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2021-2022 ANNUAL REVIEW

OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR NON-INSTRUCTIONAL PROGRAMS

Program Review is a self-study of your unit. For non-instructional program review, the definition of what is a unit varies based upon your division. A unit may be a department (e.g., Information Services, Institutional Research and Planning, Financial Aid), a program (e.g., EOPS, TRIO), or a division (Human Resource Services). The Vice Presidents for each division have identified/defined the units that will complete the review cycle.

Regardless of whether your unit is a program, department, or division, program review is about documenting the plans you have for improving Institutional Effectiveness in your area and sharing that information with the college community. Through review of and reflection on key program elements, Program Review and Planning identifies program strengths and strategies necessary to improve the operation of your area. With that in mind, please answer the following questions.

The Annual Update is designed to help you track progress on your three-year plan. It allows for updates to your plan based on:

1) Updates to Service Area Outcomes assessment cycle or unit data;

2) new events, legislation, or processes that affect your unit's ability to meet your mission; and

3) a review of progress on your three-year plan's goals.

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

BASIC UNIT INFORMATION

Program/Unit Name
Student Life & Leadership

Department Name
Student Life & Leadership

Division Name
Student Services

Name of Person responsible for the Program/Unit
Sherry Titus

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

Webpage URL 1

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

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

Participant	Title
Sherry Titus	Director
Pippa Pierce	Supervisor
Kimberly Rocca	Administrative Specialist II

STAFFING AND SERVICE UPDATES

Staffing

Use the link provided to help answer the staffing questions below.

Link: Permanent Employees Staff Count

This form requires a login and password to access. Please use your Palomar email and password to log in.

Full-Time Staff

Part-Time Staff

Total Number of Full-time Staff
3.00

Total Number of Permanent Part-time Staff
0.00

Number of Classified Staff
1.00

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

Number of CAST Staff
1.00

FTEF of Part-time Faculty
0.00

Number of Administrators
1.00

Number of Full-time Faculty
0.00

Describe additional temporary hourly or contract staff who support this unit and/or department. (Include FWS/District Student Worker/Veteran Student Worker)
1 PT Basic Needs Case Management Specialist; 8 hours per/week

Have you experienced any changes in staff this past year? If so, please describe how the changes have impacted your operations.
Due to District mandates surrounding Covid-19 pandemic, we have not been in a position to hire FWS or Short Term staff. Additionally, our Coordinator for Student Activities transferred to VPI Office which has reduced our staff to 3 FT. The impact has been tremendous and running virtual activities for students has been significantly reduced.

Services and programs have been and will continue to be impacted due to limited staffing. Having only three full-time employees in the Office of Student Life and Leadership is unheard of in terms of the roles, responsibilities, and services provided with a District our size.

Program/Unit Description

Have the services your unit performs changed in any way over the past year?
Yes. Due to staffing we have had to reduce virtual student activities, Food & Nutrition Center is now currently (fall 2021) operating by appointment only 2 days per/week when we would normally be open 5 days per/week, Grab n Go's across campus are currently non-operational due to departments remote status, educational centers are not being serviced due to lack of staffing, Associated Student Government recruitment of new Senators/Delegates is greatly reduced due to remote status, Basic Needs Case Manager is remote only which is not optimal for the few students in face-to-face classes, Activity Cards are being provided to students requesting them but students do not have full access to card benefits due to campus department closures.

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PROGRAM/UNIT ASSESSMENT

SERVICE AREA OUTCOMES UPDATE

GOT SERVICE AREA OUTCOMES?

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

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

So, what is an SAO?

A Service Area Outcome (SAO) is a statement about what a client will experience, receive, or know as a result of a given service. Clients can be students, faculty, staff, or community members.

As part of our three-year planning and review cycles, all non-instructional units are asked to:

- identify at least two SAOs,

- develop a plan and assess their SAOs,

- reflect on the results,

- and take action, as necessary.

Palomar has adopted Nuventive Improve (previously named TracDat) as our official repository for SLO and SAO Assessment information.

Review and/or define your SAOs and assessment plans and ensure they are entered in Nuventive Improve by doing the following:

1) Log in to Nuventive Improve (previously TracDat) https://idmpg.palomar.edu/_layouts /PG/login.aspx?ReturnUrl=%2Fsso%2Fdefault.aspx. Your Palomar username and password is your login.

2) Check your SAOs for **currency**. SAOs should be assessed at least once every three years. **Sunset** any SAOs if you no longer plan to assess them.

3) Revise or edit your current SAOs by revising their wording and/or updating the assessment and assessment results, if appropriate.

NEED HELP?

Nuventive Improve:

1) If you need help with anything Nuventive Improve related such as login, unit identification, entering SAO info, contact Marti Snyder at msnyder2@palomar.edu.

2) Check out this video on how to enter SAOs in Nuventive Improve: https://youtu.be/b1sRa68wm4c

Defining and Assessing SAOs:

Not sure if your SAOs make the grade? Need some help writing an SAO? Not sure about how to assess your SAOs?

1) Hartnell's SAO Guide is a nice resource! Thank you Hartnell!

2) Contact Michelle Barton at mbarton@palomar.edu. We have a resource support team to help.

A template for entering SAOs can be found on the IR&Ps Non-instructional Program Review and Planning website

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

SAOs Summaries / Reflection

If you have completed any SAO assessments over the past year, summarize what you learned from the assessment and what improvements you have implemented or plan to implement as a result of your SAO assessments. If you have not completed SAO assessments, document why (e.g., SAO was assessed last year).

SAOs

SAO 1

SAO Title
Student Club Activation

Assessment Status
Assessed

Students will achieve student club active status by the first two weeks, resulting in increased student engagement, monetary incentives, and privileges associated with activation.

SAO Summary and Reflection
During the current and mostly remote status, our active clubs are far below that of a "normal" semester. We currently have 12 active clubs compared to 40+ clubs in Spring of 2020. Additionally, specific to this goal, this semester our Student Activities Coordinator transferred to another position on campus. This left our Administrative Specialist to now process club applications. We are streamlining the process, requesting Student Activities Coordinator position to be filled and hope to get back on track to process club packets within two weeks of receipt. This will also allow greater participation in the beginning of each semester. Due to the length of time to fill positions on campus, it will still be difficult to meet this goal in Spring 2022 but we are adding non-permanent positions (FWS and ST) to assist. Though an informal assessment, this cannot be accurately and fully assessed until we return to full on-campus participation and our Student Activities position is filled to provide complete service to clubs and students.

SAO 2

SAO Title
Provide Basic Needs Resources for Students

Assessment Status
Not assessed

Provide appropriate level of service to students facing food insecurity, housing insecurity, financial insecurity, and other basic need requirements.

Next planned assessment
Spring 2022. "Appropriate" level of services cannot be provided to students in current remote status. Our Food & Nutrition Center is appointment only and mostly available to only those students in face-to-face classes. Our Case Manager for Basic Needs (PT, 1 day per/week) assists students as we learn of them via referrals or Incident Reports. Again, remote status severely limits student access to The HUB as a walk-in and no appointment. We are currently utilizing an Intake Form; however, until we can return to walk-in service for all students this cannot be accurately assessed.

OTHER ASSESSMENT DATA

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

ACHIEVEMENTS AND OTHER RELEVANT INFORMATION

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

1. Student Life & Leadership successfully completed another year of an enhanced Commencement experience by offering a hybrid Virtual Commencement program AND a Drive-thru Celebration for eligible candidates for graduation. SL&L again worked with PCTV who edited and produced the virtual program featuring college administration, ASG President, Faculty of the Year as speakers and recognizing the 2021 Valedictorian. The first-ever drive thru celebration wound its way through campus where there were college faculty/staff cheering on the graduates and culminated into the "staging" area in lower lot 12 where college administration and Governing Board Members congratulated the graduates who also received their diploma covers from Gov. Board Member Rodriguez and Interim Superintendent/President Kahn. PCTV was also present to record and provide the event via livestream. KKSM also aired the event live and provided opportunities throughout the day for callers to give shout-outs to their family/friends.

2. Prior to Commencement 2021, SL&L in partnership with Follett and various campus departments hosted our first ever Grad Fest Week. Students were able to pick up academic regalia and it also provided an opportunity for students to interact with their advisors (e.g. Puente and VRC) in a socially-distanced setting in Lot 12.

3. SL&L Live Talks was introduced through Instagram in the Summer of 2020. Topics have included, intro to Commencement activities, conversations with staff during Black History Month, 2020 Ballot Bowl, Constitution Day, and Presidential Elections, etc. To name a few. This year there was an increase in various Social Media campaigns for Black History Month, Undocumented Student Action Week, Transgender Awareness, Native American Heritage Day, Constitution Day (Kahoots game), LGBTQ+ Awareness, San Diego Food Awareness month, etc.

4. SL&L and ASG also co-hosted podcasts with Interim President Kahn to discuss and answer student questions regarding COVID-19 and campus initiatives. ASG also hosted a session to discuss Prop M Initiatives.

5. Production of Student Activity cards has remained remote (mailed to students) and is proving effective for contactless services. This process will remain in part but we anticipate more being produced in person as we return to more face-to-face services. This is a valuable option for students who, otherwise, don't have access or can't afford printing/scantrons /essay blue books.

6. The Food & Nutrition Center remained closed during the 2020-2021 academic year. No food was distributed directly out of the FNC during this time. However, the remaining $52,700 worth of grocery e-cards were distributed in the Fall 2020 semester. This was part of the $75,000 purchased in Spring/Summer 2020 which distributed $22,300 at that time. Another $60,000 in e-cards is scheduled to be distributed during 2021-22 academic year.

7. Although the FNC was closed during the 2020-21 academic year, partnership with Student Equity and funds dedicated to food resources resulted in approximately 9,523 pounds of food were distributed at events in collaboration with technology distributions to students. Approximately 6900 diapers were also distributed from March 2020 through Sept. 2021. ASG also purchased 500 school supply kits to be distributed at SL&L events.

8. Increased exposure to community resources for basic needs has been a focus of our SL&L website and social media campaigns. Also, in 2020-21 BHCS was able to provide a grant to fund a part-time Case Manager for Basic Needs. Beginning in Summer 2021 we were able to continue this position by utilizing HERFF funding. This position is vital in assisting students in crisis and in need of referrals to community basic needs resources not offered on campus. This position is only one day per/week and is not adequate to meet the demands coming from campus department referral, student requests and through the conduct process. COVID-19 and remote classes have increased students' requests related to mental health, food and housing resources.

9. ASG hosted a Virtual Halloween contest with a $75 Bookstore voucher to the winner. A virtual talent show was also hosted with another monetary winner. ASG also, annually, sponsors two $500 scholarships to eligible candidates at commencement (one for Leadership and another for Service).

10. ASG has been hosting their 2-day retreats (each semester) virtually along with their weekly meetings. ICC is also hosting weekly meetings.

11. ASG provided an opportunity for students with Discount Apps to buy community retail (restaurants, stores, etc.) items at a discounted rate. This was a free app for Palomar College students to access.

12. ASG and SL&L provided a social media campaign to encourage students to vote in the 2020 Presidential Election. By entering and promotion of the Ballot Bowl, Palomar placed 1st in the County and 9th statewide with 239 students registering to vote as a result of those promotional efforts.

13. ASG members participate in shared governance committees on campus in addition to attending CCCSAA Leadership Conferences, SDSU Leadership Conference, CCLC Legislative Conference and SSCCC General Assembly.

14. ASG opened the election period in April 2020 with the Election held on April 26th. Current Executive Board is working hard to expand membership. ASG also works with ICC to promote club activations and hosted ICC Club Rush held virtually in 2020-21.

Provide an update on recent changes in legislation, policies, procedures, processes, and/or technology (software and hardware) that have impacted or will impact your program/unit?   What effect will these changes have on your program/unit?
AB 775 will require adding a full-time Basic Needs Supervisor to our staff. With the addition of this position will provide increased opportunity to expand exposure and connection to campus and community resources. As the position and department grows there will be increased demand to bring resources to campus not currently offered: safe parking, showers, laundry, clothing, hot meals, increased collaboration with BHCS, etc. One demand will be a need for support staff so resources can be offered at the Educational Centers on a more consistent and ongoing basis.

In addition to (or in response to) the changes listed above, what board policies, procedures, and processes need to be updated, created, or deleted?
We recently reviewed and updated District chapter 5 P&P's pertaining to our operations. We updated P&P's to include new legislative language and DEI updates.

We are currently reviewing AP5520; Student Discipline Procedures. We found that we may not adequately address the unique challenges in our distance learning and online course work; especially around asynchronous course offerings. Zoom classrooms are presenting new challenges around virtual classroom management.

Academic integrity allegations are increasing from faculty along with complaints from students about being falsely accused for integrity violations by faculty.

We have also developed procedure around untimely student deaths. Its a difficult time for all involved and streaming procedural steps helps when we receive heartbreaking news.

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PROGRESS ON GOALS

Review the goals listed on your comprehensive review and summarize progress you have made on the strategies for implementation. If your unit has experienced challenges implementing the goals, describe those challenges.

Click on "+Add Goal" below for each additional goal.

Goals

Goal 1

Goal
Goal #1 in 2020-2021 PRP

Choice
In progress

Create adequate space for the ASG.

Describe Progress
We have completed most of the ASG Executive Office upgrades in SU-203.

SU-204, SU-202 and SU102 are still pending updates. Many supplies are on site and will need to be assembled and set up.

Describe Challenges
Continued Covid-19 health and safety protocols have hampered completion.
The overall project has stalled. As District operations remained primarily remote and with fewer students and staff on site it remains "in progress".

Describe Outcomes (if any)
Key cards have been provided to ASG Executives for on campus use.

Students are hoping to return to campus for spring 2022. Our efforts will move forward as we begin to serve and assist more students on site. Our goal will be to be complete by summer 2022 in preparation for fall 2022.

Goal 2

Goal
Goal #3 in 2020-2021 PRP

Choice
In progress

Implement a Positive Attendance Tracking (PAT) System to collect quantitative data of student interactions in all of the SL&L areas. This will assist SLL to more accurately track how many students, staff and faculty are being served by our department. This will also assist us in implementing climate surveys post-events/activities.

Describe Progress
Plans were summitted to the EOC and we were approved to move forward on implementing a PAT system in several of our operational areas.

Describe Challenges
It appears there were shortages in available supplies. The overall project has stalled. As District operations remained primarily remote and with fewer students and staff on site it remains "in progress".

Describe Outcomes (if any)
Progress has been made but we are not complete at this time. Our goal will be to be complete by summer 2022 in preparation for fall 2022.

Goal 3

Goal
Goal #6 in 2020-2021 PRP:

Promote Awareness/Campaigns for Students to Register
to Vote

Choice
Completed

Describe Progress
Record turn out for Get Out to Vote in the 2020 Elections.

Describe Challenges
Covid-19 pandemic started just after Presidential elections so we did not face the same challenges faced beginning in
March 2020.

Describe Outcomes (if any)
Success!

Goal 4

Goal
Goal #7 in 2020-2021 PRP:
Provide Grab 'n' Go Mobile Services across campus

Choice
In progress

Describe Progress
We were moving along really well with our Grab 'n' Go food services across campus until March 2020.

Describe Challenges
Continued Covid-19 health and safety protocols have hampered completion.
The overall project has stalled. As District operations remained primarily remote and with fewer students and staff on
site it remains "in progress".

Describe Outcomes (if any)
Provide Grab 'n' Go mobile services once the campus is fully operational.

Goal 5

Goal
Goal #12 in 2020-2021 PRP:

Develop a tracking system in order to better connect
students to our basic need resources.

Choice
In progress

Describe Progress
We are currently using our Oasis database for tracking students accessing our Food & Nutrition Center. We are also
tying Basic Needs into some of the work load associated with our conduct process and the Maxient database. We
have added dropdown menus on the Incident Reporting Form to include requests for a reach out from our office
regarding care and concern for students.

Describe Challenges
Continued Covid-19 health and safety protocols have hampered completion.
As District operations remained primarily remote and with fewer students and staff on site it remains "in progress". many students have been contacted by phone or email. We have not had on-site overall basic needs resources available for students F2F, with the exception of food distributions and food e-grocery cards.

We have students in need of housing, transportation, laundry, showers, legal and immigration aid, etc. We do the best we can through phone and Zoom calls and emails. In many cases, students need a safe place to go and the HUB has been closed throughout Covid-19.

Describe Outcomes (if any)
We are meeting some of the food needs for some of our students. We are working with community resources for many other types of basic needs and resources.

Our desired outcome involves a much larger overall Basic Needs and Resource Center and staffing to assist students in an effort to meet their multitudes of basic needs.

Goal 6

Goal
Goal #14 in 2020-2021 PRP:

Evaluate and redesign service area operations for efficient service delivery; develop one stop concept for the Student Activity Card, all benefits including card production, locker assignments, printing stations and printing services, ASG relocation, meditation room, etc.

Choice
In progress

Describe Progress
We were making great strides with this goal prior to March 2020 when the pandemic hit all operations. We have created a one stop concept for students to get Student Activity Card, lockers, limited printing and general questions to be answered around Clubs, ASG and Services. When we return to onsite operations we will need to critically assess operations as we prepare for possible social distancing protocols.

Describe Challenges
Continued Covid-19 health and safety protocols have hampered overall operations.
As District operations remained primarily remote and with fewer students and staff on site it remains "in progress". Many benefits associated with the purchase of a Student Activity Card have been suspended during this period and overall card sales have dropped dramatically. These funds are directly linked to funding the Student Activity Coordinator position. Our office had to pivot and find a way to produce Student Activity Cards remotely and then physically mail them out. Fall 2021 we offered a pilot program to offer lockers to students who are taking F2F classes only. Developed an online request system and email notification however lockers continue to be an issue when working hybrid if students need assistance to open them up if they are locked out. We are not offering printing services at all at this time.

Meditation/reflection room has stalled at this time and students are not allowed to access room.

Describe Outcomes (if any)
We developed new strategies, systems, and procedures to provide remote services.

Goal 7

Goal
Goal # 15 in 2020-2021 PRP:

Create adequate, confidential (when required) offices and work stations for employees.

Choice
In progress

Describe Progress
Continued Covid-19 health and safety protocols have hampered completion.
The overall project has stalled. As District operations remained primarily remote and with fewer students and staff on site it remains "in progress".

Describe Challenges

Describe Outcomes (if any)

Goal 8

Goal
Goal # 16 in 2020-2021 PRP:

Annual Associated Student Government (ASG) goals for 2019-2020:
Will identify those in progress, completed or not retained by the incoming 2021-2022 ASG.

Choice
Completed

Describe Progress

2. Renovate the Student Union and ASG Offices - In Progress
3. Change BP 2105 to separate Student Trustee & ASG - Completed
4. President Review the Constitution and By-Laws Update and revise existing ASG policies and procedures - In Progress and
ongoing
5. Create a policy that will outline requirements for SU Requests - Completed
6. Pass a resolution at SSCCC General Assembly - Not Started due to Covid-19
7. Recruit at least four student rep's for SSCCC Region X - Not Started due to Covid-19
8. Make regular visits to local politicians to advocate for Palomar Student related issues - Not Started due to COVID-19
9. Invite speakers to come on campus and speak to students - Not Started due to COVID-19
10. Compile legislative stances and initiatives to correspond with the ASG events calendar - Not Started due to COVID-19
11. Establish an overnight parking program at Palomar's SM Campus - District did not move forward
12. Establish a free or low-cost laundromat at Palomar's SM Campus - Not Started due to COVID-19
13. Advocate for a Student Housing plan that will include Transitional, Immediate and Emergency Housing services - Not
Started due to COVID-19
14. Expand awareness of current Palomar services as they relate to Basic Need Resources (i.e. food pantry, free showers,
scholarships, etc.) - In progress with SLL
15. Ensure students are able to use their preferred names on class rosters - Completed (or close)
16. Advocate for District & Governing Board Policies to establish gender inclusive language - Completed
17. Implement a sign-in program to track student traffic to support a possible expansion of PRIDE Center - Not Started due to
COVID-19
18. Ensure PD training for LGBTQIA+ cultural competency and proficiency is mandatory at Palomar College District - Unsure
19. Develop 'ASG Listens' for coffee hours to ask the needs of DRC students and how to better serve them - In progress
prior to COVID-19
20. Ensure PD training for cultural competency regarding students with disabilities is mandatory at Palomar College's District
- unsure
21. Discuss with students their preferred notification method through an emergency threat system - unsure
22. Webinar presentations by the police on safety measures that address issues of gun/bomb threats, personal attacks and irate students - Not Started due to COVID-19
23. Implement Coffee hours to ask the needs of Foster Youth students - Not Started due to COVID-19
24. Coordinate a Foster Youth student closet of personal and professional attire for them - In progress prior to COVID-19
25. 'Forever Chafee Grant' 26+ Resolution Support - Completed
26. Develop a Student Mentorship Program - Not Started due to COVID-19
27. Establish best practices for club fundraising - In progress prior to COVID-19
28. Establish standard club training materials - In progress prior to COVID - 19
29. Work with Palomar Departments to host Environment and Climate Days - Not Started due to COVID-19
30. Design a new format for the ASG newsletter - In progress prior to COVID -19
31. Publish a monthly newsletter in a prominent location within the Student Union - In progress prior to COVID-19
32. Distribute newsletters online - In progress prior to COVID-19
33. Update ASG website with current information (i.e. meeting minutes, agendas and pictures)
In progress and ongoing
34. Ensure we have community vendors at all ASG advocacy events - In progress prior to COVID - 19
35. Rework ASG Comet Hour by providing promotional, informational and advocacy-based material during Comet Hour - In
progress prior to COVID - 19

Describe Challenges
COVID-19 remote environment for students and staff.

Each new fall, the ASG is comprised of an entirely new board, with the possibility of a few returning ASG students. Each new ASG board creates their new yearly goals. The incoming ASG Board does not necessarily continue with the outgoing ASG board goals. In fact, they develop a set of new goals based on priorities of the new board.

Describe Outcomes (if any)
Outcomes have been identified in the "Progress" section for the 2020-2021 ASG.

Goal 9

Goal
Notable: the ASG is working on completing their goals for 2021-2022. I will add to the PRP once they have been approved by the ASG Board.

Choice
In progress

Describe Progress
Coming shortly.

Describe Challenges
New ASG Board and it takes them some time to get going each new semester.

Describe Outcomes (if any)

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.
The Office of Student Life and Leadership (SLL) directly impacts the lives of our students. We are committed to implementing strategies to support SP Goal 1: Objective 3: Per the College's VfS goals and Student Equity and Achievement Plan,
implement strategies designed to increase persistence and completion while at the same time
decreasing equity gaps by 40%. These strategies may include but not be limited to:
• Increasing the number of students receiving financial aid. (*1)
• Implementing strategies to address our students' basic needs (housing and food
insecurities). (*2)
• Increasing the number of students employed on campus. (*3)

SLL strategy to help the college meet outcomes:

1. SLL strategy includes continued conversations with students around financial aid and all types of resources available to students. Our office works directly with Cal Fresh opportunities for students. We assist students with the application process, connect students to resources and encourage students to apply for all types of benefits and resources available to them. Many times, students don't know about available resources such as financial aid, Cal Fresh, scholarships and grants. At every opportunity, we share as many resources as we possibly can with students in an effort to increase the number of students receiving financial aid (and other available aid/benefits/resources).

2. SLL strategy includes reducing stigma around 'all' basic needs; especially housing and food insecurities, and also including housing, transportation, showers, laundry, clothing, legal aid, and many more.

3. SLL hires students. Prior to COVID-19, we hired anywhere from 10-15 student staffers to work in our area. We are currently, November 2021, hiring 3-4 students to assist with operations. We often hire students facing homelessness, victims of domestic violence, and formerly incarcerated (Transitions), We want to be instrumental in their success as they continue their educational pursuits.

Describe any changes to your goals or three-year plan as a result of this annual update.
Changes may be required due to the unknown future of onsite operations and return to work plans due to Covid-19 health and safety protocols. We are continuing hybrid services as we move out of remote only operations.

We are also facing staffing shortages. Our plans will include filling positions as we anticipate a return to full operational status in this next year.

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

RESOURCES

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

The section is organized into the following four parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology and Facilities Needs

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

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

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

PART 1: STAFFING NEEDS

Are you requesting new Classified, CAST, or AA positions?
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
Supervisor, Basic Needs and Resources

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.
Legally mandated (SB775) and institutional priorities.

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

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

What funding would support this position?
Basic Needs position allocation from the state - unsure if this has already been allocated and where the budget line exists.

Describe how this position helps implement or support your three-year PRP plan.
Many of our operations, including those identified in our PRP's are geared toward meeting the basic needs of our students while providing as many resources as possible.

Strategic Plan 2022 Objective

1:1   1:3

If the position is not approved, what is your plan?
The position is mandated by the state. If it is not approved we will do the best we can with very limited and reduced staffing. Our operations will focus on highest priorities as some items will be unable to complete in a timely manner.

I am repeating a basic staffing concept:
Services and programs have been and will continue to be impacted due to limited staffing. Having only three full-time employees in the Office of Student Life and Leadership is unheard of in terms of the roles, responsibilities, and services provided with a District our size.

Staff, CAST, AA request 2

Title of position
Supervisor, Student Activities

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.
Student engagement and retention efforts are crucial institutional priorities. As the trend of reaching students virtually through social media changes and grows along with in person engagement with students, it has become apparent that there is a need for a Supervisor position. The ever increasing expansion of duties to oversee the Clubs, ASG, events, activity cards and benefits make it a vital position for operations in The Office of Student Life and Leadership.

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

This position is vacant at this time. We are requesting it be reclassified from coordinator to supervisor. The role and responsibility of this position has increased and the coordinator classification is insufficient to meet the needs of our students and our operations.

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

What funding would support this position?
Student Activity Card sales

Describe how this position helps implement or support your three-year PRP plan.
Many of our operations, including those identified in our PRP's are geared toward student engagement. In terms of student retention efforts, data supports the importance of student engagement and connections for individual student persistence. This position is critical to the overall operations especially around the ASG, ICC, clubs, and many student activities run out of the Office of Student Life and Leadership.

Strategic Plan 2022 Objective

1:1   1:3   3:3

If the position is not approved, what is your plan?
If it is not approved we will do the best we can with very limited and reduced staffing. Our operations will focus on highest priorities as some items will be unable to complete in a timely manner.

I am repeating a basic staffing concept:
Services and programs have been and will continue to be impacted due to limited staffing. Having only three full-time employees in the Office of Student Life and Leadership is unheard of in terms of the roles, responsibilities, and services provided with a District our size.

Staff, CAST, AA request 3

Title of position
Case Manager, Coordinator

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

How does the position fill a critical need for current, future, or critical operations? e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.
The scope and demands of The Student Life and Leadership Office operations are increasing. We are providing many valuable and critical services to students. We also work with campus partners and community partners. We are working to be sure students receive comprehensive 'care' by connecting all the dots and providing individual case management follow-up. Currently, we have three permanent employees. We serve every student and every department on campus. Most of the critical work we do is intermingled and overlapping; making it critical to create case management.

As we continue our intrusive interventions, it has become necessary to advocate for assistance from a dedicated case manager. The case manager position works very closely with all office operations including basic needs and resources, student conduct, behavioral health, campus police, DRC; along with community resources and providers. The case manager will also be integral in assisting with justice efforts as we offer more services around healing circles, restorative practices, DEI efforts, and student deaths as examples.

The demand for data collection remains constant. The case manager will work with a Student Services BSA to compile much needed documentation and data collection of all efforts related to comprehensive services designed to assist our students.

This position requests fills a critical need around all SLL operations. As program trends continue to increase around basic needs, health and safety for students and the campus community, and improving avenues for student persistence. This position offers students a safe place with sense of belonging and connection; with tracking and follow-up documentation. The case manager becomes the conduit for students, interventions, and resources.

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

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 position assists with connecting all SLL operations through individual holistic student case management. Our three-year plan is our best estimate of meeting the needs of our students. We must meet the needs of the students from their own lived experiences. One of our goals is to manage/assist each student with care and concern and reduce the stigma around the multiple layers of challenges students face. Once trust is developed it opens doors for opportunities to connect and provide resources and services to all students.

Strategic Plan 2022 Objective

1:3   3:3

If the position is not approved, what is your plan?
If it is not approved we will do the best we can with very limited and reduced staffing. Our operations will focus on highest priorities as some items will be unable to complete in a timely manner.

I am repeating a basic staffing concept:
Services and programs have been and will continue to be impacted due to limited staffing. Having only three full-time employees in the Office of Student Life and Leadership is unheard of in terms of the roles, responsibilities, and services provided with a District our size.

Staff, CAST, AA request 4

Title of position
Dean, Office of Student Life and Leadership

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

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.
Reclassify the Director position in alignment with duties already responsible for while overseeing operations and serving in a Dean or Senior Director classification for the Office of Student Life & Leadership.

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

Is there funding that can help support the position outside of general funds?
No

Describe how this position helps implement or support your three-year PRP plan.
It has been requested for many years. Roles and responsibilities continue to increase each year.

Strategic Plan 2022 Objective

1:3	1:5	2:3	3:1
3:4	3:5	4:2	5:1
5:2			

If the position is not approved, what is your plan?
If it is not approved we will do the best we can to support students and priorities. Our operations will focus on highest priorities as some items will be unable to complete in a timely manner.

PART 2: BUDGET REVIEW

Review your Budget/Expenditure reports for 2019, 2020, and 2021. Consider your three-year PRP plan.

Click on the link below to access directions to the *Available Budget Report* to complete this section.

How to Request the Available Budget Report

Reflecting on your three-year PRP plan, are there any budget considerations you would like your dean/supervisor to be aware of for the upcoming year?
Yes

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.
Staffing request - please see part 1.

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

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

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

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

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

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

2. Technology and Facilities Review. From now on, ALL requests for technology will go through an institutional 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?
PAT System completion.

Provide a detailed description of the techonology item requested. What is it, and why do you need it? Please be as descriptive as possible. Include in your description how the requested item aligns with your discipline's PRP goals, analysis of PRP data, SLO/SAOs.
It has already been started and we are requesting we complete the upgrade this year.

Estimated Amount of Request.
$800.00

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

What PRP plan goal/objective does this request align with?
SLL PRP Goal #3 (continuing from 2019-2020)

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

Technology Request 2

What are you requesting?
AV/HYFLEX Solutions in SU-204.

Provide a detailed description of the techonology item requested. What is it, and why do you need it? Please be as descriptive as possible. Include in your description how the requested item aligns with your discipline's PRP goals, analysis of PRP data, SLO/SAOs.
SU-204 is used by the Associated Student Government, ICC and clubs. Smart TV capability for Zoom hybrid meetings (high-tech capability) is needed for their board meetings, club meeting, and potentially additional programing that may be utilized here for students.

This was brought forward during COVID-19 upgrades. SU-204 was identified as a meeting space approved in the pilot program. Incomplete at this time.

Estimated Amount of Request.
$10,000.00

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

What PRP plan goal/objective does this request align with?
This was already approved and has not been completed at this time. We are requesting it be completed as soon as possible for the ASG usage.

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

1:1	1:2	1:3	1:5

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

Do you think that your request for technology will require changes to a facility?
No

Technology Request 3

What are you requesting?
Upgrade (6) TV monitors and speaker system in the Student Union.

Provide a detailed description of the techonology item requested. What is it, and why do you need it? Please be as descriptive as possible. Include in your description how the requested item aligns with your discipline's PRP goals, analysis of PRP data, SLO/SAOs.
Once we return to campus, we will restart the TV monitors in the SU. The monitor need to be upgraded and or one needs replacement. The system needs to be reviewed by the technology team for improvement and the possibility of connecting with Zoom capabilities.

Estimated Amount of Request.
$60,000.00

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

What PRP plan goal/objective does this request align with?
This request has been in the PRP's for years.

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

1:1	1:2	1:3	1:5

If you have multiple requests for technology and had to prioritize, what number would give this? (1 = Highest)
3

Do you think that your request for technology will require changes to a facility?
No

Technology Request 4

What are you requesting?
Purchase and install new outdoor monitors located on the south and west facing walls of the Student Union offices building.

Provide a detailed description of the techonology item requested. What is it, and why do you need it? Please be as descriptive as possible. Include in your description how the requested item aligns with your discipline's PRP goals, analysis of PRP data, SLO/SAOs.
These monitors stopped working several years ago. They are a valuable resource to our students and provide an area for up-to-date messaging about current events on campus and important deadlines for students.

Estimated Amount of Request.
$150,000.00

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

What PRP plan goal/objective does this request align with?
It has been in our PRP for years.

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

| 1:1 | 1:2 | 1:3 | 1:5 |

If you have multiple requests for technology and had to prioritize, what number would give this? (1 = Highest)
4

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?
Two individual shower stalls with key coded locks.

What discipline PRP plan goal/objective does this request align with?
Basic Need and Resources

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.
As we continue to provide enhanced basic needs resources and services, we have identified the need to provide non-binary shower facilities for students. Students are allowed, per policy, to use our men's and women's locker rooms for showers. Those are excellent resources if students can access during open time slots and if they identify as male or female.

We have non-binary students in need of a safe place to shower. Proving single stall individual key coded accessible showers will allow basic needs operations to schedule appropriate times for student use. Key coded entrances will provide safety controls and require current enrollment and scheduled appointments. They will be locked and inaccessible unless scheduled for use through the Office of Student Life and Leadership.

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)?
Showers will need to be built near the SU Complex area and will need water and drainage, power, venting and ADA accessibility. They will need key codes access. It should be located near the washer and dryer location (see request #2).

Additional storage will be needed for supplies. This building may include the washer and dryer unit as requested in #2.

They will need to be cleaned nightly.

Facility Request 2

What are you requesting?
One small commercial washer and dryer, including the building to house the units including additional storage area.

What discipline PRP plan goal/objective does this request align with?
Basic Needs and Resources

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.
We are requesting a small attached building to the SU Complex. I will house one small commercial washer and dryer unit and storage space. It needs to be located near the requested individual shower areas (see #1).

Is there an associated cost with this request?
Yes

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

What impacts will this request have on the facilities/institution (e.g.,water/electrical/ADA compliance)?
Washer and dryer units will need to be built near the SU Complex area and will need water and drainage, power, venting and ADA accessibility for drop off and pick-up. It should be located near the showers location (see request #1).

Additional storage will be needed for supplies. This building may include the shower units as requested in #1.

The space will need to be cleaned weekly and maintenance of washer and dryers may be requested. .

Facility Request 3

What are you requesting?
Shade and rain protection around the SU spaces.

What discipline PRP plan goal/objective does this request align with?
This has been in our PRP for years and seems even more important now with COVID-19 health and safety protocols.

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.
Add additional shade and rain protection between the east facing outside new SU building and the old west facing SU Complex building. Discussion has been underway for many years about additional share and rain protection for students. This will provide more space needed for social distancing recommendations along with student meeting spaces.

Front of SU building: Add additional shade and rain protection where the retractable shade once existed. This will provide more space needed for social distancing recommendations.

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)?
Additional exterior lighting may be necessary for evenings or rainy days.

If this item moves forward it may be important to think about adding wi-fi boosters and outdoor speakers (possibly wireless) to be used by the Office of Student Life and Leadership for student functions.

PART 4: ONE TIME NEEDS

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

Do you have one-time requests for other items (e.g., Non-Technology Equipment, Supplies, Operating Expenses, Travel) that your budget or other funding sources will NOT cover?
No

Enter your email address to receive a copy of the PRP to keep for your records.
stitus@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: **Date Reviewed**

FEEDBACK

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

Areas of Concern, if any:

Recommendations for improvement:

Vice President Review

Strengths and successes of of the discipline as evidenced by the data and analysis:
Student Life and Leadership has done an outstanding job in ensuring our students are engaged, have their basic needs met, and are well represented within the Governance Structure. A lot of work went into serving students and having that data in future PRPs would be helpful (number of students served, etc...)

Areas of concern, if any:

Recommendations for improvement:
I believe the proposed lockers will address SAO #2.

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