



# 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

KKSM

*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

James Odom

### 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

<https://www.palomar.edu/kksm/>

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

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

Participant	Title
James Odom	Manager, Educational Television and KKSM Radio Operations
Zeb Navarro	Manager, Radio Station

## 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

2.00

##### Number of Classified Staff

0.00

##### Number of CAST Staff

1.00

##### 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)

0.00

##### 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)**

One contract engineer supports the operation of KKSM Radio. Under the supervision of the Manager, Radio Station, students fill on-air shift roles as part of their requirements in various Digital Broadcast Arts courses.

## **Program/Unit Description**

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

No.

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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](#)

Date Identified or Last Reviewed	Description of SAO (What is your SAO?)	Assessment Method (How will/do you measure or assess it?)	Criterion (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. 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

Radio Operations Training: KKSM staff will assist the Digital Broadcast Arts (DBA) program in training students to produce a professional radio broadcasting program. This process includes training on proper voice work, sound mixing on a audio board, following a radio format, recording, FCC guidelines, and digital audio editing.

#### Assessment Status

☒ Assessed ☐ Not assessed

#### SAO Summary and Reflection

A limited number of students returned to on-air shifts in the Spring 2022 semester, following two years of COVID operations. These students successfully completed their respective courses. Students demonstrated knowledge of proper voice work, sound mixing on an audio board, following a radio format, recording, FCC guidelines, and digital audio editing.

### SAO 2

#### SAO Title

Radio Station Operation: KKSM staff will operate Palomar College's AM radio station to meet the needs of students in the Digital Broadcast Arts (DBA) program, follow campus guidelines, FCC regulations, and align itself with the campus strategic vision.

#### Assessment Status

☒ Assessed ☐ Not assessed

#### SAO Summary and Reflection

This SAO serves as a constant reminder of the professional obligations of the staff of KKSM. The professional staff has successfully kept KKSM on the air and operating within all requirements with very positive audience response. The staff successfully prepared for the return of students to on-air shifts and conducted the necessary training.

## 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".

None noted.

Link: [IRP website - "Completed PRPs"](#).

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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!**

KKSM recently celebrated another year as the West Coast headquarters for World Radio Day. Students interviewed 2021 Ambassador "Weird Al" Yankovic and radio legend Dr. Demento for the 2021 documentary and this year the ambassador was Julian Lennon. Students continue to broadcast quality programming and have returned to the studio this year to broadcast live. Several of our students have gone on to transfer to four-year universities and some have been hired in the commercial radio industry.

**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?**

None noted.

**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 noted.

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## **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**

Update equipment at KKSM to reflect current industry standards and new podcasting trends.

*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.**

Through strong collaboration with the Media Studies department, KKSM was able to obtain funding through Strong Workforce to purchase upgraded hardware and software for the radio station automation system. This allows continued operation with industry-standard equipment and students receive strong "real world" experience.

## Goal 2

### Brief Description

Creation of multimedia and video content for KKSM's website and social media.

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.**

Currently KKSM's website and social media are photo/picture and text based. The current trend in the broadcast industry is incorporating multimedia and video content to engage listeners. Working with the DBA department, KKSM will create video content through workshops with our students and incorporating this goal into our station's requirements to be on-air.

**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 College's VfS goals and outcomes deal with very specific areas that impact student success. As a department, KKSM works closely with various campus entities to produce audio promotional material that enhances the College's efforts towards these goals and outcomes. Our strategy has always been, and will continue to be, to work closely with whoever we're collaborating with ensure that KKSM production accomplishes the goals of increasing awareness, educating about specific programs, etc.

[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.**

None noted.

## 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

## 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 radio license portion of the college's ASCAP, BMI, and SESAC music licenses have historically been paid from KKSM's budget. Following discussions earlier this year, the college is moving those expenses into institutional funding. In recent conversations with the Public Information Officer (whose office is taking that responsibility), it is my understanding that the radio station portion of those fees will also be covered as part of the institutional expense. This is something the Manager, ETV and KKSM Radio Operations will follow up on later in the year to ensure that has happened. This will alleviate the need to budget for these expenses in upcoming years if implemented as discussed.

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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

### **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.***

# Facilities Requests

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

## Facility Request 1

### What are you requesting?

Remodel of two production studios

### 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)

The two production studios need to be remodeled to remove antiquated counters and to make learning more conducive for students. Currently the studios have bulky counters and old furnishings that housed outdated equipment. We would like to remodel these studios to make them more accessible to students.

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

Students will be impacted by removing old furnishings and allows more group collaborations for lab and for adding new equipment in the future.

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

The studios are remodeled and students have more room to work in with the old furnishings removed.

#### d. Timeline of implementation

We hope to complete this within a year.

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

Unknown at this time.

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

No

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

Refer to the Palomar College [STRATEGIC PLAN 2022](#)

If you have multiple requests for facilities 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)?**

This will make our studios more ADA accessible and allow for ADA students to have someone in the studio with them. Currently the studios can fit only one student at a time. If furnishings are moved we can fit more students. Also some wiring would need to be redone in the studio.

**Will you accept partial funding?**

☐ Yes ☒ No

## 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.**

jodom@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:**