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2021-2022 COMPREHENSIVE 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 and strategies necessary to improve the operation of your area. With that in mind, please answer the following questions.

BASIC UNIT INFORMATION

Program/Unit Name

Arts Media Lab

Department Name

Art

Division Name

Arts, Media, and Business Administration

Name of Person responsible for the Program/Unit

Keri McNamara

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

Webpage URL 1

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

Webpage URL 2

Unit webpage<https://www2.palomar.edu/art>

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

Participant	Title
Keri McNamara	ISA II (40%)

PROGRAM/UNIT MISSION STATEMENT

What is you Program/Unit's mission statement?

The mission of the Arts Media Lab is to collect, organize, and make available arts related content in a variety of formats that supports students academically, as well as encourages intellectual curiosity, aesthetic sensibilities, technical skills, and an awareness of historical and cultural context and significance. The AML strives to support full time and adjunct faculty by having resources available that support their curriculum within the 2/D and 3/D disciplines as well as facilitate classroom learning activities and provide opportunities for additional student engagement.

The AML is a welcoming, inclusive, and supporting environment available for students, faculty, and community members. The AML encourages visitors to engage with materials which support their studies, interests, or curriculum and to utilize technology. We provide additional resources and space necessary for students and faculty to be successful in achieving course outcomes and feel supported and welcomed within the department.

Describe how your mission statement aligns with and contributes to the College's Vision and Mission.

The existence and availability of the Arts Media Lab within the Art Department reflects the college mission and each of the core values: access, diversity equity and inclusion, academic excellence, student focused, community, and transformation. Each of these values are evident in our daily operations and in the arts related content we curate and share with students, faculty, and the community.

The AML staff play a role in supporting and promoting department events, within the college and the community such as the Ceramics Sale.

The AML prepares and aids students to engage in the local community by connecting students to local opportunities and arts events via the AML virtual space and on social media. The AML is a student focused space and provides a place for students to work on art projects (which can be large/cumbersome/delicate etc..) when the classroom space is closed or in use or when a suitable space is not available. We also provide technology and other materials to support studies in the arts. Students are always so grateful that this room is open and accommodating. The Art Department is very diverse in our student body and some students are not familiar with navigating online environments or utilizing hardware or specific software. The Arts Media Lab strives to be a positive and supporting space for all students and welcoming and supportive to adjunct faculty. We promote artwork and artists from all races, disabilities, and backgrounds and share the success of Palomar Art graduates.

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PROGRAM/UNIT DESCRIPTION

Staffing

Use the Permanent Staff Count link below to answer staffing questions.

Link: [Permanent Employees Staff Counts](#)

This form required 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**

0.00

Number of Classified Staff

1.00

Number of CAST Staff

0.00

Number of Administrators

0.00

Number of Full-time Faculty

0.00

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

1.00

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

0.40

FTEF of Part-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)

N/A

As part of the PRP cycle, Human Resource Services has provided **organizational charts for all non-instructional units. Please review the charts and answer the following questions:**

In reviewing your organizational structure, what are the strengths and opportunities this structure brings to the department, division, and college?

Our structure has changed due to a retirement that occurred in 2020. We currently have only one .40% staff member. The AML does as a result of the retirement have the opportunity to "refresh" the space.

In reviewing the organization structure, are there areas that could be improved if you were structured differently (i.e., efficiencies, communications/collaboration with the college, needs, etc.)

If there is a full time staff member then collaboration, communication, and the ability to assist faculty and students is greatly enhanced

The AML is used all hours of the day having only a part time staff member is not supplying enough support for students who want to use the facility or faculty in need of assistance. The AML does help with issues as they arise which is not possible without a staff member there.

Program/Unit Description

Who utilizes your services

Students-- Art and Music students will come more specifically for certain materials, music scores, computer software, light tables and space. All students are welcome and do use the AML

Faculty (both full time and part time)

Community members (many times students family members will use the space to work while waiting for their child/relative to get out of class)

What services does your program/unit provide (Describe your program/unit)?

Gather, curate, and promote arts related content physically and digitally

Assist students and provide direction to appropriate department as needed for assistance

Manage the Arts Media Lab physical and virtual space

Order and loan books, dvd's, av equipment to faculty...track loans

Assist students and faculty with computer equipment as needed...referring to IS when necessary

Promote courses and art events (send emails, post to social media, create flyers, add names to email lists)

Track/keep sign in sheets for live art models

Migrate Art dept website to wordpress

Update the main Art Dept website

Make up test space

Part time faculty office hours

Study and collaboration space for students

Provide access to computers, printer, internet, books, music scores

Create a Room use and course schedule each semester

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PROGRAM/UNIT ASSESSMENT

SERVICE AREA OUTCOME ASSESSMENT

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://idmpg.palomar.edu/_layouts/PG/login.aspx?ReturnUrl=%2Fssso%2Fdefault.aspx.. 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](#)

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 AND REFLECTIONS

For each SAO in Nuventive Improve summarize what you learned from the assessment and what improvements you have implemented or plan to implement as a result of your SAO assessments.

SAOs

SAO 1

SAO Title

Faculty and students will utilize the Arts Media Lab (AML) and indicate they are satisfied with the resources provided and agree the AML enhances the student experience and student engagement

Assessment Status

Assessed

SAO Summary and Reflection

The responses to the faculty survey indicate that 100% of the respondents are aware of the physical space, 75% are aware of the virtual space, The availability of technologies, the space itself and the presence of a staff member for assistance were top benefits of the space. At the moment students are not responding to any survey. When students were using the AML they often expressed being happy with the space and glad it was available to them. Upon reopening the physical space it will be possible to provide a space for students to leave feedback. Many times students are extremely glad to receive help from staff in the AML

SAO 2

SAO Title

Improve faculty participation in the survey and orientations

Assessment Status

Assessed

SAO Summary and Reflection

The survey was sent out to all Fall semester instructors and had a 30% completion rate. It provided insight on what is useful and working in the AML and the responses certainly reinforced the AML is a valued space within the Art Dept. The in person component is missing in the covid environment and people are looking forward to being able to use the space once again. When the AML does reopen it will be good to have all classes come for an orientation. It is evident that faculty engagement and student engagement are reciprocal.

SAO 3

SAO Title

Students will access and use the curated art information put together by AML staff to further enhance their learning experience

Assessment Status

Assessed

SAO Summary and Reflection

Students are referring to the AML virtual space to provide them with immediate information of art and cultural happenings in the community and at the college to further enhance and support learning. The online presence provides links to other campus services, opportunities, and areas for further exploration. There are areas to build upon but the space has a good foundation and is a nice complement to the main art department website which delivers more specific program and coursework information.

OTHER ASSESSMENT DATA

Quantitative Data

List all other quantitative and/or qualitative measures you use to track, monitor, and/or evaluate the effectiveness of your program/Unit.

Measures, Descriptions, and Annual Values

Measure 1

Name of Measure

AML Blog Visits

Description of Measure

Count of visits to the AML virtual space

Year

2020

Year

2021

Year**Year****Value**

972

Value

1770

Value**Value**

List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.

Measure 2

Name of Measure

Faculty survey participation rate

Description of Measure

survey sent to faculty regarding AML services

Year

2021

Year**Year****Year****Value**

8

Value**Value****Value**

List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.

Measure 3

Name of Measure

AML Sign in's

Description of Measure

In Person visits to AML

Year

2015

Year

2016

Year

2017

Year

2018

Value

3383

Value

3496

Value

3133

Value

2654

List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.

Reflect on your quantitative data and summarize your findings or interpretations.

Visits to the AML virtual space have increased each year. I did not connect the analytics/complete converting the blog to wordpress from blogger until May of 2020. August is the highest with 289 visits...this correlates to the start of the semester. This shows that the students are being introduced to the virtual space and returning to it as needed. When I look at the stats for most visited posts are the posts promoting classes, then student art opportunities, AML blog posts, scholarships and Palomar College Resources. This reflects that it is worthwhile to promote courses via the blog and that students are utilizing it. More consistent/focused posts would drive more engagement and repeat visits. In addition the responses to the faculty survey indicate that 100% of the respondents are aware of the physical space, 75% are aware of the virtual space, 50% share the link with their students on Canvas and/or in their syllabus. The availability of technologies, the space itself and the presence of a staff member for assistance were top benefits of the space. The survey also reflects that the availability of textbooks and a digital image collection would be assets to the space. Due to Covid my visit data focusses on the virtual space. But prior years showed the space was visited during all open hours.

Qualitative Data

Describe any qualitative measures you use and summarize the results.

When the AML is open the qualitative data is when people use the room, it is full, and people leave letting me know they are satisfied with their visit and they return.

What improvements have you implemented or plan to implement as a result of your assessment of quantitative and/or qualitative data described above?

I would like to improve faculty engagement and get more input from the survey. It would be possible during a virtual class for me to offer to join to give a virtual orientation to the AML. I can offer this service prior to the start of the semester. I also will share with faculty that the class info information does engage students and may help students make enrollment decisions. I plan to improve our textbook availability/selection/collection if possible as well as work on our digital image availability since these are faculty priorities as indicated from the survey and reflect student needs

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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!

As a result of the annual review of the PRP we were approved one time funds for a color printer to be available and hooked up to GoPrint in the AML. This is very useful for art students and is one of the most requested items by students trying to complete projects in the AML.

The Art Dept website is currently being reworked and is converted to a Wordpress site. This will allow the Art Dept website to display Palomar College menus and information and will show consistency with college branding and college departments. It should allow students to navigate to college services more easily. Due to the robust student artwork galleries on the Art department website, which are used to attract and promote our programs, it was important to the department not to loose the integrity of the image galleries during the transition.

Describe any 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?

Sometimes there are changes to how students access software or software licenses limitations but at this time I am not aware of anything

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

Likely there will may be some covid19 safety procedures that will need to be communicated since its a shared space...but these will be consistent with what the college has already implemented.

There are likely changes to the model sign in and timekeeping procedures which will delete our previous tracking procedures when models were contracted

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PROGRAM/UNIT EVALUATION AND THREE-YEAR PLANNING

Program Evaluation and Planning is completed in two steps.

First, you will complete an overalll evaluation of your unit drawing from your unit assessment data.

Second, working from that evaluation, you will establish you goals for the upcoming three years.

Section 1: Overall Evaluation of Program

Reflect on your unit, the results of your assessments in Part 2 above, and your vision for the future. Then, working together answer the following questions. Summarize your answers in the grid below.

1. What are our greatest strengths?
2. What are our best opportunities?
3. What is our preferred future, what do we aspire to do?
4. What are the measurable results that will tell us we've achieved that vision of the future?

Section 2: Establish Goals and Strategies for the Next Three Years

Once you have completed your overall evaluation, identify a set of goals and strategies for accomplishing them for this upcoming three-year planning cycle. Use the template in Section 2 below to document your goals, strategies, and timelines for completion. Goals should be Specific, Measurable, Attainable, Relevant, and Time –Specific (SMART). Following the goal template below will help you create SMART goals!

OVERALL EVALUATION OF PROGRAM

Discuss your Program's/Unit's Strengths, Opportunities, Aspirations, and Results (SOAR) and summarize your discussion below.

Strengths:

Students and new faculty are always impressed and happy that the AML exists and is an available resource for them. Some of our material and art information exists in the virtual environment so students still have access to it when having class virtually. This material can be added to and remains current.

The AML has resources in a variety of formats and faculty appreciate and use the space as well. We have Mac computers and PC's Students and faculty can be seen using the computers throughout the day and like that there is a convenient space within the Art Department-which is close to their Art classes and that has materials/technology they can utilize and specific Art and Music content and software. Students make use of the tables and chairs for group study and to "spread out" and work on projects. We have a light table which is very useful for the arts. Students in the 3D disciplines often come in to look up glaze formulas or other technical details pertaining to their artwork and are able to quickly get back to their projects in process without having to leave the Art area.

The classified staff member working in the AML is knowledgeable about computers, art, photography, artistic technique and studies, critiquing, web design, asset management, cataloguing, and digital preservation which is a positive benefit to the space and enhancing the services provided to AML visitors.

Opportunities:

Since the staff member in the AML is working on the Art Department website transition the opportunity exists to strategize and coordinate promotion of department courses and events. With the addition of a color printer the AML can better support students completing assignments and as they prepare a portfolio for employment or transfer. The AML is a sensible location to have a collection of portfolio creation support guidelines that students can access. The AML has a collection of digital images however its current format is outdated and does not meet accessibility standards. If the collection were to be updated it would be more accessible and used. The majority of faculty seem aware of the services the AML provides but new hires or others who have not visited in a while may not be aware of the virtual offerings. The convenient location of the AML, the accessibility of the lab, and that there is a knowledgeable staff member available to assist sets the AML up to be a hub within the department, allowing adjunct faculty and students to feel welcome and like they have an ally or space to study in.

Aspirations:

To continue to be viewed as a space to come do research, work on projects, print, and study. To expand knowledge of the AML's existence and services. To integrate AML services into classwork as has been done in the past
To put the collection of digital materials in an accessible format to support students classwork

Results:

Faculty and student usage, participation, and satisfaction in the AML will continue to grow. People will continue to access the AML blog.

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PROGRESS ON PRIOR PRP GOALS

List current or prior PRP goals your unit has been working on and provide an update by placing an “X” in the appropriate status box.

Prior PRP Goals

Goal 1

Goal

Color printing/scanning capabilities

Choice

Completed

The funding was approved and the printer selected in coordination with IS. The quote has been forwarded to the ADA for ordering.

Goal 2

Goal

Provide additional space for students to work using area vacated by slide collection

Choice

Completed

Add any comments related to your work on prior goals, if needed (e.g., successes, challenges, reasons for eliminating a goal).

The AML staff and Art dept. faculty are very enthusiastic about the availability of a color printer for art student use. It is often critical for art projects to be able to view the results in color and to have the availability to scan.

It was observed prior to the closing of in person visits that students were using the additional space that was made by the removal of the slide filing cabinets.

ESTABLISH GOALS AND STRATEGIES FOR THE NEXT THREE YEARS

New Goals: Please list all goals for this three-year planning cycle.

Goal 1

Description

Complete the website migration to Wordpress which includes recreating the student artwork. Get 100% faculty participation so that each art area has a student artwork gallery on the website

Strategies for implementation

I have been working on transferring the current content to a wordpress site using the college theme. I had to recreate all of the student artwork galleries due to exporting compatibility between platforms. The galleries are all transferred and i am meeting regularly with ARTC to ensure compatibility between formats and accessibility. I have all the links to the mapper and course schedules in place. I have been communicating with faculty about ideas for additional things to include or ways to restructure the information and have used other department sites as guidelines or to establish "best practices" for displaying the content. Upon beginning the project I transferred over the content on the current art site and noted not every area of art is equally represented

Timeline for implementation

The website should be ready to be published and the old website taken down by the end of the fall semester or within a few weeks to the start of the spring semester.

Outcome(s) expected (qualitative/quantitative)

The Art Dept. website is intended to showcase the work that our students do after completing courses and provide information about our faculty, programs, facilities, and events. Since Art is a visual language it is important that the site speak for itself and the student work galleries act as an attraction to prospective students. This in particular made the art department site migration challenging as the department did not want to sacrifice quality or design. Once complete the site can be configured to track usage

How does this goal align with your unit's mission statement?

This goal directly supports faculty by representing and providing information about their courses and promoting the department. The website supports current students looking to find information about their program, courses and art events. The site supports prospective students by advertising the Art Department and our offerings and providing links to the mapper, registration and other student information in a consistent predictable manner

How does this goals align with the College's Strategic Plan 2022?

This goal is in alignment with the college website design standards for uniformity, consistency of brand, accessibility, and integration. The Art Dept has been one of the final departments to convert our department website over to the Palomar wordpress theme.

Expected Goal Completion Date

2/28/2022

Goal 2

Description

Develop a focused outreach plan for the AML that includes the physical and the virtual space and supports department goals and student outcomes

Strategies for implementation

According to our survey to faculty of AML measuring an awareness of the AML and its virtual space 75% of respondents were aware we have a virtual space yet only 50% shared the link with their class. During in person learning I estimate 40% of classes came to the AML for an in person orientation. Some strategies to improve attendance and faculty interaction include:

Using the national holidays/celebrations and college wide celebrations plan blog posts/artist features that correlate to these celebrations. (ex. recognize Hispanic Heritage Month by doing a blog post on digital collections that reflect hispanic heritage) sharing this post on social media can in turn drive visitors to the blog and to the art department website

examine what social media we are using -who the audience is and why/how we are engaging with virtual space visits increase after i send an email to faculty reminding them of the space or alerting them to relevant content. By creating relevant content it will help drive engagement with the space.

Ensuring our calendar reflects department events and happenings

Informing students and faculty about our color printer once installed and by having useful materials (such as cutting boards, light table etc), tools (ie. tech, keyboards for music, headphones) and info (portfolio creation info, college info art books etc...)in the AML

Timeline for implementation

Spring/Fall 2022

Outcome(s) expected (qualitative/quantitative)

Site visit or visit to the physical space can be counted and tracked

People will report the AML space is a resource/asset

How does this goal align with your unit's mission statement?

The goal of increasing/improving outreach supports our mission of providing a welcoming, inclusive, and supporting environment available for students and faculty to use. The outreach should increase awareness of the space.

In addition our content supports students academically and ideally encourages intellectual curiosity, aesthetic sensibilities, technical skills, and reiterates historical context and significance.

How does this goal align with the College's Strategic Plan 2022?

I believe the availability of the AML is a reflection of the values of the college and the college commitment to providing a diverse, inclusive educational experience with access to resources and people to help guide the way. The AML also reaches out to adjunct faculty and provides a place where they can feel connected and engaged with the department.

Expected Goal Completion Date

5/31/2023

Goal 3**Description**

Explore options for updating our digital image collection and have these pages accessible via the AML virtual website

Strategies for implementation

Meet with ARTC to see what is possible with what we currently have. Our site is currently uploaded to the servers and organized in hierarchy. I have metadata for all of the images. The images are approved for educational use but investigate how they can still be protected so they are not publicly available (password protect the collection). if possible integrate into the Digital Image Collections area of the Arts Media Lab website

If the collection is able to be "updated" once it is in place inform students during AML orientation and promote to Art Faculty.

Timeline for implementation

unsure...The collection contains thousands of images so it depends on the level of involvement in making the collection more accessible. Since there is already metadata available it may not be too complex but this needs to be investigated

Outcome(s) expected (qualitative/quantitative)

Usage could be tracked and counted online. It is possible that faculty could assign students to utilize the collection in projects or for conducting research for Art History papers which would boost both in person and virtual visits

How does this goal align with your unit's mission statement?

This is an example of how the AML collects, organizes, and makes available arts related content in a variety of formats-in this case digital- that supports students academically, as well as encourages intellectual curiosity, aesthetic sensibilities, and reiterates historical context and significance. It is also an example of having resources available that support Art curriculum

How does this goals align with the College's Strategic Plan 2022?

This goal focused on providing access for all students. Particularly if an art student is able to use use the technology made available in our physical space to access materials made available by our digital initiatives.

Expected Goal Completion Date

5/30/2023

How do your goals align with the College's values of equity and inclusion?

The Arts Media Lab strives to be a welcoming inclusive environment. By providing access to materials that are needed for students to be successful in their studies we are helping students overcome some of the barriers they face when attempting to complete coursework and attain a degree or certificate. In this way we are supporting the College and the values of equity and inclusion. By preparing materials in a variety of formats and being open, staffed and available to assist students in accessing the materials the AML is aligned with the college values. In addition by recognizing and celebrating artists and showcasing artwork from a variety of backgrounds and styles we are showing students they can achieve success and feel welcome and see a reflection of themselves within the classrooms and throughout the Art department.

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. Click here to access Strategic Plan 2022.

The AML can support the goal of transfer or workforce by seeking out and posting or providing links to Arts related opportunities for students. Sometimes it is through these mentions that a student is connected to an opportunity that leads to employment. By being viewed as a trusted resource by students and also by being known, connected, and respected by the surrounding art community the Art Dept sometimes hears of opportunities which can contribute to the College meeting its goals.

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RESOURCES

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

The section is organized into the following four parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology and Facilities Needs

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

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

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

PART 1: STAFFING NEEDS

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

Yes

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

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

REQUEST FOR ADDITIONAL CLASSIFIED, CAST, AA

Staff, CAST, AA request 1

Title of position

Instructional Support Assistant II or ISA III

Is this request for a full-time or part-time position?

Full Time

How does the position fill a critical need for current, future, or critical operations? e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.

The room should be unavailable when unstaffed

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

Prior to the 2020 retirement of the Full Time 11 month staff member working in the Arts Media Lab there was one FT employee (Karen Warner) working 7:30-4 and one part time employee working 4-8 M-TH (10 mos/40%). Restructuring could be done to increase room accessibility by increasing the PT employee hours to Full Time and shifting the hours. Increasing the part time hours to full time would make one employee the coordinator of the space, managing both the Art Dept and AML website, overseeing room equipment and developing social media for some Dept events etc... Doing this could establish more efficient district operations through reorg...restructuring. without adding another employee...This position change could allow hours to be changed to respond to busier/slower times.

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.

It is really important the Arts Media Lab remains open and fully staffed. The AML provides support to students, and faculty (both full and adjunct) Typically the AML has regular users who count on the rooms availability as a part of their scheduled day, as a place to work on assignments between courses, and we have users who come in infrequently but are in need of assistance when they do join us. Faculty depend on the room being available because they will often send students to the lab during their classtime to search for reference material, use the light table etc...Part time faculty rely on the space for office hours, meetings with students, questions about Palomar that AML staff answer, and for make up exams. The number one priority for the AML is to remain an open, staffed space which is a predicate to having a convenient, comfortable space with useful print and electronic resources and equipment for all students and faculty. Students would loose access to our book collection, which has copies of textbooks for use in the AML, equipment, printer, light tables etc.... This position also does community outreach via social media, communicates job opportunities and art related events for students, coordinates calls to IS, facilities, campus police, and helps connect students to faculty. This position is crucial to implementing the three year plan as this position does a good deal of outreach, website work, communication, and face to face student support. This position would also help fulfill the goal of working on the digital image database and other web based initiatives.

Strategic Plan 2022 Objective

1:1

1:3

2:2

3:3

3:4

3:5

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

The Arts Media Lab currently has one part time employee. Therefore the Arts Media Lab would only be open on a limited basis

This greatly impacts our ability to serve students and accomplish the goals established.

PART 2: BUDGET REVIEW

Review your Budget/Expenditure reports for 2019, 2020, 2021. 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

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 review 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 11/19/2021.*
 - *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

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

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

kmcnamara@palomar.edu

I confirm that the Program Review is complete and ready to be submitted.

Yes

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

Page 5 will show for reviewers (VP and/or Planning Councils) upon submission of the 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:

Sign Date

FEEDBACK

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

Areas of Concern, if any:

Recommendations for improvement:

Vice President Review

Strengths and successes of the discipline as evidenced by the data and analysis:

Areas of concern, if any:

Recommendations for improvement:

VP Name:

Signature Date: