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

President's Office

Department Name

Advancement/Foundation

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

Program/Unit Name

Advancement/Foundation

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

Stacy Rungaitis

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

Units need not include each webpages 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

Unit webpage

https://www.palomar.edu/foundation/

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

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

Participant	Title

PROGRAM/UNIT MISSION STATEMENT

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

The mission of the Palomar College Foundation is to assure equal access to success for all Palomar College students by inspiring individual, business and foundation philanthropic support that helps remove financial barrier and provides essential educational resources. In addition to direct student support, the Foundation's mission includes support of college and faculty initiatives that enhance the educational experience of Palomar College students.

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 Advancement/Foundation department fulfills the College's vision daily by transforming lives for a better future. One of the largest barriers to education is finances. Through our mission and that of the College, we respect each student's experiences and inclusively remove financial barriers to education and support each student to achieve academic success. This is done primarily through our core programs including scholarships, textbook assistance and emergency grants. The impact of our work results directly in students receiving these funds are more likely to stay in school, complete and ultimately become productive local and global citizens.

Link: Vision, Mission, and Values

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

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

3.00

Number of Classified Staff

2.00

Number of CAST Staff

0.00

Number of Administrators

1.00

Number of Full-time Faculty

0.00

Part-Time Staff

Total Number of Permanent Part-time Staff

0.00

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

3.00

FTEF of Part-time Faculty

0.00

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

1.) One PT staff member serving in the role of Foundation Accountant since FT Accountant retired in June of 2021. The position is budgeted (not on the list provide per the link however?), in the HR que and is in recruitment. It is hopeful to have a new FT Foundation Accountant in early 2023.
2.) Two PT staff members sharing the role of Development Officer since the FT DO retired in September of 2022. Unless there is a change in HR recruitment practice, the position will most likely not move forward to recruitment until late 2023.
3.) One PT staff member serves as Database and Administrative Coordinator. This position is NOT funded by the district but essential to the work of the Advancement/Foundation department. The Foundation absorbs funding this role through reimbursement to the district.
4.) Two contract employees support the work of the Foundation including a writer (grants/letters/documents) and fundraising marketer (social media, campaigns, collateral material creation).
5.) The Foundation has a federal work study position approved but not yet hired for this year.

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

During the past fiscal year, two critical staff members have retired. (Foundation Accountant and Development Officer.) While it is good to be able to reassess the roles and update job descriptions, there is a notable impact on the department. Since the positions do not immediately go out for recruitment, we have a "band aid" approach to staffing by employing part-time, hourly staff to keep the operations moving forward. Thankfully, we have found exceptional individuals to serve in these roles. However, much of the voids in either knowledge or skill set fall on the Executive Director and/or the other Development Officer. This adds stress to the remaining staff who are carrying the load, already with full loads. In addition, the onboarding and training of new staff is exceptionally time consuming. Due to the complexity of these roles, it ultimately results in decreased philanthropic revenue and the amount of time the team is able to spend in the community. We are committed to the work and do everything we can to ensure we fulfill our mission to serve students in need!

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?

Strengths: The small but mighty team delivers exceptional results in providing funding to students, faculty and staff needs to achieve the mission of the College. As noted in the MOU between the Foundation and the District, the Executive Director provides institutional advancement and community relations services to support the district. In addition to supporting many programs and equipment needs, the Foundation also conducts the annual "report to the community" for the district, showcasing the important work being done at Palomar College to the community.
Opportunities: To better integrate the Advancement department as a natural part of the district as any other department is seen. We are simply the development department who also run the 501(c)3 nonprofit organization. (Executive Director carries the Director of Development title for the District.) This nonprofit would not exist if not for Palomar College. Therefore, there is opportunity for less separation of staffing as we serve a great role for the district than just running the nonprofit.

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.)?

There is a need in the Advancement department for a second administrator level position within the department besides the Executive Director. With the vacancy of the Development Officer, we will address this by updating this position to an administrator level role.

With the addition this year of the position of Grants Manager, one option for increase efficiency is to have this role be in the Advancement department reporting to the Director of Development. Most community colleges in the state (and country) are structured as such (not all, but most). While the type of grants this role works on is different than community related grants, it is a model that works for many reasons. First, it allows for all "resource development" to be generated from the Advancement department. Second, there could be shared resources (currently void) with a grant writer. Third, the Foundation is responsible for/does not get an operating budget from the district. Therefore, the fees from large grants could support the operational needs of the Foundation and other avenues to address additional resource development operations, ultimately resulting in expansion of the grants program for Palomar College. (Additional revenue for district needs!) Lastly, the current executive director has experience in managing these types of efforts and again carries the title of Director of Development.

Program/Unit Description

Who utilizes your services?

Students, faculty, staff, alumni, donors, community members and Foundation Board of Directors.

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

We provide funding to students, faculty and staff to achieve the mission of Palomar College. Our core programs include scholarships, textbook assistance and emergency grants for students, in addition to innovation grants for faculty. We also raise philanthropic funds to support other needs of the District. This includes programs such as Transitions, CALM, Veterans, First-Responders, DRC, STEM, Food& Nutrition Center/Housing/Basic Needs, Capital Equipment and other District priorities.

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

PROGRAM/UNIT ASSESSMENT

SERVICE AREA OUTCOME ASSESSMENT

GOT SERVICE AREA OUTCOMES?

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

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

So, what is an SAO?

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

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

- identify at least two SAOs,

- develop a plan and assess their SAOs,

- reflect on the results, and

- take action, as necessary.

Palomar uses Nuventive Improve 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) 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.

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

Defining and Assessing SAOs:

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

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

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

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

SERVICE AREA OUTCOMES TEMPLATE

SAMPLE

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

The Palomar College Foundation will raise at least $300,000 annually in support of student scholarships.

Assessment Status
⊙ Assessed ○ Not assessed

SAO Summary and Reflection

In the past year, the Foundation raised over $400,000 in annual scholarship support. Endowed scholarships will be challenging moving forward due to the current market situation. Some of the endowed scholarship programs (new) are underwater and will not be able to be awarded or will need alternative funding sources. This will be significant decision for the Executive Director and Foundation Board on movement of funds and stewardship of living donors.

SAO 2

SAO Title

The Palomar College Foundation will engage at least 35 members annually in the President's Associates.

Assessment Status
⊙ Assessed ○ Not assessed

SAO Summary and Reflection

Current membership is at 35 members. The President's Associates saw a decrease during the COVID-19 pandemic as many business and individuals pulled away due to implications. We are now seeing an renewed commitment by many donors. Staffing needs to be focused on this important group in order to maintain and grow the program.

SAO 3

SAO Title

The Palomar College Foundation will secure at least $100,000 in annual outside grant revenue to support various key initiatives/needs of the District.

Assessment Status

⊙ Assessed ○ Not assessed

SAO Summary and Reflection

The past year was a record year for grant revenue in the Foundation with over $300,000 generated. Pending the staff changes, we will need to continue to focus on this important program to keep at this level.

SAO 4

SAO Title

The Palomar College Foundation will award at least $30,000 in faculty innovation grants annually.

Assessment Status

⊙ Assessed ○ Not assessed

SAO Summary and Reflection

The past year, $50,000 was dedicated to faculty innovation grants. In the coming year, we will reserve $30,000 for this effort due to lower market gains and to maintain our minimum reserve policy.

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

Grant Revenue

Description of Measure

Total dollars generated through community and family foundation revenue.

Year	Year	Year	Year
2022	2021		
ex: 2017-18	ex: 2018-19	ex: 2019-20	ex: 2020-21
Value	**Value**	**Value**	**Value**

$300,000	$235,000		

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

Measure 2

Name of Measure

Scholarship Revenue

Description of Measure

Total scholarship revenue generated to support student scholarships

Year	**Year**	**Year**	**Year**
2022	2021		
ex: 2017-18	ex: 2018-19	ex: 2019-20	ex: 2020-21

Value	**Value**	**Value**	**Value**
$450,000	$375,000		

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

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

The Foundation has continued to increase revenue year over year.

Please explain.

Qualitative Data

Describe any qualitative measures you use and summarize the results.

Some of this growth came as the staff became more attuned to nature fits in fundraising asks. In addition, the Foundation board has been strategically and intentionally built to help develop a pipeline of support.

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

Continue to build the Foundation board of directors and rebuild the staff.

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

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!

-Highest revenue generated in the history of the Foundation.
-Moved the needle on net assets - from $6.5M (2017) to $25M (2022)
-New and energized board of directors
-Momentum is contagious!

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 market is significantly impacting our endowments and overall net assets of the Foundation. While we are in it for the long-haul, this has been a challenge that will play out for us as well as for many donors in the coming years. There may be a reducing in the ability to give for those who fund donations via foundations.

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 are reviewing the board policy regarding the naming of facilities related to sponsored equipment.

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

PROGRAM/UNIT EVALUATION AND THREE-YEAR PLANNING

Program Evaluation and Planning is completed in two steps.

First, you will complete an overalll 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:

Support to students, strong mission, capable staff, and a diverse/strategic board of directors

Opportunities:

Rebuild our staff; alumni/affinity group growth

Aspirations:

We aspire to be the most highly regarded advancement department supporting education in San Diego County.

Results:

Increased revenue to support our mission; develop strong community partnerships on behalf of the College.

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

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.
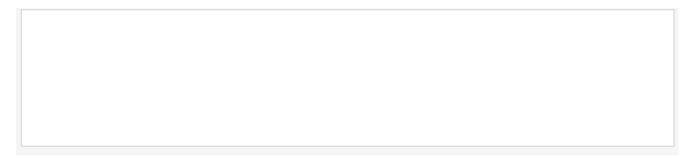
Goal 1

Brief Description

Raise $2M in one fiscal year

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.

Goal 2

Brief Description

Pivot event strategy to increase community engagement and increase revenue from events.

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.

No longer host a gala - instead Community Showcase and Golf

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

Raise $2M annually in support of mission

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

Orchestrate and implement the strategic development and community engagement plans.

Outcome(s) expected (qualitative/quantitative)

$2M in revenue; increase community engagement in the life of the College.

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

Removes financial barriers for students allowing them to achieve success, stay in school and complete.

Expected goal completion date

12/31/2023

Goal 2

Description

Increase participation in the President's Associates

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

Assess the program, create a 60, 30 day renewal process, create stewardship activities, increase awareness and ask additional donors to join. Provide campus tours to introduce Palomar to others.

Outcome(s) expected (qualitative/quantitative)

Increase PA memberships by 10 to a total of 45 members.

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

Removes financial barriers for students allowing them to achieve success, stay in school and complete.

Expected goal completion date

12/31/2023

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

The Foundation's mission is to assure equal access for ALL Palomar College students. Our inclusive efforts are equitable for the diverse community we serve.

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.

Goals 1, 2, 4, 5 - we support all student goals toward completion and transfer as well as workforce and equity.

Link: [Strategic Plan 2022](#)

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 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 <u>new positions only</u> 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

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

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

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 ad 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

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

Requests

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

Request 1

What are you requesting?

New computers for the department. All are over 5 years old.

Provide a detailed description of the the request. Inlude in your response:ges here.

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

Each computer in the Foundation is over 5 years old, some older.

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

Students, faculty and staff.

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

Increased efficiency of the department.

d. Timeline of implementation

2023

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

Replacement/warranty?

Do you already have a budget for this request?

No

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

Increasing revenue to support student success.

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

☑ 1:1	☑ 1:2	☑ 1:3	☑ 1:4
☑ 1:5	☑ 2:1	☑ 2:2	☑ 2:3
☑ 2:4	☐ 3:1	☐ 3:2	☐ 3:3
☐ 3:4	☐ 3:5	☑ 4:1	☑ 4:2
☑ 4:3	☑ 5:1	☑ 5:2	

Refer to the Palomar College STRATEGIC PLAN 2022

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

Highest)

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

Will you accept partial funding?
○ Yes ⊙ No

Budget Category

Please upload a copy of the quote, if available.

☑ **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.

srungaitis@palomar.edu

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 Immediate Supervisor.

Immediate supervisor who reviewed PRP:	Sign Date
Star Rivera Lacey	3/7/2023

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:

I appreciated the level of detail and the accompanying analysis.

Areas of concern, if any:

None identified at this time.

Recommendations for improvement:

None identified at this time.

VP Name:	Signature Date:
Star Rivera Lacey	3/7/2023