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# 2021-2022 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 review of and reflection on key program 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.**

**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.**

The College also uses Program Review and Planning as the conduit to request resources (human, technology, facilities and funding) to further help improve and support programs.

# BASIC UNIT INFORMATION

**Program/Unit Name**
Dual Enrollment

**Department Name**
Dual Enrollment

**Division Name**
Student Services

**Name of Person responsible for the Program/Unit**
Jennifer Finn

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

### Webpage URL 1

**Unit webpage**
https://www2.palomar.edu/pages/dualenrollment/

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

| Participant | Title |
| --- | --- |
| Jennifer Finn | Supervisor, Dual Enrollment |
| Glyn Bongolan | Department Chair, Counseling |
| Ellie Masiello | Short Term Hourly, Dual Enrollment |
| Susan Rogers | Outreach Specialist, Dual Enrollment |

# 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**
2.00

**Number of Classified Staff**
1.00

**Number of CAST Staff**
1.00

**Number of Administrators**
0.00

**Number of Full-time Faculty**
0.00

**Part-Time Staff**

**Total Number of Permanent Part-time Staff**
0.00

**FTE of Part-time Staff (2x19 hr/wk=.95)**
0.20

**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)**
Dual Enrollment is currently supported by staff that is assigned to other departments/roles. Dual Enrollment has employees doing this work on top of their regular roles (i.e.: Chair of Counseling, 2 student workers, an hourly retiree, and 2 part-time academic counselors). Our hourly retiree is only with our office 1 day a week.

**Have you experienced any changes in staff this past year?  If so, please describe how the changes have impacted your operations.**
Yes. Dual Enrollment now has a full-time supervisor, a designated classified staff, and 2 designated student workers (Peer Mentors). They have positively impacted operations since we have the ability to accommodate students and staff more actively and continue to elevate services to our high school partners.

Having new staff for the first time has been an endeavor on some levels as these positions are new and many technology issues arise such as setting up Microsoft Teams, extensions, and other IS operations. When we are waiting for them to supply us with our needs, it delays our processes and the help we intend to give to our high school students.

Fraudulent applications have been a challenge as we cannot do application workshops and get an ID number same day to finalize K12 paperwork and residency. Now, it takes 3 days or more, often longer if we need to connect with the BSA on searching for the application in CCC Apply. This has increased our phone and emails from students and HS counselors on the whereabouts of an application. It also delays their enrollment into their classes, which causes departments to question our class numbers and if they should cancel the course. This is something at the State level, but should be notated how it significantly impacts our operations.

# Program/Unit Description

**Have the services your unit performs changed in any way over the past year?**
Due to the pandemic, services are more laborious with remote environment work and having to adapt to the current circumstances.
Students are still struggling with online formats, which require more intervention with faculty, HS counselors and Dual E. staff to intervene with the students' poor participation in courses, low scores, etc. Many students need to take a Dual E. course for credit recovery at the high school, but are "zoomed" out. It is especially difficult for students taking asynchronous classes, as many want F2F or at least synchronous.

We are updating SIS preps sheets frequently, due to accommodating faculty and staff and learning the ways in which Instructional Services wants prep sheets. More training is needed, which delays updating the sheets. It would help if we had our own ADA or our short term hourly more than one day a week to update instructional documents as needed.

With two Middle Colleges added to our program, we are experiencing difficulty in scheduling at the Centers, FTEF usage, and allowing public to access course. More communication and scheduling is involved in a process that is not clear. A bigger challenge is the departments finding instructors who wish to teach F2F. Most do not want to teach F2F, let alone drive to a high school.

We now have a Dual Enrollment Advisory Committee that reviews new CCAP agreements, faculty trainings, instructional components and items that we need to announce to key players at the College for review and decisions.

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

# PROGRAM/UNIT ASSESSMENT

# SERVICE AREA OUTCOMES UPDATE

## GOT SERVICE AREA OUTCOMES?

**Outcomes are statements written in support of student learning to show direct support (instruction) or indirect support (services) provided on campus. Assessment is the way we measure how well we are achieving our outcomes.**

**For non-instructional areas, outcomes are called Service Area Outcomes (SAOs).**

**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 doing the following:**

> 1) Log in 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**. SAOs should be assessed at least once every three years. **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, if appropriate.

**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 / 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**
Develop a Menu of Courses

**Assessment Status**
Not assessed

**Next planned assessment**
This is a continuous development that happens when a high school wants to add courses or pathways. Also, Middle College of Orange Glen and Middle College will be creating a menu of courses with Palomar's Academic Counselor.

### SAO 2

**SAO Title**
Dual Enrollment Instructor Training

**Assessment Status**
Not assessed

**Next planned assessment**
Conduct Instructor training for dual enrollment with specific issues related to engaging HS students in an online environment. Reviewing Instructor manual. Next assessment Spring 2022.

# OTHER ASSESSMENT DATA

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

## ACHIEVEMENTS AND OTHER RELEVANT INFORMATION

**Describe your program's achievements this past year.  Where possible, describe how these achievements are related to our students and their success!**

1- We have achieved two full time staff members dedicated to Dual Enrollment, 1 additional Academic Counselor, and 2 new Peer Mentors.

2- We have added our Dual Enrollment Advisory Committee (VPSS, VPI, Dean of Counseling, Sr. Director of ES, Dean of Instruction, Counseling Chair and Supervisor of Dual Enrollment to review and determine best practices for new developments in our office. The committee will help guide and support new initiatives, agreements and faculty support.

3- Continuously re-building and growing enrollment from the start of March 2020 pandemic. More students are seeking help and we are putting more efforts into counseling and peer mentor support. We are building a Canvas Dashboard for our counselors and staff to communicate with students and reach out monthly to connect and uncover any classroom experiences, technology issues, or problems that may be preventing a good student experience and passing grade.

4- Even with a pandemic and remote work, we have continued enrollment and increased our FTEF with instruction. We continue to add courses and partnerships.

**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?**

As of Fall 2020, the Office of Dual Enrollment have been adhering to AB 30 for our CCAP participants.

If a student has been in a Dual Enrollment CCAP course as of Fall 2020, we can continue to utilize the same K12 Dual Enrollment form (HS saves the forms to my Google Roster link). However, if the Dual Enrollment student decides to take a concurrent course outside of their course selection through our office, they must submit a current-term K12 form to Admissions for processing.

Kendyl Magnuson-Sr. Director of Enrollment Services, Jennifer Finn, and John Lewis- BSA, are working with the Cashier's Office to create a K-12D indicator.
For K-12D (for CCAP/Dual Enrollment students), we would not charge for any student fees (student rep, center, health), tuition or course/material fees per our CCAP agreement. Currently, our CCAP (.001 billing units) is attached to the course, not the student. So, if a student enrolls in a CCAP course, the fees are $0 for the student once inputting the K-12H indicator. At this time, if the student registers in a NCCAP/concurrent course outside of their Dual E/CCAP course, they are charged student and course material fees. The K-12D indicator would clear fees for a non-CCAP course at the approval of VPSS.

Kendyl Magnuson, John Lewis and Jennifer Finn are also working to submit a HERFF application for funding and create a Dual Enrollment dashboard. The overall goal of this Dual Enrollment/K12 Concurrent Enrollment initiative is to create a dashboard within PeopleSoft that will allow for online access for K12 students, parents, and high school counselors and Palomar end users, automation, and a reduction in manpower for processing individual forms or searching for individual students on multiple tabs in PeopleSoft.

Currently, Dual Enrollment/Concurrent K12 enrollment is time consuming handling hundreds of paper forms (remotely). Much of the process is manual, thus creating a homegrown system will allow Palomar employees to manipulate online forms/systems as necessary. It will also enhance services to students and remain student centered focused as we continue to work remotely.
With this initiative, we will be simplifying the K12 form process and creating an online form that merges with PeopleSoft and will allow us to address College and Career Pathways (CCAP) fee collection issues (ie: creating new equation variables, determining CCAP students in system, generating fees appropriately).

As stated earlier, having faculty and services be remote during a pandemic, following PFF guidelines, as impacted Dual Enrollment. For Spring 2022 planning, 67% capacity for all F2F classes impacts the high schools as they need to max out class enrollments who need the class as part of pathway plan or credit recovery. With limiting enrollment, the high school is left scrambling trying to find another solution for their students. Not to mention, we cannot easily add another section due to lack of faculty or rooms on high school campus.

**In addition to (or in response to) the changes listed above, what board policies, procedures, and processes need to be updated, created, or deleted?**
The processes stated above our still in early stages of programming, thus we need to finalize the processes to enhance our service. Until they are completed, we will still have time consuming processes in place.

It is our hope to eventually create an online K12 form that will save students and end users time processing. Currently, we are researching a software called dualenroll.com that the VPSS has initiated.

We are also working with Faculty Senate to discuss our policy to request an instructor signature for a student under 16 years of age. Our office has requested all Region X schools and their K-12 concurrent enrollment processes and Palomar is the only school that requires an instructor signature for a student under 16. We continue to site SCFF benefits and enrollment measures to impact facultes signature. Issues may arise with policy and we are working to review AP policies and legal advice for why the College should move away from requiring an instructor's signature on the K12 form.

Lastly, PFF needs to reconsider the 67% capacity limit for Spring 2022 and any future terms for Dual Enrollment courses offered at the high school's. We could negotiate with the union just for dual enrollment courses with an MOU for the spring but it will be tough to argue the logic since the cap is intended to be a safety measure.

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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** | **Choice** |
|---|---|
| Create proper structure, full-time support, and funding to support the Dual Enrollment Office. | In progress |

**Describe Progress**
We have submitted a budget for the 2021 year but it is still pending.
We have added two full time employees assigned to Dual Enrollment and are looking to hire a Director that will help oversee our office.

**Describe Challenges**
Lack of funding at the College makes it difficult for Dual Enrollment to get any funds for items such as computers (need laptops for two employees), printing materials, and marketing items. Without a budget, we cannot provide tools needs to properly function in the office, nor do we have items to take to Red Table events at high schools.

**Describe Outcomes (if any)**
Guided Pathways have supported Dual Enrollment by use of funds for Fall 2021, allowing us to hire two Peer Mentors.

**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.**
Dual Enrollment is increasing K12 enrollment and is adding a second Middle College at the Rancho Bernardo Center, increasing our FTES and SCFF. A variety of programs are available to meet the needs of the diverse population within the community, including Dual Enrollment, and our office continues to support other areas of campus such as Outreach Services and Admissions at workshops and outreach programs such as application workshops.

We continue to look at a range of student support services aimed at addressing barriers to educational access and promoting academic and personal success to our K12 students. Many of the resources available to students are aimed at supporting the whole student while providing flexibility to address individual needs, like the Student Health Center, Behavioral Health Services, and the Food and Nutrition Center. Our Peer Mentors and Counselors will continue to reach out to our K12 students via email and phone to assist with the resources at Palomar.

**Describe any changes to your goals or three-year plan as a result of this annual update.**
For the first year, we will to create our office infrastructure, but our SAO's goals are not related since this was our first comprehensive PRP. Continuous goals outside of SAOs would be increasing course completion rates, student support and full time staffing.

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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**
Director of Early College, Outreach and Access

**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.**
This position will support Dual Enrollment, along with other departments and can take some current CCAP agreements and instructional duties off the supervisor.

**Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?**
This will be a replacement and title change for a current vacant position.

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

**What funding would support this position?**
SSSP funds

**Describe how this position helps implement or support your three-year PRP plan.**
This position will help support our instructional needs, faculty, training and overall development of the Dual Enrollment program.

It will also strengthen and grow our Dual Enrollment community and partnerships, along with supporting ongoing strategies for communication and resources for our high school students.

**Strategic Plan 2022 Objective**

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

**If the position is not approved, what is your plan?**
Current Sr. Director of Enrollment Services would continue to oversee the office, as the supervisor continues to do the work of a director.

# PART 2: BUDGET REVIEW

**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.**

We need our own Dual Enrollment account for purchases such as technology, office supplies, printing, mileage, and support staff (ie: short term hourly). Currently, we have to use Enrollment Services account string.

We also need to ensure a budget for the TLC San Marcos remodel for the new Director and cubicles for Outreach Staff and Peer Mentors.

Review your Budget/Expenditure reports for 2019, 2020, and 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

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

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

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

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

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

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

# PART 3: TECHNOLOGY

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

## Technology Request

### Technology Request 1

**What are you requesting?**
Requests for two laptops for supervisor and Outreach Specialst, plus one desktop, 2 docking staations, 4 monitors, two keyboards and mouse.

**Provide a detailed description of the techonology item requested.  What is it, and why do you need it?  Please be as descriptive as possible.  Include in your description how the requested item aligns with your discipline's PRP goals, analysis of PRP data, SLO/SAOs.**
We need to purchase two Complete Set $3016.07 (Laptop, Monitor, Soundbar, Docking station, Mouse, and Keyboard) for Susan Rogers and I.

The US_Quote $2,101.21 (Keyboard, Monitor, Desktop Comp, Soundbar) is the desktop computer package. However, I need The Complete Set package AND only the Desktop Computer (Precision 3450 Small Form Factor: $1595) from the US_Quote.

We need 2 of the Complete Set packages, plus 1 Precision 3450 Small Form Factor desktop computer for supervisor.

Total should be around $5797.42 plus taxes/fees.

**Estimated Amount of Request.**
$6,000.00

**Will you fund the request through your budget or other sources?**
Existing Budget, One Time Request

**What PRP plan goal/objective does this request align with?**
All goals, as we cannot perform our job if we cannot use a laptop. We need laptops for traveling, but docking stations, monitors, etc. for our office. Currently, the supervisor has borrowed laptop from IS and using the existing TLC computer that is assigned to a TLC Counselor. Supervisor can only log in with guest access, which also means they cannot print.

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

| 2:2 | 2:4 | 3:1 | 3:4 |
| --- | --- | --- | --- |

**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?**
Yes

*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?**
Yes

## Facilities Requests

### Facility Request 1

**What are you requesting?**
TLC Remodel and cubicles for classified staff and peer mentors

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

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

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

**Provide a detailed description of the facilities item or space requested.  What is it, and why do you need it?  Please be as descriptive as possible.  Include in your description how the requested item aligns with your discipline's PRP goals, analysis of PRP data, SLO/SAOs.**
Staff Cubicle Area- Add 6 cubicles for Outreach Staff with exits to front or back for safety
Make 102 office in TLC to new Directors office since we don't have any free office spaces.
Change front desk of TLC to remove a portion to allow for more safety for staff.
Add desks, chairs, drawers, and storage shelves to TLC 111.
Install Hyflex/AV equipment in classroom of TLC.
Add desks to TLC 103 room as new Counselors room.
Storage Room 104 needs more storaage

*All TLC is shared with Outreach and Promise Programs and is not exclusive usage for Dual Enrollment

**Is there an associated cost with this request?**
Yes

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

**What impacts will this request have on the facilities/institution (e.g.,water/electrical/ADA compliance)?**
We will need to work with IS on technology and facilities on updating office spaces of TLC 102/103 into offices with desks.

# 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?**
Yes

## Requests

### Request 1

**What are you requesting?**
Mileage for application workshops, high school meetings/visits, etc.

Account string for printing of K12 documents to distribute at HS events. Tabling items such as slickies, Palomar swag and tabletop retractable banner.

Desktop/laptop for Supervisor and laptop for Outreach Specialist. Headsets for Peer Mentors.

Instructional (orientation for students and faculty, conferences, laptops) vs non instructional (classroom supplies)

**Estimated Amount of Request.**                                  **Will you accept partial funding?**
$20,000.00                                                         Yes

**Budget Category**

**What PRP plan goal/objective does this request align with?**
All goals, as we cannot perform our job if we cannot use a laptop. We need laptops for traveling, but docking stations, monitors, etc. for our office. Currently, the supervisor has borrowed laptop from IS and using the existing TLC computer that is assigned to a TLC Counselor. Supervisor can only log in with guest access, which also means they cannot print.

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

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

**Provide a detailed description of the 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 US_Quote $2,101.21 (Keyboard, Monitor, Desktop Comp, Soundbar) is the desktop computer package. However, I need The Complete Set package AND only the Desktop Computer (Precision 3450 Small Form Factor: $1595) from the US_Quote.

We need 2 of the Complete Set packages, plus 1 Precision 3450 Small Form Factor desktop computer for supervisor.

Total should be around $5797.42 plus taxes/fees.

**Please upload a copy of the quote, if available.**

US_QUOTE_3000088786287.1.pdf
*122.08 KB*

Complete Set 9520 US_QUOTE_3000081287685.1 (002).pdf
*122.94 KB*

**Enter your email address to receive a copy of the PRP to keep for your records.**
jfinn@palomar.edu

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

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**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:**                          **Date Reviewed**

### 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 of the discipline as evidenced by the data and analysis:**
With dedicated staffing within Dual Enrollment, I look forward to continued progress in the growth the program. Dual Enrollment staff continue to engage with K-12 partners

**Areas of concern, if any:**

**Recommendations for improvement:**
I would like for us to make some progress on dualenroll.com.

**VP Name:**                                              **Signature Date:**
Dr. Vikash Lakhani                                        2/1/2022