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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

Library

Department Name

Library

Division Name

Languages and Literature

Name of Person responsible for the Program/Unit

Alexandra Doyle Bauer & Benhui Zou

Website address(es) for your program(s)/unit(s)**Webpage URL 1****Unit webpage**<https://www.palomar.edu/library/>**Please list all participants and their respective titles in this Program Review**

Participant	Title
Connie Sterling	Library Manager
Alexandra Doyle Bauer	Library Department Co-Chair/Escondido Center Librarian
Benhui Zou	Library Department Co-Chair/Technical Services Librarian
Linda Morrow	Public Services Librarian
Timothy Martin	Fallbrook Center Librarian/Service Area Outcomes Coordinator
Marie Templo-Capule	Subscriptions Librarian
April Cunningham	Instruction Librarian
Marlene Forney	Systems & Technology Librarian
Tamara Weintraub	Rancho Bernardo Center Librarian

PROGRAM/UNIT MISSION STATEMENT

What is you Program/Unit's mission statement?

The Palomar College Library is dedicated to ensuring we take an active role in equitable student success through our services and program. The below Vision and Mission Statement for the Library can be found on our webpage.

Vision

The vision of the Palomar College Library is to support the intellectual growth of all our students. The Palomar College Library is committed to taking antiracist action to ensure that our collection and services nurture the excellence of Black, Indigenous and Students of Color and are committed to helping students to successfully navigate diverse library communities.

Mission

The mission of Palomar College Library is to collaborate with all disciplines to empower and teach students to find, evaluate, and use information effectively. We will collect, organize, and maintain inclusive information in all its formats to support the intellectual growth of students and the professional needs of our faculty.

Themes

We seek to achieve our mission through five interrelated themes that define our commitment to excellence in education.

Empowerment

We seek to empower our students by providing all formats of inclusive information and instruction to elevate the quality of our students' lives by increasing their ability to identify, evaluate, and use information.

Learning

We provide our students with lifelong learning skills and abilities to make reasoned choices in their personal, professional, and academic lives.

Evaluation

We evaluate the information seeking skills of our students. We continuously evaluate the library's success in achieving its objectives.

Discovery

We are cognizant of the fact that information provides the building blocks of knowledge. We provide our students with the relevant resources and proper instruction to discover new worlds of information and knowledge.

Growth

We will foster our students' intellectual growth by offering sufficient and inclusive content in appropriate formats, and by providing a powerful and inclusive learning environment in the library

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

The Vision statement from the College is "Transforming lives for a better future". This directly relates to the Library's Vision to support the intellectual growth of our students. The Vision Statement of the Library had been amended to include specific language showing our commitment to antiracism and incorporating a diverse library community for our students. This is in alignment with the College's Value of :Diversity, Equity, and Inclusion - We recognize and respect diversity, seek to foster a culture of inclusion and belonging, and strive to address inequities:. The Library's values are in direct alignment with the College's other Values of Access, Academic Excellence, Student Focused and Community. The Library plays an important role in the service of student's and helping them reaching their academic needs by offering materials related to their coursework, information literacy instruction to provide guidance in research and other academic needs, as well as provides a space for the students to study. We provide students with life long learning skills that can be transferred when the students move on to a 4-year College or University, enter the workplace, and need to make informed decisions about everyday life.

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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

7.00

Part-Time Staff

Total Number of Permanent Part-time Staff

0.00

Number of Classified Staff

7.00

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

0.00

Number of CAST Staff

0.00

FTEF of Part-time Faculty

0.60

Number of Administrators

1.00

Number of Full-time Faculty

8.00

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

N/A due to the pandemic

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?

The organizational structure allows for us as a department, faculty and staff, to communicate and plan within and provide questions and feedback to the Dean. The flow works well and we are able to have input from the Dean and others in Administration when our Dean forwards larger issues up the chain.

We have recent resignations that require this chart to be updated.

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.)

The area that could be improved would be the organizational structure of the Library. The Library Supervisor position has been vacant since we moved to the new Library/LRC. Now that the two new Centers opened, we have come to realize how vital the Library Supervisor position is for the smooth running of library services from multiple locations. This larger and more complex operation (new San Marcos Campus facility and two additional Libraries at the Rancho Bernardo and Fallbrook Centers) requires both a manager and a supervisor.

We propose that the manager duties regarding building or personnel emergencies, safety, and maintenance issues, ensuring that the activities in the facilities adhere to all Federal, State, and local codes, laws, and regulations, as well as applicable District policies, be transferred to one of the two current Managers in the Library/LRC.

<http://www2.palomar.edu/pages/hr/files/2016/10/ManagerTutoringServices.pdf>

<https://www2.palomar.edu/hr/jobdescriptions/aa-cast/ManagerAcademicTechnology.pdf>

We further propose that instead of immediately hiring a third manager in the Library/LRC, we fill the vacant Library Supervisor position. Filling this position would allow the Library to focus on the day-to-day operations at all 4 library locations and help us to adapt more quickly to required changes in service, such as those imposed by the global pandemic and the Escondido MOU.

Together with the loss of our long time ADA position (whose duties are now split between two ADAs who already had other responsibilities), the lack of adequate managerial, supervisory, and administrative support will most certainly negatively impact our instructional program as we struggle to fully open our Libraries at all locations.

Program/Unit Description**Who utilizes your services**

Palomar students, faculty and staff use Library Department services as well as community residents.

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

Some of the services we provide include information literacy, physical and online materials, and space for study to the students, faculty, staff, and community of Palomar College. The Library Department provides Information Literacy support for all our users, Access to resources in various formats- physically and digitally and also Public Services such as Research support, Circulation of materials, Remote access to online materials. During the pandemic our services were exclusively online. While we ramp up to have a full return to campus in the future, we are cognizant that our online services have provided additional support for students who can't come to campus. The plan going forward to is increase on campus services, while maintaining the exemplary online services we have grown through this unique time. The Library provides many important services for students. The usage of the online services during this pandemic have provided expanded modality for reaching our students. As we work to re-open the College there are some changes that will remain, such as the offering of online services in addition to the in-person services. Some of the services we provide in the Library include checking our books and DVDs to our students, staff and faculty. The textbook reserves are a popular service. We have created a way to provide the first chapter of readings for instructors to provide to students early in the semester. We also have students utilize the physical textbooks, and free self-service book scanner, throughout the semester. In our San Marcos locations, and eventually our center Libraries as well, we provide study space with WIFI, computers and printing capabilities for the students, and check out services. This is in addition to the reference services provided both online and in-person.

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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=%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](#)

SERVICE AREA OUTCOMES TEMPLATE					
Date Identified or Last Reviewed	Description of SAO (What is your SAO?)	Assessment Method (How will/do you measure or assess it?)	Criterion (How will/do you know if you met the outcome?)	Date of Assessment	Date of Next Assessment
1)					
2)					
3)					
4)					

Are all of your unit's SAOs and assessment plans **UPDATED** and **ENTERED** in Nuventive Improve?

Yes

SAOs SUMMARIES 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

Public Services

Assessment Status

Assessed

SAO Summary and Reflection

Palomar College Library staff distributed surveys to program participants and students to collect data and insights about how the their research services and programs support user needs. Palomar College Library surveyed patrons using the Project Outcome Research Survey, which measures the impact of services designed to improve research skills and help researchers succeed. A total of 44 survey responses were collected.

A total of 44 survey responses were collected. Of the patrons surveyed, the following percentages either agreed or strongly agreed that they benefited from the program or service:

83%learned something new to help with their research

78%intend to apply what they learned to their research

81%felt more confident about their ability to conduct research

80%were more aware of resources and services provided by the library

Fall 2020

SAO 2

SAO Title

Collaborative Study Spaces

Assessment Status

Assessed

SAO Summary and Reflection

Students will use the Library as a location for group study in order to enhance academic performance and support their connections to one another and the College.

User surveys will indicate that 80% of students have benefited from their use of the library's group study rooms.

Outcome Status: Active

Outcome Types: Learning, Satisfaction

Survey (student, faculty, employer, etc.)

Students are given an online survey via email in the weeks following their use of the library study rooms. (Active)

Criterion: User surveys will indicate that 80% of students have benefited from their use of the library's group study rooms.

Assessment Timeline: Survey will be administered in at least one academic term every other year.

04/20/2021

SAO 3

SAO Title

Information Literacy

Assessment Status

Assessed

SAO Summary and Reflection

Palomar College Library staff distributed surveys to program participants to collect data and insights about how their instruction services and programs support user needs. Palomar College Library surveyed patrons using the Project Outcome Instruction Survey, which measures the impact of services designed to assist students in their coursework and enhance their learning. A total of 362 survey responses were collected.

A total of 362 survey responses were collected. Of the patrons surveyed, the following percentages either agreed or strongly agreed that they benefited from the program or service:

94%learned something new to help succeed in classes

93%intend to apply what they learned

88%felt more confident about completing assignment(s)

94%were more aware of resources and services provided by the library

Fall 2019

SAO 4**SAO Title**

Resources & Access

Assessment Status

Assessed

SAO Summary and Reflection

Palomar College Library staff distributed surveys to program participants to collect data and insights about how their digital and special collections services and programs support user needs. Palomar College Library surveyed patrons using the Project Outcome Digital & Special Collections Survey, which measures the impact of services designed to library collections or resources that support research or classroom instruction. A total of 28 survey responses were collected. Of the patrons surveyed, the following percentages either agreed or strongly agreed that they benefited from the program or service:

92%felt more knowledgeable about topics due to resources used

93%intend to apply what they learned

96%felt more confident when using resources or collections

85%were more aware of the library's resources and collections

Fall 2021

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

Database Usage

Description of Measure

Documents viewed using electronic databases.

Year	Year	Year	Year
2018/2019	2019/2020	2020/2021	
Value	Value	Value	Value
420,383	436,175	453,709	

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

Measure 2

Name of Measure

Number of Information Literacy Instruction Sessions

Description of Measure

Instruction sessions and examples of embedded librarian services for 2020-2021 - <https://docs.google.com/document/d/1ujfxD8dEIntnCvTRNNpe8xqTzALv42Dny1VX1rtI9c/edit>

Year	Year	Year	Year
2018/2019	2019/2020	2020/2021	
Value	Value	Value	Value
197	202	115	

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

Measure 3

Name of Measure

Collection Development

Description of Measure

Physical items at all locations.

Year	Year	Year	Year
2019	2020	2021	

Value	Value	Value	Value
184,678	197,935	196,036	

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

Measure 4

Name of Measure

Circulation of Materials

Description of Measure

Items processed.

Year	Year	Year	Year
2018/2019	2019/2020	2020/2021	
Value	Value	Value	Value
25,816	26,505	464	

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

Measure 5

Name of Measure

Number of Students Receiving Library Instruction

Description of Measure

The total number of students attending library instruction sessions.

Year	Year	Year	Year
2018/2019	2019/2020	2020/2021	
Value	Value	Value	Value
5,132	5,070	5,372	

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

Measure 6

Name of Measure

Online Reference Interactions

Description of Measure

Number of online reference "chats" the Librarians engaged in.

Year	Year	Year	Year
2018/2019	2019/2020	2020/2021	
Value	Value	Value	Value
744	1,009	1,939	

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.

The steady and constant increase in online usage for our materials and services increased with the pandemic induced online only model. While we have always had a constant use of the databases and other online materials we see that the students were able to access the materials and assistance needed when we transitioned to an online only format. Even though the circulation of physical materials was reduced, the Library continued to provide the requested items via curbside check out so we did have some circulation numbers for physical during the pandemic closure.

Qualitative Data

Describe any qualitative measures you use and summarize the results.

We gather qualitative data from regular surveys of faculty, staff, and students as well as informal interviews with faculty and content analysis of library instruction requests.

Through informal interviews with faculty, we have learned that the current placement of the instruction request form on the library's website and the limitations created by the instruction request form are creating unnecessary barriers to faculty who would like to request library instruction for their classes.

Through surveys of faculty who use the library's instruction services, we have learned that they are highly satisfied with the instruction their students receive and they feel that the library instruction improves their students' performance on research assignments.

Through student surveys, we have learned that the library helps them by providing:

A quiet place to study and focus

One-on-one and group instruction about research strategies and tools

Access to quality information for their research

Printers and computers as well as help using the equipment

Access to copies of course textbooks on reserve

Help with citation rules and tools

Through content analysis of completed library instruction request forms, we have learned that faculty would like support from librarians beyond the library classroom to help them strengthen students' information literacy in the following areas:

The role of inquiry in the research process

Academic integrity/plagiarism

Searching as strategic exploration

Citations

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

In order to help faculty to strengthen their students information literacy, we asked for and received support from ATRC and the Distance Education Committee to create a librarian role in Canvas. This will enable the librarians to work with faculty to add a Librarian who can provide supplemental materials to enhance the students' research and other information literacy needs. This effort, while years in the making, passed Faculty Senate at the November 1, 2021 meeting. We plan to work with faculty in Spring 2022 and beyond to implement this new role.

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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!

The Library Department has been successful in serving student and meeting their needs during the Covid pandemic and subsequent College Campus closure by providing all services online (check outs via curbside checkouts, textbook scanning for instructors to add to Canvas, and answering questions via email and phone calls). We were able to switch our service model, expand our online offerings, and change as required under the pandemic. These changes enabled the students to have the physical materials they required as well as have access to the Library team via online communications and phone calls.

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?

The opening of the San Marcos Library and LRC is ongoing. We already expanded the hours to be open for the lunch time students who may need a place to study or to check out materials. The Cleared4 app roll out has been improving and we are seeing students now come in with their clear notification up on their phones as they walk in. This pandemic experience has been difficult to navigate with so many parts, however the success we have had with the transition is positive.

A big issue we have with the re-opening plan is the reduction in support to fund staff positions that have been vacated by retirements or resignations. The Palomar College Library has four locations, and while not all are open for Fall 2021 we do have a need to employ these critical members of our team so they are familiar with the new processes and policies in place while we incorporate the strictly online model we were forced to implement due to the worldwide pandemic and the re-opening plans we have going forward in providing services during a pandemic era.

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 MOU for The EJA Escondido Center Library is problematic and needs to be amended. The MOU requires Library staff and faculty to serve the public with no vaccine mandate. This exposes the Library staff and faculty to a health risk not taken by any other employee group. While we have tried to address this health concern with the College, no solutions have been adopted. Not only is the health concern an issue, but by placing the needs of community members before all others, we are going against our own College's student-focused Mission and Values statement.

While the community members are a part of the Community College service plan, the student-centered focus remains our number one goal. All employees and students on campus must adhere to the vaccine mandate, community members have no requirement to do so. The lack of a public vaccine mandate exposes the Library Faculty and Staff to unsafe working conditions at all Library locations.

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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 overall evaluation of your unit drawing from your unit assessment data.

Second, working from that evaluation, you will establish your 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:

The Library has many strengths and one example is how we work with other departments in collaboration within our buildings, as none of the Libraries are free standing structures and we share our spaces. The teamwork we have engaged in both pre- and post-pandemic has been productive and successful. The Library maintains a good working relationship with the ATRC and Tutoring Centers so that we can provide the best services for our students. Other examples of our strengths include the ways in which we have adapted during a forced closure of the College due to a global pandemic. Here are some of the things we have done to enhance our services for the students during this especially unique time.

Email example from Faculty:

From: Young, Kathy

Sent: Wednesday, October 27, 2021 1:13 PM

To: Cunningham, April

Subject: Information Literacy Modules: wanted to share

Hi April:

I just wanted to email and say that I APPRECIATE the librarians' work on the Information Literacy Modules.

Some students come into my courses already knowing how to do research, how to determine which sources are scholarly and which are not, how to cite APA style, etc., but many do not. This may even be their first exposure to this type of info!

Although a small handful of my students do complain about doing the modules when they are first assigned, I find the modules very helpful to ensure that all students are on the "same page" when later, I ask them to do a research paper. (Or, if they do plagiarize on a writing assignment later, there is no question that they did not know what plagiarism was....)

In my Developmental Psychology course, the students' research projects are due today, so I wanted to share part of an email I just received from a student (she told me it was OK to share):

"At first I felt so overwhelmed by your rigorous standards but now I am very thankful for them because this is the first paper I have written in about 8 years and I needed to relearn how to do that. Those Library modules gave me a heart attack at first but they sure have come in handy writing this paper so thank you! "

Please feel free to pass this along to the librarians who are doing the grading of the modules (and those who created them). Now more than ever, information literacy is so important!

Appreciate all you do!

During this period the Interim President, Dr. Jack Kahn, sent out regular emails on Covid updates to to inform the employees about important information. Here are just a few highlights about the Library:

3/18/20 email from Dr. Kahn as Palomar Champions: The library live chat reference through Ask-a-Librarian will continue to offer this service 24/7 and 365 days through a consortium of librarians around the world, and they are adding local coverage during business hours and evenings by having Palomar librarians logged into Ask-a-Librarian while we are working remotely.

4/7/20 email from Dr. Kahn as Palomar Champions: "Sometimes you just have to double-up on championship status and the library is one of those areas.

Benhui Zou led a team of library staff and faculty to facilitate access to temporarily-free online versions of the textbooks we had on reserve. They were able to find about 60% of the 1,284 titles that we had on reserve in the library, available now for free through the end of the semester from sites like VitalSource and Cengage Unlimited. And now you can access those books and videos through the library's catalog because Benhui and her team worked all week adding links to the 773 free online versions they found. The team who worked with Benhui are: Lisa Franson, Melissa Molek, Anne Stephan, Casey Koss, Roz Amen, Monica Diego Schmidt, Michael Cuibus, Marlene Forney, and Marie Templo-Capule. All Champions!

The library are also Budget Development champions reducing their budget for the 2020-2021 year!"

4/27/20 email from Dr. Kahn as Palomar Champions: "A big thank you to the library team for their innovative methods of ensuring students are getting the resources they need and are developing a method for folks to return books on time!

Thank you, team!"

7/9/20 email from Dr. Kahn Palomar Champions: "We would like to nominate the two equity champions Alexandra Doyle Bauer and Monica Diego at Palomar College for creating a Black Lives Matter and Asian Pacific Islander resource guide for the library. Thank you for your leadership towards racial equity at Palomar College! The BLM resource guide is here and the API one will be live this Friday."

8/4/20 email from Dr. Khan Palomar Champions: "The Library & Information Technology (LIT) program takes the

champion slot today! Their supportive and powerful statement in support of Black Lives Matter and their commitment as educators makes them all champions here at Palomar! Thank you, team! "

12/17/20 email from Dr. Kahn: "To help you prepare for the Spring 2021 semester, the Palomar College library can scan a limited number of pages for textbooks from the collection at the main campus. This service is designed to ensure that our students have access to the first two readings or exercises for the semester, so that they can get started with their class while they are waiting for the textbook they ordered to arrive. Faculty can use the library's scanning service if the required textbook is in the Library's RESERVE collection. Visit the Library's Course RESERVE collection to check if your textbook is available in the collection. If a textbook is not in the Library's San Marcos RESERVE collection, faculty can provide a copy to the library, and it will be returned after scanning. Please visit the Library website page for Course Reserve Scanning Request Policy for more details."

12/8/20 email from Dr. Kahn with regards to a Equity Teaching Practices & Resources, the Library worked with Dr. Versaci and Hossna Sadat Ahadi to create this important tool for our teaching faculty: "This is the first Champion submitted by a Palomar Emeritus! Thank you Dr. Rocco Versaci for your continued support and leadership for antiracism and equity teaching at Palomar College. Dr. Versaci created the idea of housing all "Equity Teaching Practices & Resources" on the Palomar College library guide..."

5/4/21 email from Dr. Kahn - Faculty Service Award nomination for April Cunningham - Instruction Librarian

Opportunities:

The Library as a unit has an opportunity, as with the rest of the world, to make living in a pandemic a meaningful undertaking in terms of helping our students succeed and providing our colleagues all of the support we can in this difficult time. The Library provides accurate and relevant information for those seeking it. We can take this opportunity to grow in the best ways to provide exceptional services to enable our students to complete their desired educational goals while at Palomar College and beyond.

Aspirations:

The Library hopes to utilize what we have learned in terms of how best to serve our students both online and in-person. The new knowledge we have obtained these past almost 20 months will be helpful for our progress as we return to service in a more face to face model. We will incorporate the our best practices for in-person and online service, along with the expanded open hours for the Library in the Spring hoping all goes in the right direction with the pandemic.

Results:

Work with statewide advisory groups to review optimal standards for display of and access to shared resources through our new LSP. Create, promote and assess use of Canvas information literacy components and expand the collaboration with college wide faculty with the new Canvas role for Librarians. Exceptional work throughout the pandemic while coming up with ways to continue to meet our our student's information literacy needs, even in a completely online environment. The melding of upgraded online and face to face services, as we open up the College more widely, is an accomplishment we in the Library are proud of and can move forward with the goal of continuing to help with student success.

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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

Fill staff vacancies and request new staff positions to improve student access to library resource and services to fulfill our mission.

We need to fill the staff vacancy at the Escondido Center Library Technician and also a Senior Library Technician from Technical Services due to resignations. We have requested to hire however we are doubtful these will be filled before Spring 2022. Therefore we will need to hire several temp hourly staff to fill in gaps for Spring 2022. We've had a number of staff retirements in the past several years reducing the number of full-time staff to cover our hours of operation at 4 locations, and to order, catalog, and process materials to just 8 staff. Due to budgetary constraints and a hiring freeze, this position may not be funded for the 21/22 year.

We continue to remain concerned about our staff shortage and the ability to appropriately staff all our locations at all times. Adequate staffing, both in numbers and qualifications, ensures the Library can meet the safety and security of our students, and contribute to their success at Palomar by providing them with resources and services that meet their academic needs. Adequate staffing also protects our multimillion dollar book and technology collections. We also need more staff to acquire and manage an increasing amount of virtual online information resources and services that we offer students in response to a growing demand for these as the College expands its Centers and online and offsite distance education offerings.

Choice

Ongoing

Goal 2

Goal

Provide more flexible learning spaces for students in order to meet their research and information needs. Significant progress has been made on this goal as we observe students benefiting from the flexible learning spaces available for individual and group study at the San Marcos Library/LRC. Additionally, during AY2020, a group study room opened at the RBEC Library, and unused shelving was removed from another area of that library to open up additional potential student learning space. The study room offers chairs and a conference table for students to collaborate.

We also expanded our virtual options to accommodate students participating in distance education, something that has proven particularly beneficial for all students after the College moved instruction and services online for everyone in March 2020 due to the global pandemic. Currently, while the campus is closed to students, we provide live, synchronous on-demand reference and research assistance in the Library's video Zoom Room and through our 24/7 Chat with a Librarian service.

Palomar Librarians provide both services to Palomar students during regular business hours in Fall and Spring semesters, and select hours during Summer session and weekends. Our academic library partners from other institutions assist our students all other times. To facilitate access for students, we worked with ATRC to add an "Ask a Librarian" link to our remote services in all Canvas course shells, and are currently updating the Library website to improve resource and site navigation for students. During Summer 2020, we changed our librarian chat provider to LibChat, a service that offers more features to better assist students, including screen share and video chat.

At present, students are unable to fully utilize the newly opened student learning spaces in RB Library for study or instruction due to the lack of appropriate technology and equipment. Equipment and power options in both areas (projectors, projection screens/monitors, sufficient electrical lines and outlets), as well as furnishing and soundproofing options for the newly opened space, will ensure optimal student-use of both spaces.

The FEC Library struggles with accommodating student printing due to the number of computers available. The Library/TLC currently has six computer stations available. Students utilize our computers to study, write papers and take tests. Prior to classes beginning, we frequently assist large groups of students who need to quickly print their

coursework. Due to the lack of computers available, the printing process can often be a frustrating experience for students. The computer lab in the J building has printing available. The lab is sometimes unavailable due to scheduled classes. The lab is also unsupervised and students often need assistance with the printing process. Establishing a Quick Print Station in the Library/LRC would allow us to better serve our students and eliminate unnecessary stress in completing coursework. In order to adequately support student needs, equipment would need to be purchased including a portable stand and a

Choice

Ongoing

computer station (available only for printing). Additional data ports would also need to be installed. Surveys of students show that the group study rooms strengthen their learning and confidence. We are currently surveying students to determine if the new online formats are effectively supporting their learning needs. 88% of the respondents said they learned something new to help with their research and 89% reported that they felt more confident in their ability to conduct research. Our goal is to bring equitable services and learning opportunities to our student users of our center libraries.

Goal 3

Goal

Maintain an excellent Library Service Platform (LSP). We have migrated to ExLibris.

Choice

Completed

Goal 4

Goal

Collaborate with academic departments to offer instruction and resources that meet faculty and student needs. Significant progress has been made on this goal and we remain committed to continuing our efforts. In particular, we have expanded our options for on-site and virtual library displays, and have been offering both face-to-face (prior to the campus closure) and remote professional development workshops for Faculty highlighting library resources and instruction options for their classes. At San Marcos, we promote library resources and events on the digital displays in the Student Union, and have instituted a program facilitating meet-and-greet events in the Library's lobby that highlight and support student-initiated Library displays and programs.

Our Center libraries also develop displays that support specific instruction needs and student interests at those locations, and collaborate with other departments and offices to promote Center-wide services and resources. When the College closed to on-campus instruction and services in March 2020, the Library worked with instructional departments to identify and provide additional electronic resources and tools (including e-textbooks, RefWorks citation management program, and other resources) to ensure students had access to these materials for ongoing learning.

The Library also converted its instructional program to an online modality that provides flexible, varied, and effective

synchronous and asynchronous learning modules at the same level and quality as in-person library sessions.

These

modules include active-learning assignments that instructors can embed and manage in their Canvas course shells, live Zoom workshops with Librarians, brief self-help video tutorials on using library resources, and other tools and resources that expand learning opportunities for all students.

The Library continues to develop its offering of programs, resources, instruction, and tools to meet the needs of all Palomar students regardless of the instructional modality.

The reductions in the library budget means that we will not be able to afford to renew databases in 21/22 to support

instructional programs. We are currently contacting instructional departments to see if they can locate alternative funding.

Prior to COVID-19: Increased number of displays in the library. Increased requests for displays in the library.

Increased requests for library instruction.

Increased number of venues available for library promotion and outreach. Since COVID-19, we have increased options provided for distance education students in collaboration with faculty.

Choice

Ongoing

Goal 5

Goal

In alignment with our antiracism solidarity statement, we will review library policies, procedures, webpages, and spaces using empathy and equity principles. We have begun to review and identify policies and procedures that we can change that will make an impact on our students even while we are working and studying remotely. At the beginning of Fall 2020, the librarians, library manager and staff collaborated on a solidarity statement for antiracism that we are using to focus our analysis of existing and prospective library services. The statement invites participation from our community and we are using the solidarity statement as the basis for a video that will add our friendly faces to the website while the library buildings remain closed. We have adopted the definitions of antiracist education, implicit bias, institutional racism, and structural racism that were gathered by the National Museum of African American History and Culture, <https://nmaahc.si.edu/learn/talking-about-race/topics/being-antiracist>. We developed new procedures in order to provide students in Umoja and Puente with their semester-long reserve textbooks despite the library being closed. Overall, we are using the commitment we reaffirmed in our solidarity statement to focus our efforts to reduce barriers for the students most affected by the campus closures due to COVID-19. Though equity has long guided our decisions in the library, adapting our services to be delivered 100% online or distanced has been a new challenge and we know that Palomar's most impacted students have struggled without access to the library's textbook reserves, reliable computers and printing, quiet places to study, and in-person support from staff and librarians. This is challenging us to work creatively within the restrictions created by the campus closure to continue meeting students' needs. The Library has developed procedures to allow all faculty, students and staff to check out library materials from the San Marcos campus even though the building remains closed because of the pandemic. In order to support our students more equitably, the Library has also eliminated imposing fines for late materials.

Choice

Ongoing

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

n/a

ESTABLISH GOALS AND STRATEGIES FOR THE NEXT THREE YEARS

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

Goal 1

Description

Prepare to safely re-open all of the Palomar College Libraries and expand services to include pre- and on-going pandemic service models to help ensure student success.

Strategies for implementation

We have vaccine policies in place for face to face students and employees. However, the online students do not have requirements to provide the vaccine verification and does not require testing as others with exemptions must do, the same is for the community members. The next step to a wider open for all 4 of the Palomar College Libraries is to implement Library policy that provides safety measure as other employees are guaranteed by being under the shield of working with vaccinated only people while on campus.

There are several ways in which this can be introduced while also providing our outstanding services to all Palomar Library users.

The issue we will face is staffing all locations, we will utilize temporary hourly workers to replace the Senior Technicians who will go back to the Centers and we will utilize our part-time Librarians to fill in onsite reference gaps during our Library open hours.

Timeline for implementation

The Library is working towards opening all 4 Centers as soon as possible. This goal is based upon many factors such as College Guidelines, pending CDC/other agency guidelines in regards to Covid-19 exposure declines, and a vaccinated only population being allowed in the Library building as with the other buildings where services are provided.

Outcome(s) expected (qualitative/quantitative)

The outcome will be the increase of student contact and service as the College moves to more face to face classes.

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

This goal is in alignment with the mission of Palomar College Library which is to collaborate with all disciplines to empower and teach students to find, evaluate, and use information effectively. We will collect, organize, and maintain inclusive information in all its formats to support the intellectual growth of students and the professional needs of our faculty. By opening the other Center locations we can further collaborate with colleagues to help student success at Palomar College.

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

This goal aligns with SP 1.3. This speaks to the overall points of "increase student access, progress, and completion, while decreasing equity gaps. (Guided Pathways: Get on the Path, Stay on the Path)" and the specific help with decreasing the equity gaps some students may face at different locations. We will prepare to safely re-open all of the Palomar College Libraries and expand services to include pre- and on-going pandemic service models to help ensure student success at all College Library locations.

Expected Goal Completion Date

12/16/2022

Goal 2

Description

Create a Library collection and space to provide exemplary library services to a new population of students coming to the Rancho Bernardo Center. The move of two large disciplines, Architecture and Interior Design, require specialized materials to complete coursework in a successful manner. There is also an addition of Nursing students through a new partnership with National University to the Rancho Bernardo Center.

Strategies for implementation

We will require funding to complete the space in the Library at RB, which has been put on hold for years. It was supposed to be completed with Prop M money as part of a newly constructed area. The study room was never installed so the improvement of the space due to the lack of completion needs to be funded. The removal of stacks (bookcases) from the RB Library to add to the EJA Escondido Library as part of the MOU remodel has made the space in the RB Library unusable unless our proposal is granted to give the students something useful in the empty area.

There are no stacks to add new books and materials for these unique and specialized disciplines.

Timeline for implementation

This can be accomplished quickly once we have funding. The end of Fall 2022 would be the deadline, with anticipation of an end of Summer 2022 completion date.

Outcome(s) expected (qualitative/quantitative)

The outcomes for the implementation of completion of the space and enhancing existing space is providing an enriched environment for the students to study and learn. The increased access to electrical outlets, interactive study space for group collaboration, and the removal of the boxes on the floor to set up the study room all create a welcoming feeling for all students using the Library.

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

This goal align with the vision of the Palomar College Library to support the intellectual growth of all our students by including collaborative spaces for student engagement.

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

This goal aligns with the VfS Goal 5: Equity

VFS-5. For those designated student groups showing disproportionate impact across each Goal 1 through 4 above, Palomar will seek to decrease the equity gap by 40% by 2021-22.

By providing the collaborative spaces needed we can increase access for all students to these important dedicated spaces to allow for successful college work to take place.

Expected Goal Completion Date

6/30/2022

Goal 3**Description**

Deeper involvement with the CALM Committee. One way the Library can work to close equity gaps by accumulating more textbook reserves for students to utilize, therefore increasing equity on campus for all students. We will go further by providing a curated Open Educational Resources guide for the campus community. The focus of developing more inclusive, equitable, and accessible programs and materials, such as OER to support Zero textbook Cost classes and other needs for our students, are included in this goal.

Strategies for implementation

We in the Library have begun this important work but will enhance the focus in Fall 2022.

Timeline for implementation

This important work will continue with limited focus from the Librarians now and will be highlighted in greater detail when we have an Outreach/Campus Engagement Library beginning.

Outcome(s) expected (qualitative/quantitative)

The outcomes will be that the student's will have more access to OER materials and it will provide an answer to a burden that so many disproportionally students face in that they can't afford textbooks.

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

Our Vision and Mission statements are below. The Vision includes our commitment to the DEI work that must be done on our campus to include all people within our Mission of intellectual growth for all.

Vision

The vision of the Palomar College Library is to support the intellectual growth of all our students. The Palomar College Library is committed to taking antiracist action to ensure that our collection and services nurture the excellence of Black, Indigenous and Students of Color and are committed to helping students to successfully navigate diverse library communities.

Mission

The mission of Palomar College Library is to collaborate with all disciplines to empower and teach students to find, evaluate, and use information effectively. We will collect, organize, and maintain inclusive information in all its formats to support the intellectual growth of students and the professional needs of our faculty.

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

This ongoing goal aligns with Goal 1.3, in that this is "Implementing strategies to increase persistence of disproportionately impacted students

as identified in the College's Student Equity and Achievement plan."

Expected Goal Completion Date

5/17/2024

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

The Library is aligned with Palomar College's values and equity and inclusion in many ways. We have collaborated with colleagues to create and promote online materials that promote antiracism in our community. As one example, the Diversity, Equity, and Inclusion at Palomar College webpage points directly to one of these resources:

https://palomar.libguides.com/BlackLivesMatter_SU20. The continued dedication we have to equity and inclusion helps drive our program and decisions on collection development.

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.

VfS Goal 1: Completion. We are helping the college meet this outcome by supporting textbook affordability through textbook reserves and being a resource for faculty who are working to transition to using open educational resources. We are also supporting students' ability to afford to take classes by working on campus. And we are reducing barriers created by the digital divide to allow students to carry a greater course load and achieve their degree or certificate goals. Though these efforts we also help the college to meet outcomes related to VfS Goal 5: Equity.

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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

Senior Library Technician

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.

From resignation of MM who was responsible for technical services work.

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

No

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

No

Describe how this position helps implement or support your three-year PRP plan.

The replacement of key members of our department due to retirements or resignations is imperative to the on-going development of our department. We are unable to grow and improve when we are tasked with adding essential full-time job duties on top of our full-time jobs.

Strategic Plan 2022 Objective

4:1

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

Unfortunately all of the work she was tasked with can not be added to other staff members full time jobs.

Staff, CAST, AA request 2

Title of position

Library Manager

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 is a mandatory position needed to successfully operate the Library. Due to a retirement we will require to have this filled in 2022.

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

This is a retirement fill.

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.

This is a crucial position within our Program and Department.

Strategic Plan 2022 Objective

4:1

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

Unfortunately we can not successfully operate without this role staffed.

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.

We currently do not have adequate funding to renew all databases/electronic resources for our students' research needs. An increase of \$20,000 in lottery 600010 funding would help us renew highly requested databases from other departments. In addition, the closure of the library building due to COVID had an impact on the single-user access e-resources the library subscribes to. There's a significant increase in request to access online San Diego Union Tribune and New York Times. Our library has a current subscription for both resources, however our licensing agreement is only for a single user. Pre-COVID closure, the librarians or library staff would log-in the student to these resources using one of the library computers. We would like to request an increase in the database budget (lottery) to get a site-wide subscription to SDUT and NYT.

NYT - \$4,917

SDUT - \$9,768 (estimate). SDUT site-wide access is only available through Newsbank as part of a collection in American News: 2021 Edition, which contains more than 3,650 U.S. news sources (<https://www.newsbank.com/libraries/community-colleges/solutions/us-national/america%E2%80%99s-news-2021-edition>).

It will also have the Black Life in America collection (<https://www.newsbank.com/libraries/schools/solutions/specialized/black-life-america>)

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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 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?

Rancho Bernardo Education Center Library: equipment for flexible instruction/study space.

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.

Interactive computer projection screen (1)

Computer projector (1)

Mobile Instructor workstation, equipped same as in Library classrooms at San Marcos LRC (powered lectern, computer, keyboard, mouse, wired and connected to projector and projection screen).

At present, students are unable to fully utilize learning spaces in RBEC Library due to the lack of appropriate technology, equipment, and power. A simple solution for providing instruction in the RBEC Library is the above equipment.

Estimated Amount of Request.

\$5,000.00

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

One Time Request

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

Goal #2: Provide more flexible learning spaces for students in order to meet their research and information needs.

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

1:3

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

1

Do you think that your request for technology will require changes to a facility?

Yes

Technology Request 2

What are you requesting?

Rancho Bernardo Education Center Library: equipment for study room

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.

Dry erase film installed on full-length of glass walls (2) will optimize collaborative use of this space comparable to the San Marcos campus Library, and thus provide a more equitable learning environment for RBEC students.

Estimated Amount of Request.

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

One Time Request

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

Goal #2: Provide more flexible learning spaces for students in order to meet their research and information needs.

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

1:3

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

2

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?

Yes

Facilities Requests

Facility Request 1

What are you requesting?

Fallbrook Education Center Library, a data port for the quick-print station for students

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

Goal #2: Provide more flexible learning spaces for students in order to meet their research and information needs.

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

1:3

Provide a detailed description of the facilities item or space requested. What is it, and why do you need it? Please be as descriptive as possible. Include in your description how the requested item aligns with your discipline's PRP goals, analysis of PRP data, SLO/SAOs.

The FEC Library struggles with accommodating student printing due to the number of computers available. Due to the lack of computers available, the printing process can often be a frustrating experience for students. Establishing a Quick Print Station in the Library/LRC would allow us to better serve our students and eliminate unnecessary stress. In order to adequately support student needs, equipment would need to be purchased including a portable stand and a computer station (available only for printing). Additional data ports would also need to be installed.

Is there an associated cost with this request?

Yes

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

One Time Request

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

Electrical needs

Facility Request 2

What are you requesting?

Rancho Bernardo Education Center Library: additional electrical outlets

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

Goal #2: Provide more flexible learning spaces for students in order to meet their research and information needs.

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

1:3

Provide a detailed description of the facilities item or space requested. What is it, and why do you need it? Please be as descriptive as possible. Include in your description how the requested item aligns with your discipline's PRP goals, analysis of PRP data, SLO/SAOs.

The study room lacks sufficient power to currently meet students' needs. Wiring and outlets sufficient to support powering of at least two devices per maximum person capacity of the room (including laptops, tablets, and phones) will optimize collaborative use of this space comparable to the San Marcos campus Library, and thus provide a more equitable learning environment for RBEC students.

RB Library - New Panel

Bergelectric to provide material and labor for pull 4 Cat6A cables to a back box (supplied by others) within the open area of the library and also to pull 2 cat 6A cables to a existing back box adding the 2 new to 2 existing.

This quotes includes a new patch panel.

Total of 2 additional data drops (1) at each location for touch panel at each locatoin.

Off to the side of the main backbox.

This quote is based on:

Labor (26) hours @ \$79.00/hr. (Prevailing Service Rate) \$2,054.00

Material \$4,561.49

Tax \$353.51

TOTAL: \$6,969

Is there an associated cost with this request?

Yes

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

One Time Request

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

Electrical needs

Facility Request 3

What are you requesting?

RBEC Instruction Space

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

Goal #2: Provide more flexible learning spaces for students in order to meet their research and information needs.

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

1:3

Provide a detailed description of the facilities item or space requested. What is it, and why do you need it? Please be as descriptive as possible. Include in your description how the requested item aligns with your discipline's PRP goals, analysis of PRP data, SLO/SAOs.

Chief X-Large FUSION XSM1U - Wall mount for LCD display - lockable - black - screen size: 55-inch-100-inch
Precision 3440 Small Form Factor \$1,650.00 2 \$3,300.00
C8621QT, 217.4 cm (85.6"), 4K, HDMI, DP, USB-C
Total:\$10,012.08

Is there an associated cost with this request?

Yes

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

One Time Request

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

Electrical needs

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.

adoylebauer@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:

Dr. Fabienne S. Chauderlot, Dean

Sign Date

11/9/2021

FEEDBACK

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

The PRP is extremely detailed and it gives a very clear idea of the various areas of functions. This process is used correctly both as a snapshot of the current situation and as a roadmap for what lay ahead in terms of priorities and plans. It was a good idea to include some actual comments of appreciation. There is ample data and the analysis is well illustrated.

Areas of Concern, if any:

The need to replace the staff and manager is indeed important. The ESC library needs a technical and the library at SM and the other sites team, along with the team of librarians, need a manager. However it is not realistic to expect additional managers to be hired as it is not justified by the workload and the college seems not to be in a position to increase its classified workforce. This request should not distract from the vital needs.

Recommendations for improvement:

Since this is a non instructional PRP and the focus in on the wide range of learning resources that are provided in the library, I would suggest to include some of the staff who provide access to these learning resources in those who prepare the PRP in addition to the manager and librarians. This would add to the laudable goal to actively contribute to the DEI initiatives.

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: