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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

Professional Development

Department Name

Professional Development

Division Name

Instructional Services

Name of Person responsible for the Program/Unit

Luis Guerrero & Matt Grills

Website address(es) for your program(s)/unit(s)**Webpage URL 1****Unit webpage**<https://www2.palomar.edu/pages/pd/>**Please list all participants and their respective titles in this Program Review**

Participant	Title
Luis Guerrero	Faculty PD coordinator, Associate Professor Mathematics
Matt Grills	PD coordinator
Timothy Martin	PD committee member, Associate Professor/Librarian Library Media Center - Fallbrook
Barbara Hammons	PD committee member, Part-Time Faculty Child Development
Cynthia Cordova	PD committee member, Assistant Professor/Counselor
Chriss Sinnot	PD committee member, Associate Professor Performing Arts
Erin Feld	PD committee member, Associate Professor Reading

PROGRAM/UNIT MISSION STATEMENT

What is you Program/Unit's mission statement?

The Professional Development program will design, promote, and support purposeful learning opportunities for all employees. We will work to enhance our College's mission to cultivate a diverse, equitable, and inclusive community for all students driven by the value of serving our community and offering transformational educational experiences. By planning, promoting, and hosting training workshops and other professional growth opportunities, we aim to improve individual and college effectiveness. We will coordinate the continuous expansion of cultural competency, antiracist and racial equity practices and efforts, and we are committed to embedding these values into our College. In order to meet the needs of our students and community, we will seek to improve the quality of our employees and promote lifelong development based on equity praxis and diverse learning styles.

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

The Professional Development (PD) mission aligns with the College's mission of making education and lifelong learning a priority for all employees. By providing training and workshops for all employees, PD impacts pedagogy that directly benefits our students, and enhances the academic excellence of all our employees. In addition, our mission supports opportunities for our community to collaborate and participate in our professional development events like our Co-Curricular activities, and our District outreach projects like internship and work based learning initiatives. Our PD mission also works with our institution's commitment to Diversity, Equity and Inclusion (DEI) by the implementation of Board Policy (BP) and Administrative Procedure (AP) 3000 (Antiracism) that require all employees to be practitioners of the DEI pedagogy and praxis.

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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

Number of Classified Staff

Number of CAST Staff
1.00

Number of Administrators

Number of Full-time Faculty
1.00

Part-Time Staff

Total Number of Permanent Part-time Staff

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

FTEF of Part-time Faculty

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

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 PD program traditionally focused on faculty under guidance of ED Code and Title V requirements of the flex-week obligations. Locally, this translated into full-time faculty needing to complete 42 hours of annual PD and an opportunity for part-time faculty who are teaching during a given regular semester to be compensated for PD in that semester, leading the PD program to fall under the Instruction Division. In this structure, the PD program has gained meaningful guidance from the VPI office on how to scale up faculty focused initiatives. The strength of remaining with the Instruction has been the visionary leadership of the current Vice President/Assistant Superintendent. Likewise, staying in Instruction is a more direct access to the Academic Senate in its 10+1 structure that establishes the policies for faculty professional development activities. Therefore, as it stands, the PD program has a few strengths staying in Instruction, if we were to only serve our faculty members.

However, in 2017, Palomar College shifted its focus of professional development to encompass the greater reality that PD is for every employee serving on any of our campuses and centers within the District. Now that the focus has been expanded to include all employees, an opportunity exists to shift the program to the Office of the President, to allow for a holistic view of professional development that transcends one individual Division and would maintain the same commitment to visionary leadership. This shift would seek to move PD under the purview of an "all-campus" lens, which has already been the case in practice (i.e. professional development has supported the various departments of the College, beyond Instruction, including projects for Human Resources, Fiscal and Administrative Services, and Student Services), but structurally in an inefficient manner. Thus we advocate greatly for the transition into the President's Office purview. Reporting functions to the represented constituency groups would continue.

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 mission and goals of the PD program is to offer purposeful professional development for ALL employees, as per our Board Policy 7160 and Administrative Procedure 7160, which states: "The District plans for and provides all personnel with appropriate opportunities for continued professional development, consistent with the District's mission." Keeping the PD program under the Instruction Office implicitly conveys the message that PD is only for faculty, which was historically the case. As we move forward with the improved vision of having all employees, be them our staff, CAST, administrators, and Governing Board groups, also enjoy the benefits of the PD program, being under the President's Office will solidify the message that it's an institutional requirement. It will improve efficiency by allowing coordinated directives that will continue to encompass all Divisions of the College, without siloing professional development efforts within any single Division. The President's Office can oversee the broad mission and goals of the College and help direct PD efforts where they are needed most, allowing for adaptation and pivoting where necessary.

Program/Unit Description

Who utilizes your services

Prior to Fall 2017, the PD program was geared only towards full and part time faculty. Upon adoption of Board Policy 7160 and Administrative Procedure 7160, our District has moved towards an all employee format. Thus, we service all employees from faculty, staff, CAST, administration, and the Governing Board. Opportunities, while not credited, also extend towards the student body and greater community where appropriate.

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

The PD program offers a variety of both face to face and remote opportunities including training and workshops that are employee (faculty and staff) led.

The PD program also has these responsibilities:

Coordinates the all college plenary sessions and CyberFlex Week

Recruits speakers for events and sessions

Oversees and manages the Visions Resource Center (VRC)

Offers online resources on our webpage, such as:

Video tutorials to help employees navigate the VRC

Understanding how to manage and utilize external and self-designated training options

Managing PD eligibility and reporting

Processes and tracks employee attendance of workshops/trainings

Receives, reviews, and approves/adapts/disapproves submitted Professional Development Plans from all faculty members and confirms the completion of the individual Professional Development contracts

Coordinates activities with campus and community groups, including the North County Higher Education Alliance (NCHEA)

Publishes and markets frequent newsletters announcing and highlighting professional development opportunities both within the College and outside

Coordinates, plans, and implements orientation days for all employees with the PD Committee

Manages and produces the College's Annual Employee Celebration event in conjunction with members of the PD Committee

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PROGRAM/UNIT ASSESSMENT

If NO, describe why and identify a date by which they will be entered.

12/17/2021

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?

No

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

Professional Development Participation
75% or more of all employees will complete one or more
PD activities per semester.

Assessment Status

Not assessed

SAO Summary and Reflection

New SAO, not yet assessed

Next planned assesment

Spring 2022

SAO 2

SAO Title

Diversity, Equity and Inclusion- All employees will
complete the DEI PD requirement (AP 3000)

Assessment Status

Not assessed

SAO Summary and Reflection

New SAO, not yet assessed

Next planned assesment

Spring 2022

OTHER ASSESSMENT DATA

Quantitative Data

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

Measures, Descriptions, and Annual Values

Measure 1

Name of Measure

Description of Measure

Year

Year

Year

Year

Value

Value

Value

Value

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

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

Qualitative Data

Describe any qualitative measures you use and summarize the results.

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

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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!

Worked with Distance Education to support the work in the HyFlex transition of classrooms and faculty training. This will open up more accessibility for our students to attend classes, and helps our retention and success efforts for students.

Supported the efforts of our faculty and staff in their creation of more diversity and equity aligned trainings being offered like Decolonizing the Syllabus, and book clubs outlined below. Still recognizing that we need to solicit more participation in these endeavors.

From Equity Talk to Equity Walk: Expanding Practitioner Knowledge for Racial Justice in Higher Education

Grading for Equity: What It Is, Why It Matters, and How It Can Transform Schools and Classrooms

Becoming Hispanic-Serving Institutions: Opportunities for Colleges and Universities.

Supported the efforts of our faculty in taking the Africana Studies Class during the Fall 20/Spring 21

Introduced CyberFlex week, that offers the opportunity for more employees to participate in training and workshops, beyond the 'rigid' plenary days. This also enhances our equity practices with PT faculty and staff that could not attend our traditional plenary activities.

Scaled up our Virtual plenary offerings, with progressively increasing attendance

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?

BP 3000 (Governing Board Approved) & AP 3000 (Developing)

COVID-19 Response - transition to online instruction during critical parts of the pandemic, and the certification of all faculty in pedagogy to teach effectively in this modality (POET)

HyFlex integration into the Main Campus and Centers to expand equity options for students through versatile class offerings and employee training

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

Expansion and support of Board Policy 7160 and Administrative Procedure 7160 to include ED Code and Title V requirements of 42 hours per year of PD for every full time employee and workload pro-ratio opportunities for part time employees.

Any and all policies, procedures, and processes relating to DEI efforts, so that it can be scaled up and have the PD program scale it up and implement well.

Create a better procedure for requesting funds for PD activities, namely budget for food, speaker, fees, printing and other expenses.

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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:

Breaking of barriers since the roll out of PD to all employees. Having the support of the college to maintain two PD coordinators positions for each of our constituency groups. Be one of the pioneers in the state to be part of the VRC and keep evolving its offerings.

Opportunities:

Grow our DEI training and activities, infuse HyFlex and more virtual offerings so that more employees can participate. Have a PD budget that can fund many of our initiatives and sustain the future PD office. Move our program into the President's office so our mission of all employees is fully realized.

Aspirations:

Make the launch of AP 3000 be fully institutionalized and have high faculty and staff participation. Have a permanent PD hub filled with latest recording tech and offer great training from this location. Creation of a permanent PD budget that can fund many of the initiatives and have speaker series at our College. Move our program into the President's office so our mission of all employees is fully realized.

Results:

Pending first assessment from spring 2022

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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	Choice
No prior PRP goals	No longer a goal

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

No prior PRP goals

ESTABLISH GOALS AND STRATEGIES FOR THE NEXT THREE YEARS

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

Goal 1

Description

Create the proper structures and full-time support for the measurable success of the Professional Development (PD) Program for all employees. By leading the development, implementation, supervision, and evaluation of all training and workshop efforts across all campuses.

Strategies for implementation

Identify funding and resources to serve all employees. Reflect PD program structure in redesigned college governance structure with its move under the President's Office.

Timeline for implementation

November 30, 2021 for Spring 2022 implementation

Outcome(s) expected (qualitative/quantitative)

Ongoing funding that matches the projected and necessary budget for a successful PD program to meet the needs of all employee training.

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

This goal aligns with the mission of the Professional Development program to design, promote, and support purposeful learning opportunities for all employees.

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

This goal aligns with SP Goal 2: TEACHING AND LEARNING: by offering instructional strategies that strengthen teaching and learning across the college, objective #3.

Further, this goal also aligns with SP Goal 3: COMMUNICATIONS AND COMMUNITY: through strengthening internal and external communications, marketing, and partnerships, objective #4, #5.

Also this goal aligns with SP Goal 4: HUMAN RESOURCES: by supporting, and engaging our workforce to meet the needs of the College's diverse student body, objective #2, #3.

Likewise, this goal aligns with SP Goal 5: INSTITUTIONAL EFFECTIVENESS: Improve the institutional effectiveness of the college, objective #1.

Expected Goal Completion Date

12/2/2022

Goal 2

Description

Successful launch, implementation, and scaling up of the DEI PD requirement of AP 3000.

Strategies for implementation

Creation of the official PD DEI playlist in collaboration with the Educators for Equity, Diversity, and Cultural Consciousness (EEDCC) Committee.

Timeline for implementation

November 30, 2021 for Spring 2022 implementation

Outcome(s) expected (qualitative/quantitative)

Employees (regardless of classification) will complete a threshold requirement of 6 hours per academic year of DEI PD, chosen from an approved list of training options.

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

This goal aligns with the mission of the Professional Development program by coordinating the continuous expansion of cultural competency, antiracist and racial equity practices and efforts, we are committed to embedding these diversity, equity and inclusion values into our College.

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

This goal aligns with SP Goal 2: TEACHING AND LEARNING: by offering the instructional strategies that strengthen teaching and learning across the college, objective #3, #4.

Further, this goal also aligns with SP Goal 3: COMMUNICATIONS AND COMMUNITY: through strengthening internal and external communications, marketing, and partnerships, objective #4, #5.

Also this goal aligns with SP Goal 4: HUMAN RESOURCES: by supporting, and engaging our workforce to meet the needs of the College's diverse student body, objective #2, #3.

Expected Goal Completion Date

12/2/2022

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

These goals align by providing an opportunity for all employees to be trained in DEI and inject equitable practices throughout the college.

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.

Professional Development program aligns with VfS Goal 5: Equity. One of the main strategies of the PD program is to implement training and growth opportunities that are culturally competent, antiracist, and promote racial equity practices and efforts. Thus, we are committed decreasing equity gaps, by training all employees in these efforts.

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RESOURCES

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

The section is organized into the following four parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology and Facilities Needs

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

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

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

PART 1: STAFFING NEEDS

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

No

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

When considering the funds required for a position, consult the HR website for position salary schedule and the [Benefits Worksheet](#) for additional costs related to benefits for the position.

PART 2: BUDGET REVIEW

Review your Budget/Expenditure reports for 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.

The PD program does not have a dedicated budget for the program. Each year (no matter what is projected in the budget proposals), we need to make requests for funds to pay for plenary, food, supplies and other special activities done through the year (FT faculty onboarding, recognition ceremonies, etc.). Expenses have typically been covered by "third-party" funding streams (i.e. President's Office, Foundation, etc.) instead of having budgeted funds to support this Program. Looking at the "prior to Pandemic" three year budget, the program has had a need of about \$50-55K annual funding. Thus, the PD program is requesting \$60k in seed money for the program (considering inflationary pressures), to maintain normal operations of the Program needs and be self-sustaining in support of the College's professional development needs.

This budget request aligns with SP Goal 2: TEACHING AND LEARNING, likewise, with SP Goal 5: INSTITUTIONAL EFFECTIVENESS.

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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?

Multiple computers, printers, and cameras to set up a proper PD program lab, where any workshop or training can be delivered using the best 21st century delivery tools.

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.

3 computers for small PD classroom and two offices, than have have webcams and wacom tablets (\$2000x3)

1 powerful computer (for advanced video editing, 3D modeling, etc), 4K production quality camera setup, with soundproof treated office/recording studio, VR headsets, and wacom tablet (\$15000)

1 large industrial copier (\$7500)

1 computer for large PD room that has HyFlex capabilities, which include 2 HD projector (one for each wall), with advanced tracking camera, and multi room microphones (for audience to transmit audio), and two "smart boards" on each side of the room, and wacom tablet (\$30000)

20 Laptops/tablets in a mobile cart to facilitate on hands training activities for all employees (\$30000)

These align with our goals of offering PD to all employees, and meeting our SAO of participation.

Estimated Amount of Request.

\$100,000.00

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 1:

Create the proper structures and full-time support for the measurable success of the Professional Development (PD) Program for all employees. By leading the development, implementation, supervision, and evaluation of all training and workshop efforts across all campuses.

Supports the delivery for our Goal 2: Successful launch, implementation and scaling up of the DEI PD requirement of AP 3000

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

2:3

4:2

4:3

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

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?

A dedicated PD space similar to the layout and size of the Humanities Building Writing Center. This space would include offices (2) for the PD Coordinators (Faculty and Non-Faculty positions), 2 medium size classrooms, and 1 large classroom/meeting space. This would accommodate training sessions that could be in-person and virtual (HyFlex), as well as production/recording space to develop digital resources. And, this would give space for a high capacity printing capability to meet all of the PD programs needs. All technology needs are delineated in Part 3 - Technology and in conjunction with this facilities' request, would meet the needs and goals of the PD's PRP.

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

Goal 1: Create the proper structures and full-time support for the measurable success of the Professional Development (PD) Program for all employees. By leading the development, implementation, supervision, and evaluation of all training and workshop efforts across all campuses. Supports the delivery for our Goal 2: Successful launch, implementation and scaling up of the DEI PD requirement of AP 3000

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

2:3

4:2

4:3

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.

Conversion of the prior Writing Center to become the PD hub. We would need tables, chairs, removal of some walls to open more space for large groupings. Fully furnished offices. Creation of a soundproof recording video editing room, and storage room for the laptop cart.

Per prior articulation suggestions, the institution benefits from having an all employees PD program. In order to achieve the growth of this program and train our faculty and staff with the news and latest skills. The Professional Development program would benefit from having a consistent space available to hold training sessions to avoid recurring issues with technology. Having scattered rooms for different trainings is cumbersome, concentrating many of them to this central location will alleviate some of these barriers. Given it includes HyFlex capabilities, we would also reach a wider audience when face to face training takes place, and have people join remotely.

This request aligns with our Goal 1:

Create the proper structures and full-time support for the measurable success of the Professional Development (PD) Program for all employees. By leading the development, implementation, supervision, and evaluation of all training and workshop efforts across all campuses.

And our PD program participation SAO.

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)?

Given that we are requesting conversion of a pre-existing space, we do not foresee any impact on the facilities. All water, electrical, or ADA compliances have already been incorporated into the space (old Writing Center) the PD office is requesting.

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.

pdoffice@palomar.edu

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

Yes

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

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

FEEDBACK AND FOLLOW-UP

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

Confirmation of Review by Division / Planning Council

Person/Group/Council who reviewed PRP:

Sign Date

FEEDBACK

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

Areas of Concern, if any:

Recommendations for improvement:

Vice President Review

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

Great mission statement and introduction to the 1st PRP. Excellent use of data and logical SAOS. Really describes the growth and need for the area to move forward. The overall logic and presentation is excellent and needs and goals make good sense given there we are and where we need to be. Well done overall and will really help as we take next steps! Finding a permanent home is a #1 goal.

Areas of concern, if any:

Missing SOAR analysis.

Recommendations for improvement:

VP Name:

Jack S. Kahn Ph.D.

Signature Date:

11/11/2021