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?

Annual

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

Arts Media Lab

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

Keri McNamara

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

Webpage URL 1

Unit webpage

www.palomar.edu/artsmedialab

Webpage URL 2

Unit webpage

www.palomar.edu/art

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

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

Participant	Title
Keri McNamara	ISA 2

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

Part-Time Staff

Total Number of Full-time Staff

0.00

Total Number of Permanent Part-time Staff

1.00

Number of Classified Staff

1.00

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

0.40

Number of CAST Staff

0.00

FTEF of Part-time Faculty

0.00

Number of Administrators

0.00

Number of Full-time Faculty

0.00

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

n/a

Program/Unit Description

Have the services your unit performs changed in any way over the past year?

Yes. As we have returned to in person operations we are down a full time staff member so the hours are limited.

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

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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. 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

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

SAO 1

SAO Title

Faculty and staff utilize the AML indicate they are satisfied with the resources provided and agree the AML enhances the student experience and student engagement

Assessment Status
⦿ Assessed ○ Not assessed

SAO Summary and Reflection

(was assessed last year via a survey) Faculty are aware of the space and are reminded and encouraged to use it via email. Faculty are invited to bring students for an introduction. 3 classes attended an intro this semester mainly due to hours and fewer classes on campus. Two classes used the lab for a class assignment and feedback was received that if the lab were available more then classes would come to complete specific computer portions of assignments.

SAO 2

SAO Title

Students will access and use the curated art information put together by AML Staff to further enhance their learning experience

Assessment Status
○ Assessed ⦿ Not assessed

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

Assessed last year

Next planned assesment

OTHER ASSESSMENT DATA

Review the Quantitative and Qualitative Data from your comprehensive review. If there are updates please describe them below. Completed comprehensive reviews can be found on the IRP website - "Completed PRPs".

Students are still signing in to use the lab but our attendance is significantly lower since we are open 16 hours per week versus 56 hours per week that we used to be open

Link: IRP website - "Completed PRPs".

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!

Th AML secured a copy stand and digital camera this year and a color printer/scanner. The addition of this equipment can be of use to students completing a portfolio and needing to document their work or to create a portfolio for transfer or employment. We also weeded old technology/equipment and media and created curated lists of art film resources to replace to weeded materials.

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?

We are using the NetPrint/GoPrint with our color printer. A new mac management system will be implemented by IS for the computers in the AML later this year...this should not affect students at a ll

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

copy stand usage documentation needs to be created

PROGRESS ON PRIOR PRP 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.

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

Prior PRP Goals
Click "+Add Goal" below to include additional goals.

Goal 1

Brief Description

Color printing/scanning

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.

The printer has been delivered (in August) It is still not configured to work with the pay for print due to changes with Go Print/NetPrint. According to IS it is scheduled to be operational by Spring semester.

Goal 2

Brief Description

Complete website migration to wordpress

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.

The Art department and the blog website have both been converted. All content was recreated and student art work galleries were completely remade Most art disciplines are represented. The site is visually pleasing and conforms to college standards and contains much information about art programs and courses and links to mapper, class schedules, and other campus services

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 AML posts art opportunities that may be of interest to students on our blog..we also have a feature allowing students to subscribe and receive new postings as they appear. We promote art department events such as portfolio reviews, artist lectures, calls for artwork and art jobs that may be a good fit for students

Click here to access the Strategic Plan 2022.

Describe any changes to your goals or three-year plan as a result of this annual update.

Due to the retirement and pandemic the AML has undergone deep cleaning and weeding...continuing to evaluate the space and if the services are meeting students needs remains important. In addition t a color printer we have soured a copy stand set up which will help students complete portfolios

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

REQUEST FOR ADDITIONAL CLASSIFIED, CAST, AA

Staff, CAST, AA request 1

Title of position

ISA

Is the position request for AA, CAST, or Classified staff?	**Is this request for a full-time or part-time position?**
Classified	◉ 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 room should be unavailable when unstaffed

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 ⊙ No

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

Students require assistance when using the lab. The AML staff member communicates with facilities and IS to solve issues in the room which would otherwise go unreported. The AML staff assists students, PT faculty and manages the web presence including promoting the department and curating resources.

Strategic Plan 2022 Objective

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

The lab is closed when no staff member is present. Services to students are limited

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?

Lottery Funds for purchase of magazine subscriptions (400.00) of interest to the Art department to be housed in the AML such as Ceramics Journal, Juxtapose, Hi-Fructose, Art in America, ArtNews, Design. A small amount of funding (less than $100.00) to purchase a cell phone adaptor/holder for the copy stand, cable release, and flash drive for use in AML. $100 for membership of AML staff member in the visual resource association and $500 for travel of AML staff member for travel to the VRA conference in San Antonio September 25-28, 2023

Request is $1100.00

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)

Faculty have expressed interest in current magazine subscriptions and the Arts Media Lab is a logical location to house these items for student and faculty use. the copy stand can be used with student cell phones with proper mount which may contribute to ease of use and accomplishment of goals by students. The stand mound is highly inexpensive. Faculty regularly request use of a laptop for a temporary use...during critiques or for demos for example but we do not have any to lend Membership in VRA will help with Service Area goals as the organization is geared toward visual media management and digital image collection management. The AML has a collection of images online that we are looking to improve to make for accessible to students

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

students and members of the department will benefit from the small investment in the Arts Media Lab

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

Students will use the AML to read current Arts related magazines, students can quickly use the copy stand by hooking their mobile phone to it as opposed to the more cumbersome process of needing an appointment and utilizing a professional camera(which is still available)

d. Timeline of implementation

upon availability of funds

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

no on going costs...perhaps a very small mount of involvement from IS regarding the laptop

Do you already have a budget for this request?

No

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

explore options for updating digital image collection
SAO students and faculty utilize the lab, are satisfied with the materials, resources and agree the AML enhances the student experience and engagement

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)?

no

Will you accept partial funding?
⊙ Yes ○ No

Budget Category

Please upload a copy of the quote, if available.

Request 2

What are you requesting?

1 laptop for faculty use in AML and art department ($1,300)

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)

1 apple laptop for faculty use in AML and art department ($1,300)

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

mostly faculty

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

when need faculty will have a laptop to use for critiques or demos...sometimes in the art area people are not in a room with a computer or people want to walk around during critiques

d. Timeline of implementation

upon approval laptop will be ordered

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

1200.00

Do you already have a budget for this request?

No

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

Having resources available for faculty

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)

3

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.

kmcnamara@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

If you are both the immediate supervisor and 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: