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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
Transfer Center

Department Name
Counseling Department

Division Name
Student Services

Name of Person responsible for the Program/Unit
P.J. DeMaris, Transfer Center Director

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

Webpage URL 1

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

Webpage URL 2

Unit webpage
https://palomar.instructure.com/courses/27647

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

Participant	Title
Brittany Wong	Administrative Specialist 2

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 1.00	**Total Number of Permanent Part-time Staff** 0.00
Number of Classified Staff	**FTE of Part-time Staff (2x19 hr/wk=.95)**
Number of CAST Staff	**FTEF of Part-time Faculty** 0.97
Number of Administrators	
Number of Full-time Faculty 1.00	

Describe additional temporary hourly or contract staff who support this unit and/or department. (Include FWS/District Student Worker/Veteran Student Worker)
None.

Have you experienced any changes in staff this past year? If so, please describe how the changes have impacted your operations.
1 counselor who typically works 2 days in the Transfer Center as on sabbatical during the spring of 2021.

Program/Unit Description

Have the services your unit performs changed in any way over the past year?
The Covid-19 pandemic has persisted far longer than most anticipated. We are now into our 19th month working remotely. The Transfer Center's Administrative Specialist is physically on campus starting this fall 2021 semester on a very limited basis of 1 day per week.

The Transfer Center has moved almost all of their services to Canvas. We continue to expand our library of services, resources, transfer activities, university representative appointments, Transfer Virtual Fairs, links to university events and a wide array of Transfer workshops on Canvas. The Transfer Center provides a broad range of live and recorded workshops, reference materials, tutorial videos, live interactive drop-in sessions and two way text messaging in an effort to provide multiple delivery methodology in hopes of reaching the widest range of student learning styles.

Transfer Counseling continues to be 100% remote. Student access counseling appointments primarily through our link available on our webpage where a total of 6 counselors are available for phone or Zoom appointments.

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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
College Fair

Assessment Status
Not assessed

Next planned assessment
Fall 2022

SAO 2

SAO Title
UC TAG applications

Assessment Status
Assessed

SAO Summary and Reflection
This SAO did not reach its goal of improving the number of UC TAG applicants by 5% over last years assessment. Rather, a 23% decrease from 2020 last fall to 157 this year (for fall 2022). Last year's increase was extraordinary and may have reflected a backlog of students who were waiting to transfer until after the Pandemic. This year's application numbers are almost exactly the same as in fall 2019 which may be a hopeful indicator that transfer aspirations on returning to "normal".

SAO 3

SAO Title
CSU application workshops

Assessment Status
Assessed

SAO Summary and Reflection
For the fall 2020 CSU application period, the workshop results were as follows:

Pre-assessment results indicated that only 34% of the students responded "somewhat confident or "very confident" when asked to self-assess their level of confidence in completing the CSU application". 66% of the students reported "minimally confident", "not at all confident" or "neutral" in their self assessed level of confidence prior to the workshop.

Although the post self-assessment respondent numbers were low (likely due to the online format) 100% of the students who completed the assessment reported "somewhat confident" or "very confident" as their outcome of the workshop.

Once the fall 2021 application cycle is over later this fall semester, the results of our measure of student confidence level will be posted on Nuventive Improve.

SAO 4

SAO Title
Transfer Center Workshops

Assessment Status
Not assessed

Next planned assessment
June 2022

SAO 5

SAO Title
Counselor Training

Assessment Status
Not assessed

Next planned assessment
June 2022

OTHER ASSESSMENT DATA

Review the Quantitative and Qualitative Data from your comprehensive review. If there are updates please describe them below.
1.157 student successfully submitted a TAG this application season. All applications for students applying to UCD were reviewed prior to the deadline to determine if they could be "authorized". This is a voluntary program where the Transfer Center previews student applications which gives students the opportunity to make corrections prior to final submission.
2.Transfer Center counseling appointments were 1007 during this period, 213 additional students were seen during drop in sessions. 72 students met with University representatives on a one on one basis, 169 students attended the Transfer Center hosted transfer application webinars and 591 counseling email "Quick Questions" were answered.

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. The Transfer Center has developed multiple methods of reaching out to students in a remote environment. 201 students have interacted with the Transfer Center via "Google Voice" and utilizing "Remind" 60 students have engaged. A comprehensive video library of educational workshops and tutorials are now developed and utilized regularly on the Transfer Center Canvas shell. Here is a summary of the 1467 video views this year:

Video title Views

Palomar College- Filling out the Graduation Petition 397
Transfer S&P 238
Palomar College - Ordering Official Transcripts 174
Cal State Apply- Start an Account presented by the Palomar College Transfer Center 142
How to determine if your AD-T is similar to a CSU program 61
Palomar College TC- Calculating your CSU Transferable GPA at Palomar College 55
10.6.20 Fall 2021 CSU Application Workshop Palomar College 51
11.12.20 Fall 2021 CSU Application Workshop presented by Palomar College 41
CSU Apply- Transcript Entry 39
8.11.20 Spring 2021 CSU Application Workshop presented by the Palomar College Transfer Center 31
Cal State Apply- The Extended Profile 25
9 16 20 UC Application Workshop Presented by UCB 23
8.27.20 Spring 2021 CSU Application Workshop 23
9.4.20 Fall 2021 UC TAG Workshop 22
CSU Apply- In Progress and Planned Courses 19
10.22.20 Fall 2021 CSU Application Workshop 14
8.21.20 Spring 2021 CSU Application Workshop 12
Canvas Tutorial- Accessing Application Drop-In Session and Mini Application Appointments 12
8.13.20 Spring 2021 CSU Application Workshop presented by the Palomar College Transfer Center 11
11.3.20 UC Application Workshop- Palomar College 10
CSU Apply- EOP Recommendation 9
CSU Apply Program Materials 8
UC Application- Adding Colleges and Coursework 7
Palomar College TC- Adding Transfer S&P to Canvas 6
CSU Apply- Adding General AA Degrees (in Colleges Attended) 6
1.27.21 LIVE: Q&A UC App & UC Berkeley Updates Workshop (Hosted by UCB Rep Zefora Ortiz) 5
Palomar College- How to Use the AD-T Websites 4
CSU Apply- The Extended Profile (adding/removing 2nd AD-T) 4
Accessing the Palomar College Catalog 4
4.19.21 Creating a Transfer Foundation- The Nuts and Bolts 3
Accessing Palomar General Education Worksheets 3
Palomar College Transfer Center- IGETC Overview 2
10.14.20 Transfer Strategies and Planning 1
Palomar College Transfer Center- CSUGE Overview 1
The Associates Degree for Transfer presented by Palomar College 1
11.13.20 Transfer Strategies and Planning 1
Extended Profile and Colleges Attended (AA-T Film) 1
Palomar Transfer Center- AA GE Overview 1

2. The Transfer Center Director is working with the Director of the Rancho Bernardo Center, Tom Medel, on developing several opportunities for formal agreements with universities to provide transfer opportunities on site and the Rancho Bernardo Center. These degree completion programs would be housed on location in the University Center at Rancho Bernardo and provide opportunities towards degrees that are less available through local, traditional, on campus options.

3. Several projects in coordination with NCHEA have been and will be developed to expand transfer opportunities between MiraCosta, Palomar and CSUSM. Most recently online webinars on transfer opportunities and "Careers During Covid" have been offered. One project in development is to identify and formalize interventions to assist former CSUSM students who have been disqualified from CSUSM to work with Palomar and MiraCosta Transfer Centers to develop a viable pathway back to CSUSM.

4. 9 Palomar students were accepted to SDSU for the spring semester of 2021. SDSU continues to be highly impacted and rarely opens to students in the spring semester. Fall admissions are holding steady at about 165 per year.

5. Opportunities to attend a live CSU application workshops or drop-in quick questions session are offered everyday during the CSU application season by the Transfer Center.

6. Palomar College in partnership with UC Berkeley's Transfer Alliance Projects has sponsored several transfer workshops and one on one university appointments.

7. The Transfer Center Advisory Committee met on May 6, 2021 and reviewed last year's PRP, reviewed transfer data and outlined a goal for next year to detail action plans to meet areas of transfer inequities.

8. The Annual Transfer Recognition Ceremony was delivered differently this year for the second year in a row due to Covid restrictions. The Transfer Center coordinated online well wishes, a montage message where counselors each held a individual word on a sign spelling out a message of congratulations on their transfer success, and individual certificates and graduation transfer cords were mailed to all our students who indicated to us their transfer success through an online entry.

9. The Transfer Center has developed 2 workshops that are offered on a regular basis through the campus Skillshops series. "Transfer Nuts and Bolts" and "Transfer Strategies and Planning" are offered live regularly and are recorded. Student evaluations indicate that all student responses indicate improved knowledge of the transfer process. Further, 100% of the responses were in the positive range on all measures and student comments reflected how well received these workshops are. It is available for instructors to incorporate into their classes and has been downloaded 12 times last year for this purpose.

10.The Transfer Center Director along with Ben Mudgett, the Palomar Articulation Officer, worked together to develop and present a workshop on the value of the AD-Ts. This workshop was presented in January 2021 as an offering through the Professional Development program and has been subsequently viewed 37 times.

11. Transfer Center staff and counselors reached out personally to all the CSUSM students who failed to submit their CSUSM transcripts on time one by one to minimize students getting denied admission for not submitting their transcripts on time.

12. 10 Palomar students received scholarships to attend National University through their AD-T scholarship program.

13. Palomar College continues to rank #1 for CSU admitted students who subsequently enrolled among San Diego County schools.

14. The Transfer Center's comprehensive service offerings provided on the Transfer Center Canvas shell had 444 participants last year and now has 1093 students enrolled this year.

15. The Transfer Center Director volunteered to help distribute food supplies to the college community during the onset of the Pandemic and National University donated and volunteered to distribute educational supplies to Palomar students in need, in coordination with the Transfer Center and Student Success and Equity program during March 2021.

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-928 the Student Transfer Achievement Reform Act of 2021 will have major implications in the transfer community over the next few years. Highlights to watch for include:
- the goal to reduce the number of excess units a student accumulates prior to transfer
-increase the number of students who transfer from the California Community Colleges via the Associate Degree for Transfer pathway into a postsecondary institution
-closing racial equity gaps in transfer outcomes by race
-closing regional opportunity gaps to access ADT pathways
-identifying STEM ADT pathways within the 60 unit requirement
-developing a singular general education pathway for admissions purposes (academic eligibility and sufficient academic preparation) for both the CSU and UC systems without increasing time to degree
-automatic placement onto an ADT pathway (when one is available and deemed similar) when the student indicates an interest in transferring during the development of their educational plan

AB 1460 is another piece of legislation that will have implications in the transfer process for Palomar students. Currently, students beginning their college experience in the Fall of 2021 will be required to follow a new CSU GE pattern which has added a new GE area- Area F/Ethnic studies. Ben Mudgett, Palomar's Articulation Officer, was very effective in securing approval for many Palomar classes to go into this category. The Transfer Center plays a key role in assuring all campus counselors are aware of this change and understand how to incorporate this requirement into students' educational plans. Understanding the implications for catalog rights for those students who have begun their college career previously is also critical to our counselors and students. Efforts are underway to incorporate this requirement into IGETC as well beginning in 2022 so ongoing efforts to keep counselors and students informed on these changes are essential.

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

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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
Have representation of the Transfer Center at all the Palomar College campus locations.

Choice
In progress

Describe Progress
Due to Covid 19 restrictions, a physical presence at all Palomar locations was suspended.

Describe Challenges
Unable to implement this year due to need to offer services remotely.

Describe Outcomes (if any)
None at this time.

Goal 2

Goal
Campaign to assure any student who qualifies for a UC TAG applied during the September filing period.

Choice
In progress

Describe Progress
For the fall 2022 application season, UC TAGs returned to 2020 levels and was unable to maintain its extraordinary growth seen during the fall 2021 cycle.

Describe Challenges
Covid 19 has seen a general drop in transfers. Many students are waiting until on campus instruction returns in full. It may be that last years high number was a reflection of early optimism that campuses would be returning to live instruction sooner.

Describe Outcomes (if any)

Goal 3

Goal
Previously: Assure that transfer rates to our 3 primary feeder universities- UCSD, CSUSM, and SDSU reflect the diversity of Palomar's general student population. Revised: Assure that transfer rates are consistent from Palomar to the CSU and UC systems for all diverse student groups.

Choice
In progress

Describe Progress
Research continues to be conducted by the Transfer Center Director to assess progress for historically underrepresented students in transfer achievement. Hispanic, African American and Native American populations will be analyzed yearly to determine areas of inequity. Regular reviews of IGETC and CSU certifications for all students and these populations specifically will be conducted annually to assess student readiness to transfer and any inequities for these disproportionately disadvantaged populations specifically.

Describe Challenges
Statewide data is not updated on a yearly basis and not always available or disaggregated by college of origin.

Describe Outcomes (if any)
In 2020/2021 African American students represented 3.2% of Palomar's overall student population. Admissions and enrollment in the CSU for African American students is 4%. Hispanic students are 44.7% of Palomar's overall population and were admitted at a 43% rate and enrolled at a 47% rate reflecting a successful reflection of Palomar's overall Hispanic population. The Native American student population dropped at Palomar to .6% from .7% last year. All transfer indicators at the CSU are too low to show up statistically.

Significantly, disparities are evident for students who are first generation transfer applicants. These students show strong application and admit rates of 39%. However, their enrollment percentage drops significantly to 29%. By comparison, students whose parents are college graduates applied and were admitted at a 35% rate. Ultimately, these students enrollment rates jumped to 42%.

The implication is that external factors are negatively impacting first generation students between the time of an offer of admission to actual enrollment. Further examination to help identify these factors and intervene where appropriate needs to be done.

Goal 4

Goal
Assist students, teaching faculty and counselors in understanding the value of an AD-T for students in the transfer process and when is the appropriate time to recommend an AD-T.

Choice
In progress

Describe Progress
Counselor training on the value of the AD-T is ongong. Students are encouraged in the Transfer Center workshops and individual counseling appointments to earn an AD-T whenever it is the best course of action for that student's academic goals.

A Professional Development workshop in the spring of 2021 was offered to instructional faculty to help faculty understand how these degrees differ from other Associates degrees offered at Palomar. Particularly, when it provides the student an advantage in the admissions process to a CSU.

Describe Challenges
There are several websites statewide that provide guidance in determining if an AD-T is "deemed similar" to a particular CSU and/or to a specific option within the major. Sometimes these sites show conflicting information that requires more research on the part of the student or counselor to confirm if the AD-T in question will earn the admissions advantage. Some of these sites are more user friendly than others.

Describe Outcomes (if any)
Not applicable. This is an ongoing process.

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 Transfer Center is in alignment with the District's goals and outcomes for degree completion increases, improved transfer success and assuring all students are transferring in numbers consistent with the general Palomar population. The Transfer Center will expand its counselor training and student services specifically to Veterans Services, DRC, TRIO, Athletics, Puente, EOPS, CalWorks/CARE and Umoja to facilitate transfer success to all students and especially to those students who have been historically underrepresented.

In reviewing appointment availability during this last academic year, it was determined that approximately 100 appointments were left unused. This spring 2022, the Transfer Center will identify those students who are approaching their final year with Palomar who appear transfer ready and reach out to those who have not seen a counselor within the last 6 months to assure they get the help they need to assure the viability of their transfer application.

Describe any changes to your goals or three-year plan as a result of this annual update.
Goal #3 has been restructured to measure proportionate populations transferring systemwide instead of just to our local feeder universities who are not always able to provide that date.

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RESOURCES

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

The section is organized into the following four parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology and Facilities Needs

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

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

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

PART 1: STAFFING NEEDS

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

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

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

REQUEST FOR ADDITIONAL CLASSIFIED, CAST, AA

Staff, CAST, AA request 1

Title of position
Administrative Assistant 1

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

How does the position fill a critical need for current, future, or critical operations? e.g. accreditation, health and safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.
This position is not new but a replacement for a long standing position within the Transfer Center. The California Community College Chancellor's statewide initiative "Vision for Success" clearly establishes the goal of improving student transfer success to a UC or CSU to 35% by 2022. We are dramatically understaffed and underfunded to realistically provide the resources necessary for students to achieve this lofty goal. Further, the SCFF incentivizes the college's efforts in successfully transferring students and earners of AD-Ts. Palomar's Transfer Center staffing is currently par with the smallest colleges within Region X.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?
No.

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

What funding would support this position?
Student Equity funds could be used.

Describe how this position helps implement or support your three-year PRP plan.
Greater direct student assistance in all aspects of Transfer Center activities.

Strategic Plan 2022 Objective
1:3

If the position is not approved, what is your plan?
Persist in as wide a range of transfer support activities as can reasonably achieved by 2 full time staff (one of whom is dedicated to 40% counseling responsibilities).

PART 2: BUDGET REVIEW

What budget considerations would you like your dean/supervisor to be aware of or to consider? Please be as specific as possible. For example, if you need an increase in the 40000 account and a decrease in the 23000 account, describe what increase your department needs, how much, and a description of why the department needs the adjustment.

The most significant areas of budget shortfalls include funds for personnel. In addition to the one full time position that remains vacated, we have very limited funds for classified hourly ($4,461) and for the counseling overload budget it is just over $3,000 which would translate to only about 34 hours. Not only does this limit the Transfer Center's capacity to serve student directly but leaves us in a precarious position when either of the 2 person staff of unavailable during vacation, off contract or illness requires.

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

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

How to Request the Available Budget Report

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

Yes

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

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

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

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

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

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

PART 3: TECHNOLOGY

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

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?
That the Transfer Center, Career Center, and all Counseling Services be consolidated into a remodeled LL building.

What discipline PRP plan goal/objective does this request align with?
Goal#1, "Have representation of the Transfer Center at all the Palomar College locations".

What Strategic Plan 2022 Goal:Objective does this request align with?
2:4

Provide a detailed description of the facilities item or space requested. What is it, and why do you need it? Please be as descriptive as possible. Include in your description how the requested item aligns with your discipline's PRP goals, analysis of PRP data, SLO/SAOs.
In support of the Transfer Center's Mission statement and all SAOs, it is critical to provide the appropriate facilities and physical organization to demonstrate to students the District's commitment to their transfer success.
Remaining Prop M funds have been approved for the remodel of the LL (old library) building. By relocating the Transfer Center, Career Center and all District counseling services to the LL building, the Transfer Center at minimum would require one dedicated classroom with computers to facilitate our specialty workshops, guest university presentations,; UC, CSU, TAG and Insight Question application workshops: 4 confidential private offices, 1 Transfer Center Coordinator (Administrative Assistant 2) office, 2 university representative confidential private offices, and an open study and reception space for students to engage in guided transfer research.

Consolidating all Counseling Services in one location by operational function will facilitate student access to all counseling services in one location without any stigma associated with separate counseling services into lesser facilities. In addition, the staff and faculty will be associated by discipline which will maximize cross understanding and utilization of layered student support. Lastly, barriers will be minimized as students have a clearer understanding where to go for all their counseling support needs consistent with the Guided Pathways pillars of "Clarifying the Path" and "Staying of the Path".

Is there an associated cost with this request?
Yes

Will you fund the request through your budget or other sources?
One Time Request, 33,000,000.

What impacts will this request have on the facilities/institution (e.g.,water/electrical/ADA compliance)?
As this building would be repurposed without expansion of staff, the secondary costs should offset.

PART 4: ONE TIME NEEDS

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

Do you have one-time requests for other items (e.g., Non-Technology Equipment, Supplies, Operating Expenses, Travel) that your budget or other funding sources will NOT cover?
Yes

Requests

Request 1

What are you requesting?
Student computer desks for the Transfer Center.

Estimated Amount of Request.   **Will you accept partial funding?**
$12,000.00   Yes

Budget Category
Non-technology Equipment (acct 600010 and per unit cost is >$500)

What PRP plan goal/objective does this request align with?
Goals 2 and 3.

What Strategic Plan 2022 Goal/Objective does this request align with?
1:1

Provide a detailed description of the item requested. What is it, and why do you need it? Please be as descriptive as possible. Include in your description how the requested item aligns with your discipline's PRP goals, analysis of PRP data, SLO/SAOs.
The Transfer Center has recycled old desks for use in our Transfer Center during application drop in assistance periods. Although used periodically for other transfer and counseling activities, when it is used for application season, students currently do not have any privacy as they discuss and enter income information and grades.

Please upload a copy of the quote, if available.

Enter your email address to receive a copy of the PRP to keep for your records.
pdemaris@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:
Leslie Salas, Dean, Student Success, Equity and
Counseling

Date Reviewed
11/24/2021

FEEDBACK

Strengths and successes of the program/unit as evidenced by the data, analysis, and assessments:
The number of video and the hits on the videos is amazing and speaks to the great work of the Transfer center team.
The team has an exceptional work with the Canvas shell to ensure students are able to access the transfer center and
accomplish their goal of transfer.

Areas of Concern, if any:
n/a

Recommendations for improvement:
n/a

Vice President Review

Strengths and successes of of the discipline as evidenced by the data and analysis:
Great work on continuing to engage students in a virtual environment

Areas of concern, if any:

Recommendations for improvement:
I would recommend adding data that shows year by year progress on transfer numbers, ADT completions etc

VP Name:
Dr. Vikash Lakhani

Signature Date:
2/1/2022