



# 2022-23 Non-Instructional Program Review and Planning

## 2022-2023 REVIEW

### OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR NON-INSTRUCTIONAL PROGRAMS

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

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

### BASIC UNIT INFORMATION

Academic Year

2022-23

Are you completing a Comprehensive or Annual PRP?

Comprehensive

Division Name

Instruction

Department Name

AMBA

*Choose your department. If you don't see it, you may add it by typing it in the box.*

Program/Unit Name

AMBA Division Office

*Programs/units are listed by division in alphabetical order (FAS, HRS, INSTR, PRES, SS). If you don't see your unit, you may add it by typing it in the box.*

Name of Person responsible for the Program/Unit

Justin Smiley

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

Units need not include each webpage within the main site. However, if your unit oversees multiple areas, please list the sites for each area reviewed in this PRP form.

Click "+Add Webpage URL" to include additional web pages

## Webpage URL 1

Unit webpage

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

Click on "+Add Participant" below to include additional participants.

Participant	Title
Justin Smiley	Dean, Instructional
Anne Delgado	Division Administrative Assistant

## PROGRAM/UNIT MISSION STATEMENT

### What is your Program's/Unit's Mission Statement?

The mission of the Arts, Media and Business Administration Division is to create an educational environment and provide opportunities for all students to achieve their educational goals, whether it's transfer-readiness, career and technical training, or gaining valuable aesthetic and cultural enrichment.

Click here for [How to Create a Mission Statement](#).

### Describe how your Mission Statement aligns with and contributes to the College's Vision and Mission.

The mission of the Arts, Media and Business Administration Division is very closely aligned to the College's vision and mission. We are committed to serving our diverse population of students and providing them the instructional services that are needed to meet their educational goals while learning to be independent, creative and global citizens.

Link: [Vision, Mission, and Values](#)

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## PROGRAM/UNIT DESCRIPTION

### Staffing

In this section, you will identify how many faculty and staff support your program. This information is considered when you request permanent staff and faculty hires. It is also useful as you evaluate your program and the human resources and talent you have to support our students.

To help you answer questions in this section, you will need the link shown in red below. This form required a login and password to access. Please use your Palomar email and password to log in.

Link: [Permanent Faculty and Staff Count](#)

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

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

**Have you experienced any changes in staff this past year? If so, please describe how the changes have impacted your operations.**

**As part of the PRP cycle, Human Resource Services will provide Organizational Charts for all non-instructional units. Review the following organizational charts to answer the questions below.**

- [Finance and Administrative Services](#)
- [Human Resource Services](#)
- [Instructional Services](#)
- [President's Office](#)
- [Student Services](#)

**In reviewing your organizational structure, what are the strengths and opportunities this structure brings to the department, division, and College?**

**In reviewing the organization structure, are there areas that could be improved if you were**

**structured differently (i.e., efficiencies, communications/collaboration with the College, needs, etc.)?**

As mentioned above, aligning the organization of the division to include all the programs in the Arts Media and Design pathway could lead to more interdisciplinary collaboration within the meta major. There are many co-curricular programs in this Division, and the addition of administrative position(s) in Performing Arts, Art and the Boehm Gallery would provide more support to the staff, faculty and students in those areas while allowing the dean to focus more time on academic leadership and strategic planning.

## **Program/Unit Description**

**Who utilizes your services?**

Faculty, Staff and Students in the AMBA Division. The dean in the division also works on many institution-wide projects and initiatives including accreditation, program review and planning, faculty labor negotiations, and dual enrollment.

**What services does your program/unit provide (describe your program/unit)?**

The AMBA Division provides administrative support, management, and leadership for the departments in this instructional division. It works closely with faculty and staff in the Division to align department work and goals to the College's mission, values, strategic plan and other college-wide initiatives. Daily operational tasks include addressing staff, student and faculty issues and concerns, answering questions, reviewing various academic, fiscal and personnel requests.

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## **PROGRAM/UNIT ASSESSMENT**

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### **SERVICE AREA OUTCOME ASSESSMENT**

#### **GOT SERVICE AREA OUTCOMES?**

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

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

**So, what is an SAO?**

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

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

- identify at least two SAOs,
- develop a plan and assess their SAOs,
- reflect on the results, and
- take action, as necessary.

Palomar uses Nuventive Improve as our official repository for SLO and SAO Assessment information.

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

- 1) Login to Nuventive Improve through the Palomar College [Single Sign-on](#).
- 2) Check your SAOs for **currency** and **sunset** any SAOs if you no longer plan to assess them.
- 3) Revise or edit your current SAOs by revising their wording and/or updating the assessment method and/or 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](mailto: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](mailto:mbarton@palomar.edu). We have a resource support team to help.
- A template for entering SAOs can be found on the [IR&Ps Non-instructional Program Review and Planning website](#)

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

Are all of your unit's SAOs and assessment plans **UPDATED** and **ENTERED** in Nuventive Improve?  
☐ Yes ☐ No

## SAOs SUMMARIES AND REFLECTIONS

Each of your program/unit SAOs should be assessed at least once every three years. For each SAO in Nuventive Improve/ summarize what you learned from the assessment and what improvements you have implemented or plan to implement as a result of your SAO assessments.

### SAOs

Click "+Add SAO" below to include additional requests.

#### SAO 1

##### SAO Title

Faculty, Staff and Administrators within the Arts, Media and Business Administration Division will indicate that they have the necessary administrative support and advocacy to effectively attain their goals that align with the College's mission, vision and strategic plan.

##### Assessment Status

☐ Assessed ☒ Not assessed

**If you have not completed SAO assessments, document why (e.g., SAO was assessed last year).**

Assessment method was changed last year to include survey data. The survey results are not available yet, but will be updated in Nuventive by December 2022.

##### Next planned assesment

December 2022.

#### SAO 2

##### SAO Title

The Division Office/Dean will encourage and promote participation in opportunities related to Diversity, Equity and Inclusion.

##### Assessment Status

☒ Assessed ☐ Not assessed

#### SAO Summary and Reflection

The Division regularly discusses DEI opportunities for professional development, events and activities available to support students and employees of diverse backgrounds. These opportunities are always included in Division meeting agendas and minutes and messages are sent to faculty and staff in the Division when new opportunities are presented. Funding has been provided to various departments to enhance DEI programming. As the College continues it's pursuit towards access and anti-racism, the Division will update the SAO to include those opportunities as well. An additional assessment method will be added to include survey data to better assess the effectiveness of this SAO.

## OTHER ASSESSMENT DATA

### Quantitative Data

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

#### Measures, Descriptions, and Annual Values

*Must have at least two measures. Copy and Paste from previous PRPs or include any new measures developed this year. The default years for the values to be entered are listed in the table heading. If you chose to use data from different years, please list those years in the first row of the table and proceed to enter your measures, values, and definition /description of measure in in rows two and beyond.*

##### Measure 1

###### Name of Measure

Administrative Support Survey

###### Description of Measure

Survey faculty and staff regarding level of administrative support, support needs and goals at division meetings.

###### Year

ex: 2017-18

###### Year

ex: 2018-19

###### Year

ex: 2019-20

###### Year

ex: 2020-21

###### Value

###### Value

###### Value

###### Value

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

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

An electronic survey was added as an assessment method last year, and the results are not yet available. Nuventive will be updated with the results and the 2022-2023 PRP will reflect those results.

*Please explain.*

## Qualitative Data

**Describe any qualitative measures you use and summarize the results.**

During the Division meeting in September, the Dean polled all participants on the format of the meeting and where additional support was needed. Participants provided positive feedback regarding the current format and did not note any needs that were not being addressed by the Division.

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

There is nothing noteworthy that arose from the qualitative results, but the dean in the division is committed to many institution-wide priorities (accreditation, negotiations, dual enrollment, etc) that the time available to provide comprehensive support to the academic and support areas in the Division is limited at times. In addition, the size of this division (and the other academic divisions at the College) are considerably larger than that of similar community colleges. An addition of Academic Divisions/Deans would allow better direct support to faculty and staff, resulting in better support for students.

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## ACHIEVEMENTS AND OTHER RELEVANT INFORMATION

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

Coming back from COVID, we have seen much higher student and faculty engagement on campus. We launched the on-site Bachelor Degree in Business transfer pathway partnership with University of Redlands, opened Poway to Palomar Middle College at Rancho Bernardo Education Center. HEERF and SWP funding has allowed us to support students and faculty by providing and enhancing technology for online and hybrid environments, and upgrading labs to prepare them for the return to on-ground classes.

**Describe any recent changes in legislation, policies, procedures, processes, and/or technology (software and hardware) that have impacted or will impact your program/unit. What effect will these changes have on your program/unit?**

The current budget is providing additional funding for CTE programs and deferred maintenance to replace obsolete equipment to ensure up to date and safer teaching and learning environments.

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

None that I am aware of at this time.

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## PROGRAM/UNIT EVALUATION AND THREE-YEAR PLANNING



## **Program Evaluation and Planning is completed in two steps.**

First, you will complete an overall evaluation of your unit drawing from your unit assessment data.

Second, working from that evaluation, you will establish your goals for the upcoming three years.

### **Section 1: Overall Evaluation of Program**

Reflect on your unit, the results of your assessments in Part 2 above, and your vision for the future. Then, working together answer the following questions. Summarize your answers in the grid below.

1. What are our greatest strengths?
2. What are our best opportunities?
3. What is our preferred future, what do we aspire to do?
4. What are the measurable results that will tell us we've achieved that vision of the future?

### **Section 2: Establish Goals and Strategies for the Next Three Years**

Once you have completed your overall evaluation, identify a set of goals and strategies for accomplishing them for this upcoming three-year planning cycle. Use the template in Section 2 below to document your goals, strategies, and timelines for completion. Goals should be Specific, Measurable, Attainable, Relevant, and Time –Specific (SMART). Following the goal template below will help you create SMART goals!

## **OVERALL EVALUATION OF PROGRAM**

Discuss your Program's/Unit's Strengths, Opportunities, Aspirations, and Results (SOAR) and summarize your discussion below.

### **Strengths:**

The AMBA Division encapsulates a dynamic, creative and diverse collection of academic and co-curricular programs. The Division Office works diligently to support these programs while working within the college's policies and procedures. We do our best to work as a team, collaborate with each other, capitalize on our strengths, while maintaining transparency and integrity.

### **Opportunities:**

Many of the co-curricular programs in the AMBA division make an impact beyond this campus. Performing Arts, the student newspaper, PCTV, KKSM, Boehm Gallery, Business Testing Center. These areas can be promoted more widely to demonstrate the value that Palomar College provides to our community. In terms of programs - the Division can continue to work with departments and disciplines to review demand of certain programs and look at possible ways to make them more effective, revitalize them and/or deactivate them. We have seen a shift in our overall student enrollment and labor/transfer requirements and some programs could benefit from these conversations.

### **Aspirations:**

The AMBA Division aspires to continue to offer outstanding support to the department it serves, while providing leadership and guidance to make a positive impact on our students, faculty and staff. Additional leadership positions and to oversee areas with concentrated classified staff and a restructure of academic divisions would give the Division Office the ability to focus on long range and strategic goals.

**Results:**

Results will be measured by analyzing and assessing the qualitative and quantitative results of the Division SAOs.

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## PROGRESS ON PRIOR PRP GOALS

List current or prior PRP goals your unit has been working on and provide an update by placing an "X" in the appropriate status box.

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

[Click here for previous PRPs with goal information.](#)

## Prior PRP Goals

Click "+Add Goal" below to include additional goals.

### Goal 1

#### Brief Description

Select "+ Add Item" to include additional measures.

#### Choice

☒ Completed ☐ Ongoing ☐ No longer a goal

**Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.**

**ESTABLISH GOALS AND STRATEGIES FOR THE NEXT THREE YEARS**

In the previous sections of this PRP, you identified opportunities for improvement. Using these opportunities, develop 3-year [SMART goals](#) for your department. Goals should be Specific, Measurable, Attainable, Relevant, Time-Specific. Ensure your goals align with the mission of your department and/or [the College's Strategic Plan](#).

Please list all discipline goals for this three-year planning cycle.

If you require any additional resources beyond your exiting budget, please be sure to request those resources in the next section titled "Resources".

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

*Click "+Add Goal" below to include additional goals.*

**Goal 1**

**Description**

**How will you complete this goal? Include strategies and a timeline for implementation.**

**Outcome(s) expected (qualitative/quantitative)**

**How does this goal align with your department mission statement, the College's Strategic Plan, and /or Guided Pathways?**

**Expected goal completion date**

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

The Division recently added an SAO to encourage and promote DEI activities. We focus on diversity and access in our hiring processes.

**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 AMBA Division regularly has conversations with department chairs and faculty to ensure that we are scheduling classes in a way that promotes program completion and transfer readiness. We work with departments to ensure the classes we offer are helping students gain skills to increase their earning potential and meet employer needs.

Link: [Strategic Plan 2022](#)

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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 five parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology Needs

PART 4: Facilities Needs

PART 5: 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.

**NOTE: All requests listed in the PRP will be reviewed by deans and supervisors, then forwarded to the appropriate review group for prioritization. A resource requests approved to move forward in the review process does NOT guarantee a position or funding.**

## PART 1: STAFFING NEEDS

**This year, units are asked to identify new positions only as part of the PRP process. Vacant positions will be addressed outside of the PRP process.**

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.

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

☒ Yes ☐ No

## REQUEST FOR ADDITIONAL CLASSIFIED, CAST, AA

### Staff, CAST, AA request 1

Title of position

Manager/Director of Arts programs

Is the position request for AA, CAST, or Classified staff?

AA

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

☒ Full Time ☐ Part 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 Arts programs (Performing Arts and Art) have 11 classified staff members to support classes, productions, gallery operations and supervise labs. Events and labs take place day, night and weekends. These classified staff perform critical support for the College, but there is not enough capacity within the Division to provide a robust level of day-day leadership, guidance and support.

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

Yes. With the addition of another leadership position within the division, the Dean would be able to focus more on academic leadership and create/grow partnerships within the community.

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

☐ Yes ☒ No

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

This position would increase the effectiveness of support available to departments within the AMBA division.

**Strategic Plan 2022 Objective**

- |   |                              |   |   |
|---|------------------------------|---|---|
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| <input type="checkbox"/> 1:5            | <input type="checkbox"/> 2:1 | <input checked="" type="checkbox"/> 2:2 | <input checked="" type="checkbox"/> 2:3 |
| <input type="checkbox"/> 2:4            | <input type="checkbox"/> 3:1 | <input type="checkbox"/> 3:2            | <input type="checkbox"/> 3:3            |
| <input type="checkbox"/> 3:4            | <input type="checkbox"/> 3:5 | <input type="checkbox"/> 4:1            | <input checked="" type="checkbox"/> 4:2 |
| <input checked="" type="checkbox"/> 4:3 | <input type="checkbox"/> 5:1 | <input type="checkbox"/> 5:2            |   |

Refer to the Palomar College [Strategic Plan 2022](#)

**If the position is not moved forward for prioritization, how will you address this need?**

The Division will continue with its current positions and limited bandwidth.

## **PART 2: BUDGET REVIEW**

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

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

[How to Request the Available Budget Report](#)

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

☒ Yes ☐ No

**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 budget development process has not allowed for robust conversations about needs to support instructional and co-curricular areas. Most of the funding is allocated within the academic departments, limiting the effectiveness and support that the Division office is able to offer when department budgets are not adequate. Request more funding in the Division budgets for the Dean to apply to departments as needed.

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## **PARTS 3, 4 and 5 – TECHNOLOGY, FACILITIES AND OTHER NEEDS**

1. One-Time Fund Requests. Through the PRP process the college implements an approach for prioritizing and allocating one-time needs/requests. Prioritization takes place through the appropriate groups, leadership, and the Budget Committee. The executive team and Resource Allocation Committee consider various sources for funding PRP requests. Resource requests also inform the larger planning process like Scheduled Maintenance Plans, Staffing Plans, and institutional strategic planning.

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

If you are a CTE program and think you may qualify for CTE funds for your PRP request(s), you are **STRONGLY** encouraged to answer the call for Perkins/Strong Workforce grant applications in February. Contact the Dean of CTEE for additional information.

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. Requests for technology and facilities are assessed by the Deans and then, if appropriate forwarded to the proper institutional group (e.g., technology review committee, or facilities) for review and feedback.

## **PART 3: TECHNOLOGY NEEDS**

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

☒ Yes ☐ No

### **Technology Request**

*Click "+Add Technology Request" below to include additional requests.*

#### **Technology Request 1**

**What are you requesting?**

MacBook Pro

**Is this a request to replace technology or is it a request for new technology?**

Replacement of Technology

**Who is the current user of the requested replacement technology?**

Dean, Arts, Media and Business Administration

**Provide a detailed description of the the request. Include in your response:**

**a. Description of the need? (e.g., SLO/SAO Assessment, PRP data analysis)**

Primary computer that is out of warranty.

**b. Who will be impacted by its implementation? (e.g., individual, groups, members of department)**

Dean.

**c. What are the expected outcomes or impacts of implementation?**

Ability to continue work in an efficient manner.

**d. Timeline of implementation**

When funding is made available.

**What is the anticipated cost for this request? If any, list ongoing costs for the technology (licences, support, maintenance, etc.).**

4000

**Do you already have a budget for this request?**

Partial

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

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

- |   |   |                              |                              |
|---|---|------------------------------|------------------------------|
| <input type="checkbox"/> 1:1            | <input type="checkbox"/> 1:2            | <input type="checkbox"/> 1:3 | <input type="checkbox"/> 1:4 |
| <input type="checkbox"/> 1:5            | <input type="checkbox"/> 2:1            | <input type="checkbox"/> 2:2 | <input type="checkbox"/> 2:3 |
| <input type="checkbox"/> 2:4            | <input checked="" type="checkbox"/> 3:1 | <input type="checkbox"/> 3:2 | <input type="checkbox"/> 3:3 |
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| <input type="checkbox"/> 4:3            | <input type="checkbox"/> 5:1            | <input type="checkbox"/> 5:2 |                              |

Click here to access [Strategic Plan 2022](#)

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



1

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

None.

Will you accept partial funding?

☒ Yes ☐ No

## PART 4: FACILITIES REQUESTS

Do you have resource needs that require physical space or modification to physical space?

☐ Yes ☒ No

*Please include only those facilities requests that could be accomplished within a one-year time frame and/or under a \$75,000 estimated amount. Other facilities needs, such as buildings or remodels, should come through the long-range facilities planning process.*

## PART 5: OTHER 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 ☒ No

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

Enter your email address to receive a copy of the PRP to keep for your records.

jsmiley@palomar.edu

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

## FEEDBACK AND FOLLOW-UP

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

## Confirmation of Review by Immediate Supervisor.

Immediate supervisor who reviewed PRP:

Sign Date

*If you are both the immediate supervisor and the VP for this area, please skip to the Vice President (or President) Review below.*

## 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 (or President) Review

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

**Areas of concern, if any:**

Recommendations for improvement:

VP Name:

Signature Date: