students. Approval of a dedicated employee overseeing and supervising all efforts strengthens our mission, future critical operations, institutional priorities as research indicates our students are hungry and homeless.

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

The Student Services Division is in the early stages of reorganization. Details have not been shared regarding proposed reorganization and restructuring of the division. Over many years, The Office of Student Life & Leadership (SLL) offers this historical perspective of previous reorganization and reclassification requests. SLL job descriptions, duties and classifications are out of date. Roles and responsibilities have increased substantially and vital services enhanced well beyond the scope of the department over the past thirteen (13) years. This information is included in the comprehensive PRP and is important to the ongoing conversations regarding District reorganization.

Research indicates our students require basic need and resources. The Chancellors office identified the role of equity and meeting the basic needs of all students as a primary focus. Funding has been provided to assist with efforts to reduce hunger on campus along with identifying support resources for our students facing homelessness. Prior to COVID-19, our students were facing hunger and homelessness in alarming numbers. As we all know, the pandemic has propelled basic needs into the forefront of not only our campus but our communities across California and our nation as a whole. Our students may be profoundly impacted and as we know, have dropped out of school.

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 Supervisor, Basic Needs and Resources position is critical to the mission of SLL and our District as a whole. Our office continues to serve as the resource for students trying to meet their basic needs. Onsite services have been reduced due to COVID-19 but we continue to assist students with resources. We offer more than food and housing resources, in many cases, students are overwhelmed with challenges and we do our best to act as a conduit for resources and referrals.

Many of our goals involved providing basic needs services to students. We have offered a food pantry for over 35 years. With state funding and a generous donation to build the Anita & Stan Maag Food & Nutrition Center, our operations have grown immensely over the past 4-5 years. Not to mention, our Centers and their importance to our students all over the district. Improved programs and services, without any new staffing or district funding, were at capacity prior to COVID-19. Once we return to campus, our students will have overwhelming basic needs and our goal is to be prepared to assist every student in need through completion.

We have several SAO's (2, 3), SLL goals (2, 8, 12, 19, 20), and ASG goals (11, 12, 13, 14, 34, 35) linked to this request. We advise the ASG and we will continue to assist them in their annual goals. Often, they rely on our office for resources, data, legislation and district protocols. Also, they don't have 3 year goals, only annual goals since they elect a new board every year.

Strategic Plan 2022 Objective

1:1

1:3

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

We understand the fiscal implications and know the position will not be funded this year through the District. We will continue to do the best we can with limited personnel. SLL faces competing priorities on a regular basis. Providing resources to students is a priority. We know basic needs resources helps with student retention and completion. We may have to limit the breadth and scope of services we are capable of providing. Working remotely is demanding and we can keep up with the demands but once we return to operations on site, it will be challenging. The scope of service provided to our students, especially now, keeps this as a priority hire for our area.

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.

Once we return to onsite operations, we will need a District Commencement budget. It appears we will hold our second virtual commencement ceremony in 2021. We were fortunate to partner with PCTV for 2020 Virtual Commencement. Budget expenditures were spent from our 50000 account and were minimal to our budget. We begin 2021 planning in January 2021 and will have virtual commencement budget projections at that time.

Due to the pandemic, our sales for Student Activity Cards have drastically decreased and have caused a budget constraint. On an annual average we sell over 12,000 cards and we estimate a profit of \$180,000 a year. The sale of Student Activity Cards funds the position for the Student Activities Coordinator. The Student Activity Cards serve a critical aspect in the Office of Student Life and Leadership because it provides free and discounted benefits to our students. Additionally, the Fire Academy, Police Academy, Paramedics, Nursing and Child Development utilize the student activity card as a form of identification to show a student is enrolled in these programs. The card is only \$15 a semester and will provide access to students to receive free scantrons, printing and locker usage. In addition, the card sale revenue assists with promoting and coordinating student activities.

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

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?

PAT System

Provide a detailed description of the technology 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.

In order to collect more efficient data, we would like to implement the PAT system to designated existing computers in our facility spaces; for example, the Access & Engagement Center, Food & Nutrition Center, our main office and the Associated Student Government offices. We believe with the PAT System, we will be able to assess the collected data in order to more efficiently serve our students; for example, increased federal work study staffing during busier times, track how many students we serve at specific events and identify a more accurate number of how many students we serve each semester for funding purposes related to food insecurities and/or basic need resources.

Estimated Amount of Request.

\$0.00

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

Existing Budget

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

SLL PRP plan/goal: 3

This request was in the works prior to COVID-19. Once we return to campus, we would like to implement the PAT system.

We welcome a different data tracking system we can use to assist our data collection if one is available for our department wide effort to collect data.

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

1:1

1:3

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

1

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?

Yes

Facilities Requests

Facility Request 1

What are you requesting?

Improved student gathering spaces; Inclusion Center (old library), Peer Pointe Courtyard upgrades, and recapturing SU Complex space when appropriate (Assessment, Career Center, several office spaces).

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

SLL goals: 2, 5, 8.

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

1:3

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.

The Office of Student Life & Leadership is requesting to be included in the newly defined Prop M allocations for student spaces, especially in the renovation, remodel and additional club spaces in the old library. SLL has asked for a large "Inclusion Center" for years in an effort to meet the needs of our ASG and our clubs. The SU Complex spaces need upgrades as well (may be a part of the overall vision of the remodeled student spaces). SLL has requested to recapture space as it becomes vacant due to the old library remodel and SSC remodel. Spaces include Assessment Center SU-1 and Career Center SU-17. Also, we have requested to recapture SU-20 (loaned to Kinesiology as coaching office years ago) and SU-30 (Faculty Senate/ Bill Bedford office space). As new plans and proposals are developed, SLL may need to update these spaces to meet the needs of all SLL operations.

Is there an associated cost with this request?

Yes

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

One Time Request, Prop M

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

I don't have actual details of the remodel proposals as I believe they are currently underway (October 2020). I am unable to speak to the overall impacts to facilities and all requirements based on limited knowledge of current (newest) proposals.

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

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

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:

Vikash Lakhani

Date Reviewed

12/15/2020

FEEDBACK

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

See below

Areas of Concern, if any:

See below

Recommendations for improvement:

See below

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

stitus@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:

SL&L was able to make progress and or achieve quite a few of its SAOs and or goals

Areas of concern, if any:

Recommendations for improvement:

Need to prioritize goals and focus on a few on an annual basis

VP Name:

Vikash Lakhani

Signature Date:

12/15/2020