Status: **Read**   Status: **Submitted**

Entry #: 26

Date Submitted: 11/5/2021 2:46 PM

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
KKSM

Department Name
KKSM

Division Name
Arts, Media, and Business Administration

Name of Person responsible for the Program/Unit
James Odom

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

Webpage URL 1

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

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

Participant	Title
James Odom	Manager, Educational Television and KKSM Radio Operations
Zeb Navarro	Manager, Radio Station

PROGRAM/UNIT MISSION STATEMENT

What is you Program/Unit's mission statement?
The mission of KKSM Radio is to serve Digital Broadcast Arts students and the Palomar College community by providing a working FCC-licensed radio station that advances broadcast education, music discovery, and cultural literacy. Students learn broadcast skills that enhance their career and technical training, expose them to different career options, and prepare them for their educational and professional goals. The surrounding community benefits through student productions which focus on local issues and the local creative arts community.

Describe how your mission statement aligns with and contributes to the College's Vision and Mission.
KKSM's mission aligns with Palomar College's mission statement through its purpose of education, enhancing career and technical skills, and cultivating an environment of inquiry through learning and discovery of new music. Because we serve both students and the surrounding community, we also provide cultural enrichment through our student-produced programming which also aligns with Palomar College's mission of cultural literacy.

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

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.

<u>**Full-Time Staff**</u>

<u>**Part-Time Staff**</u>

Total Number of Full-time Staff
2.00

Total Number of Permanent Part-time Staff
0.00

Number of Classified Staff
0.00

FTE of Part-time Staff (2x19 hr/wk=.95)
0.00

Number of CAST Staff
1.00

FTEF of Part-time Faculty
0.00

Number of Administrators
1.00

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)
One contract engineer supports the operation of KKSM Radio. Students fill on-air shift roles as part of their requirements in various Digital Broadcast Arts courses when courses are offered and in session.

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?
By being structured within the Arts, Media, and Business Administration Division, KKSM benefits from a close working relationship with the Media Studies Department and, more specifically, the Digital Broadcast Arts program. As an FCC-licensed, full-power radio station, KKSM offers an exceptional opportunity for students to receive hands-on, real-world experience in the radio career field. The college benefits from having a fairly rare spot on the local radio dial that both serves the community of license and showcases Palomar students' talents to that community.

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.)
None noted.

Program/Unit Description

Who utilizes your services
Palomar College students, the college, and the local community all utilize the services of KKSM. Students when enrolled in the Digital Broadcast Arts program radio courses or as listeners. The college when KKSM provides promotional support for the Marketing and Communications Offices and Instruction Office through promotion of classes, programs, and services. The surrounding community when listening to broadcasts over the radio and internet streaming.

What services does your program/unit provide (Describe your program/unit)?
As noted earlier, KKSM provides a classroom lab for students in the Digital Broadcast Arts program. The radio station is a federally-licensed facility with a terrestrial radio signal. KKSM also provides music, entertainment, and news on our AM signal and internet streaming service.

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

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=%2Fsso%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

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
Radio Operations Training: KKSM staff will assist the Digital Broadcast Arts (DBA) program in training students to produce a professional radio broadcasting program. This process includes training on proper voice work, sound mixing on a audio board, following a radio format, recording, FCC guidelines, and digital audio editing.

Assessment Status
Assessed

SAO Summary and Reflection
Students successfully complete their respective courses. Students demonstrate knowledge of proper voice work, sound mixing on an audio board, following a radio format, recording, FCC guidelines, and digital audio editing.
This SAO is helpful in summarizing those skills that should be demonstrated by students who perform on-air shifts at KKSM.
While the past 20 months of operating under COVID restrictions have precluded working with students in a normal on-air capacity, this SAO has served as a guideline for preparations for upcoming semesters when students will return to KKSM.

SAO 2

SAO Title
Radio Station Operation: KKSM staff will operate Palomar College's AM radio station to meet the needs of students in the Digital Broadcast Arts (DBA) program, follow campus guidelines, FCC regulations, and align itself with the campus strategic vision.

Assessment Status
Assessed

SAO Summary and Reflection
Staff is evaluated annually by their respective supervisors. The Dean of Arts, Media, and Business Administration provides evaluation and guidance to the Manager, Educational Television and KKSM Radio Operations. The Radio Station Manager's performance is evaluated by the Manager, Educational Television and KKSM Radio Operations during an annual performance review. Additional evaluation is provided periodically by the Federal Communications Commission during site inspections.
This SAO is helpful and serves as a constant reminder of the professional obligations of the staff of KKSM.
During the past 20 months of restricted COVID operations, the professional staff has successfully kept KKSM on the air with very positive audience response.

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

Description of Measure

Year	Year	Year	Year
Value	Value	Value	Value

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.
No quantitative data was generated.

Qualitative Data

Describe any qualitative measures you use and summarize the results.
The qualitative measures KKSM uses is compliance with Federal Communications Commission (FCC) rules and regulations. This year KKSM met all requirements for the annual testing of its Emergency Alert System (EAS) and we are currently in the process of having our license renewed for the next eight years. Because of the current COVID pandemic, we are unable to generate other qualitative measures beyond our FCC compliance.

What improvements have you implemented or plan to implement as a result of your assessment of quantitative and/or qualitative data described above?
KKSM staff were proactive in testing and updating our EAS equipment in preparation for the nationwide test from the FCC. Last year we experienced some difficulties and based on this data we were able to fix problems associated with last year's test to successfully complete this year's test. Some of the changes include monitoring an external feed, having staff monitor the incoming audio, and monitoring our equipment after the test.

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

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!

Due to the restrictions of COVID operations on campus, KKSM did not have the opportunity to submit student work for recognition in national organizations. One very successful collaboration with the Student Life department should be noted however. For the Spring 2021 drive-through commencement event, KKSM Manager Navarro hosted a live call-in program on the station that began several hours prior to the event and continued through to the end. This gave Palomar's graduating students and their families a wonderful opportunity to participate in the event with phone calls and dedications that were broadcast live on KKSM. KKSM's participation in the commencement event contributed greatly to its success.

Another achievement this past year was KKSM's continued contribution to World College Radio Day. KKSM contributed material for the worldwide simulcast of the college radio day documentary. This year's ambassador was comedic recording artist "Weird Al" Yankovic. KKSM Manager Navarro interviewed radio legend Dr. Demento for the documentary. Over 600 stations worldwide played this documentary giving KKSM greater exposure.

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?

None noted.

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

None noted.

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

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:
One of our greatest strengths is our history of developing strong talent that can be heard on radio stations in San Diego and elsewhere. Another strength is our FCC license which demonstrates our professionalism and dedication in ensuring that KKSM is compliant with all federal regulations.

Opportunities:
There are many opportunities for KKSM, including exploring the field of podcasting and social media. The DBA130 (Introduction to Radio) class is taught by the station manager and has begun to incorporate these two subjects into the curriculum. Another opportunity is reaching more listeners via the TuneIn smartphone application.

Aspirations:
KKSM aspires to increase its staff in the coming year. Declining enrollment in the beginning radio class prior to COVID made it difficult to recruit students to KKSM. The DBA130 class in the Fall 2021 semester had strong enrollment and offers the potential to reverse the previous downward trend. As the college moves back into more normal operations in the Spring 2022 semester, some limited internships will be offered to qualified students. The hope is to have the DBA135 radio lab courses offered again in the Fall 2022 semester, which will move the station back toward more normal fully-staffed opportunities for students.

Results:
Some of the measurable results would be the level of student staffing. Prior to the COVID pandemic, KKSM had a total of 22 student staff members. For the past 20 months, there have been no student staff working in the station. Increasing the number of student staff members as DBA classes more back to more normal numbers will provide KKSM opportunities for more full coverage for our schedule and to help out with behind-the-scenes task at KKSM.

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

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
Increase multimedia presence via social media and the web.

Choice
Ongoing

Goal 2

Goal
Work with the Media Studies Department to increase enrollment for the DBA130 Radio Production classes.

Choice
Ongoing

Goal 3

Goal
Increase donations to KKSM's Foundation Account.

Choice
Ongoing

Add any comments related to your work on prior goals, if needed (e.g., successes, challenges, reasons for eliminating a goal).
As mentioned in last year's PRP, all three of these goals have been hampered by the lack of student opportunities at KKSM due to the COVID restrictions. Even so, significant progress has been made by professional staff on goal #1. Student involvement should increase beginning in the Spring 2022 semester, which will boost progress on all three goals.

ESTABLISH GOALS AND STRATEGIES FOR THE NEXT THREE YEARS

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

Goal 1

Description
Update equipment at KKSM to reflect current industry standards and new podcasting trends.

Strategies for implementation
KKSM will conduct a review of its current equipment inventory to determine if any equipment is obsolete. Funding will be requested through the PRP process, Perkins, donations, and other funding sources like grants. The DBA/Media Studies Advisory Group will be a source of information in identifying current industry trends.

Timeline for implementation
An inventory and evaluation of equipment will begin Spring 2022 with the DBA/Media Studies Advisory Group and KKSM Advisory Group providing input on trends in the industry. Requests for equipment needs will begin with next year's PRP cycle and Perkins Grant requests. New equipment will hopefully be installed Fall 2022/Spring 2023.

Outcome(s) expected (qualitative/quantitative)
Outcomes expected are new equipment that meet industry standards and help respond to the demand for podcasting equipment and facilities. This will help in the creation of new podcasts by our students and to help train students on computer-assisted broadcasting.

How does this goal align with your unit's mission statement?
Installing new and current equipment will help our students obtain employment in the commercial broadcast field by providing them up-to-date and hands-on training on equipment. This will also allow our students to grow and create content.

How does this goals align with the College's Strategic Plan 2022?
Updating our equipment aligns with the College's Strategic Plan 2022 by allowing our students to create and innovate in an engaging manner. This goal also helps our students develop technical training for both lifelong learning and contributing to the community in a creative and innovative way. This goal aligns with the Strategic Plan 2022 through Strategic Plan Goal 2 - Objective 4 of establishing skills for students' careers and employment goals.

Expected Goal Completion Date
12/30/2022

Goal 2

Description
Creation of multimedia and video content for KKSM's website and social media.

Strategies for implementation
Currently KKSM's website and social media are photo/picture and text based. The current trend in the broadcast industry is incorporating multimedia and video content to engage listeners. Working with the DBA department, KKSM will begin to create video content through workshops with our students and incorporating this goal into our station's requirements to be on air. Prior to the COVID pandemic we began on this goal by live streaming and posting videos of live in-studio performances. We hope to continue this goal when students return to KKSM.

Timeline for implementation
The timeline is dependent on when students will be allowed in the studios. Given the vaccination rate and new vaccine requirements, we are hoping to start this in Fall 2022 when we expect students back in the studio with a completion of Spring 2023 for this goal.

Outcome(s) expected (qualitative/quantitative)
It is our hope to have at least two to three new videos on our social media created by students. This includes Facebook and Instagram posts and videos on our KKSM YouTube channel. Another venue we would like to add to our social media presence is TikTok which will help us engage with younger listeners.

How does this goal align with your unit's mission statement?
The current trend in the industry are impressions and audience engagement via station websites and social media (Facebook, Instagram, YouTube, TikTok, etc.). By incorporating this goal into our station requirements, we are aligning ourselves with our mission statement of allowing students to be creative while also preparing them for jobs in the radio broadcast industry.

How does this goals align with the College's Strategic Plan 2022?
This goal aligns with the Strategic Plan 2022 through Strategic Plan Goal 2 - Objective 4 of establishing skills for students' careers and employment goals. This also contributes to the mission and values of the Strategic Plan 2022 by allowing our students to be creative members of society while also providing them with skills for a career in their respective fields.

Expected Goal Completion Date
5/25/2023

How do your goals align with the College's values of equity and inclusion?
By updating the station's equipment, we will look at accessibility features for students with disabilities and students with low technological literacy and/or low access to technology. It will provide these students a chance to participate with other students and allows them access to technology to create content for KKSM and to build their portfolios. The second goal will help promote the diversity and inclusivity of KKSM by having our diverse staff create content from each of their unique background. This diverse content on our social media will provide a creative outlet and voice to students who would not normally have a platform to showcase their work.

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 College's VfS goals and outcomes deal with very specific areas that impact student success. As a department, KKSM works closely with various campus entities to produce audio promotional material that enhances the College's efforts towards these goals and outcomes. Our strategy has always been, and will continue to be, to work closely with whoever we're collaborating with ensure that KKSM production accomplishes the goals of increasing awareness, educating about specific programs, etc.

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?
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 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?
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.
In past years, KKSM's General Fund budget allocation has been just enough to cover the hard operating costs of the station (lease/utilities for transmitter facility, engineering support). As in the past, the FY2022 budget allocation is sufficient to cover these hard costs, but a slight increase in the allocation has allowed for approximately $2,000 in additional funding that can be used to cover unexpected maintenance costs. It will be important to ensure continued funding at the current level in order to avoid budget shortfalls.

Music licensing fees and the station's streaming service subscription are paid from lottery funds. As long as these lottery funds remain available, this practice will continue, but should lottery funds ever be cut, additional funding will need to be made available in the General Fund allocation in order to keep KKSM on the air.

Funding was sufficient in FY2021 to cover some much needed repairs to the KKSM transmission towers in Oceanside. These needed repairs had been identified in an earlier tower inspection. The repairs that were done took care of all vital safety concerns, but there was a recommendation to replace two tower anchor points that wasn't addressed. The total cost of this repair would be approximately $24,000. While it isn't critical at this time, the current anchor points are susceptible to corrosion. So, at some point in the future funding will need to be identified to make these replacements.

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?
Yes

Technology Request

Technology Request 1

What are you requesting?
Upgrade/replacement of KKSM's existing ENCO radio automation and music library hardware. This consists of two custom-built PCs and the associated cable harness to connect the system to the station's on-air console.

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.
The ENCO radio automation and music library system is a critical component of the operation of KKSM and offers DBA students a hands-on experience with a state-of-the-art, professional system identical to what they will encounter in a commercial radio station setting. This system consists of a primary, on-air PC; a secondary, backup PC; and a cable harness to connect the system to the KKSM on-air console. The current system in use was installed nearly ten years ago and is well past its expected life. A failure of this system would severely limit the ability of KKSM to operate normally and severely impact the student experience.

Estimated Amount of Request.
$6,500.00

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

What PRP plan goal/objective does this request align with?
This aligns with our PRP plan on updating the station's equipment. ENCO is one of the most accessible and intuitive broadcast systems available. Our diverse student population includes students with physical disabilities and students with visual disabilities. In the past these students were able to participate in on-air broadcast thanks to ENCO's accessibility features. Updating the ENCO system at KKSM will not only help us remain current in the broadcast industry but also still allow us to provide students with disabilities a chance to be included in KKSM activities.

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

2:4

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 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.
jodom@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:**