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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
Noncredit Programs

Department Name
Workforce, Community & Continuing Education

Division Name
Career, Technical, and Extended Education

Name of Person responsible for the Program/Unit
Suzanne Sebring

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

Webpage URL 1

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

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

Participant	Title
Suzanne Sebring	Director, Occupational & Noncredit Programs

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

3.00

Number of Classified Staff

1.00

Number of CAST Staff

1.00

Number of Administrators

1.00

Number of Full-time Faculty

1.00

Part-Time Staff

Total Number of Permanent Part-time Staff

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

0.40

FTEF of Part-time Faculty

0.60

Describe additional temporary hourly or contract staff who support this unit and/or department. (Include FWS/District Student Worker/Veteran Student Worker)

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

Yes. Hired FT Program Coordinator (CAST) for Transitions Program with grant. Agreement was for District to take over position after first year. Due to a change in upper administration and FCMAT concerns, we have been informed of the need to look for other funding possibilities and that, to general fund, this position will have to go through the prioritization process with all other positions.

Hired FT Administrative Specialist II (Classified) to fill position that had been vacated and then filled with STH.

Program/Unit Description

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

Increase in noncredit courses and programs. After COVID hit, worked with N ESL faculty to convert course offerings to online format. Working with enrollment services and consultant to transcript noncredit. Working to add new attendance accounting method (Alternate Accounting - dual census) required for online noncredit courses.

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PROGRAM/UNIT ASSESSMENT

If NO, describe why and identify a date by which they will be entered.
SAO's are done by the individual disciplines.

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?

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

Assessment Status

Assessed

SAO Summary and Reflection

OTHER ASSESSMENT DATA

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

Data not available for noncredit - Noncredit that fall under disciplines will include information in their PRPs

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!

Noncredit enrollment has been negatively impacted by COVID-19. However, N ESL faculty did convert four low-level CDCP courses to robust online formats over the summer in order to offer those courses in the fall. In addition, we are working on a project to transcript noncredit courses which should be complete this fall.

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?

COVID-19 has made it impossible to offer courses in person. For our noncredit program at CPPEN, this meant a pause in offering the program until we can do so in person. Other noncredit programs are offering online, but due to Chancellor's Office regulations we must change our Attendance Accounting methods prior to spring 2021. This involves adding a new dual-census process and updating all noncredit Course Outlines of Record (CORs). We have offered our noncredit students laptops through the Foundation, but some do not have the foundational skills necessary for digital learning and/or needed wifi connections. We continue to work to try to assist our students so they can be successful in this new online environment. We have also had to try to move toward online pre/post testing which presents similar challenges.

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

We are adding noncredit transcribing this year, which is new. Our dual-census reporting for online noncredit is the largest process needing to be created.

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PROGRESS ON GOALS

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

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

Goals

Goal 1

Goal

Convert N BASC classes at CPPEN to CDCP-eligible Math/Language Arts college prep courses

Choice

Completed

Describe Progress

The new courses N READ 950 (Reading and Language Arts) and N MATH 915 (Mathematical Literacy) are part of the new noncredit CDCP Program - College Preparation Certificate of Competency.

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

Program offered at CPPEN is on pause until we can start again in person

Goal 2

Goal

Offer noncredit transcript

Choice

In progress

Describe Progress

Working with Enrollment Services on transcript for noncredit courses and programs.

Describe Challenges

Progress slow - now partially funding consultant to complete work by end of fall 2020. Leveraged this work with current credit for prior learning transcript project.

Describe Outcomes (if any)

Goal 3

Goal

Create institutional process for noncredit online courses

Choice

In progress

Describe Progress

Noncredit online courses require the use of the Alternate Attendance Accounting method which uses two census dates (at 1/5 and 3/5 of course) in addition to a prescribed formula and the need to enter outside of classroom and "other student contact" hours in each noncredit COR. Working with Instruction, Enrollment Services and Information Services to get this in place.

Describe Challenges

PeopleSoft is not set up for dual census so changes in that program will need to occur. This type of change tends to be slow and expensive.

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.

The increase in noncredit certificate programs will assist with VfS Goal 1: Completion

Noncredit courses/programs include CTE outcomes, which will assist with VfS Goal 4: Workforce - New programs that fit this criteria have been developed and begun and more are moving through the curriculum approval process.

Noncredit courses directly serve disproportionately impacted students, helping the college with VfS Goal 5: Equity

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

N/A

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RESOURCES

Congratulations! You are nearing completion. In this section, you will consider the resources you need to implement your three-year program review plan and/or address any findings from your assessment of your discipline.

The section is organized into the following four parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology and Facilities Needs

PART 4: One Time Request for Other Needs (NonTechnology Equipment, Supplies, Operating Expenses, Travel)

Reflect upon the three year plan you created above, your current operations, and any upcoming factors (retirements, changes in legislation, and changes in policies or procedures) that will impact your unit. How will you allocate resources to implement your plan? Describe additional resources needed to improve the effectiveness of your unit/program. All resource requests must be aligned with the College's **Strategic Plan 2022.**

Summarize any reallocation/re-organization of resources you are making based upon your three-year plan, your current operations, and any other factors (e.g., legislation). Describe the impact of the reallocation of resources to your unit.

PART 1: STAFFING NEEDS

Are you requesting new Classified, CAST, or AA positions?

No

If you are requesting STAFF, please fully complete this section. If not, you can skip to the next resource section. Click "+Add Staff, CAST, AA request" below for each additional request.

When considering the funds required for a position, consult the HR website for position salary schedule and the **Benefits Worksheet for additional costs related to benefits for the position.**

PART 2: BUDGET REVIEW

Review your Budget/Expenditure reports for 2018, 2019, 2020. Consider your three-year PRP plan.

Click on the link below to access directions to the *Available Budget Report* to complete this section.

How to Request the Available Budget Report

Reflecting on your three-year PRP plan, are there any budget considerations you would like your dean/supervisor to be aware of for the upcoming year?

No

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

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

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

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

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

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

PART 3: TECHNOLOGY

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

No

Note about technology requests:

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

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

PART 3: FACILITIES NEEDS

Do you have resource needs that require physical space or modification to physical space?

No

PART 4: ONE TIME NEEDS

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

Do you have one-time requests for other items (e.g., Non-Technology Equipment, Supplies, Operating Expenses, Travel) that your budget or other funding sources will NOT cover?

No

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FEEDBACK AND FOLLOW-UP

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

Confirmation of Review by Division / Planning Council

Person/Group/Council who reviewed PRP:

Margie Fritch

Date Reviewed

11/10/2020

FEEDBACK

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

the noncredit courses are offered in various divisions so many of the response boxes did not apply.
Well done report. Suzanne does an amazing job developing and supporting our non credit courses.

Areas of Concern, if any:

the college needs to have a strategic plan for noncredit and an area of the college where the courses and programs reside so that the support can be effective and timely.

Recommendations for improvement:

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

ssebring@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 in support of NESL and other noncredit in the move to remote learning; providing support for development of CDCP courses; successful completion of CPPEN math and language arts courses; strong goals resulting in changes to process

Areas of concern, if any:

lack of SAOs -- done by individual disciplines; SAO can still be done by this office to demonstrate service to these other areas

Recommendations for improvement:

Develop at a minimum 2 SAOs for the work your area does in support of others

VP Name:

Shayla Sivert

Signature Date:

12/30/2020