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

INSTR Professional Development

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

Program/Unit Name

Professional Development

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

Luis Guerrero, Matt Grills

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/pd/

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

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

Participant	Title
Luis Guerrero	Faculty PD coordinator, Associate Professor, Mathematics
Matt Grills	PD coordinator
Erin Feld	PD committee member, Professor, Reading
Barbara Hammons	PD committee member, Part-Time Faculty, Child Development
Amel Gonzalez	PD committee member, Division Administrative Assistant

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

Part-Time Staff

Total Number of Permanent Part-time Staff

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

FTEF of Part-time Faculty

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1.00
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Number of Administrators

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Number of Full-time Faculty

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1.00
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Describe additional temporary hourly or contract staff who support this unit and/or department. (Include FWS/District Student Workers/Veteran Student Workers)

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Program/Unit Description

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

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None
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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

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

Professional Development Participation

Assessment Status
⊙ Assessed ○ Not assessed

SAO Summary and Reflection

We found that we did not meet the desired threshold of 75% or more of all employees completing one or more PD activities per semester. There are groups that are doing well, for example Full time Faculty virtually all (99.63%) complete and participate in PD activities. PT faculty have the option of participating and being compensated to do PD, but we find that not all take advantage of this opportunity with Fall 21: 62.07% and Spring 22: 53.03% completion rates. This shows great inequity vs our Full-time faculty participation rate, but in each semester it is substantially less than our target of 75% in our SAO.

As for our non-faculty members, they are motivated to do PD work, and currently 52.28% participate, which is again way lower than the threshold that we have set for our SAO. They can face many barriers to make it an integral part of their duties.

Collectively the following items are the barriers that one or more of the groups above have identified.
Are the PD sessions offered in the right modalities (F2F vs Zoom vs. HyFlex) and able to be offered at times and days they were all groups can attend? Are we mindful of how some groups face Zoom fatigue and/or inability to drive from one center to another to take the training?
Are managers/directors giving enough release time to employees that does not interfere with normal operations of the school? Do we have the personnel to alleviate bottlenecks when someone is taking training?
For example the Child Development Center (CDC) lab spend all day with children, hard to get substitutes, and thus join non-asynchronous training offered for general campus employees
Supervisors do not use PD enough (mentors not in charge of discipline), where ideally PD should be tied to evaluations (or recommended out of evaluations)
Institution needs to use PD as a training tool
Chairs/departments do not promote a culture for PT faculty to do their full eligible PD hours.
PT are often at many schools, so some might not have the time to do all their eligible hours at each school, especially if not enough PD options are offered through the year outside of flex weeks.
PD portal is not the easiest to use/navigate
PD should be part of any big institutional changes, for example the 2022-23 HighPoint rollout, so they are successfully implemented

SAO 2

SAO Title

Diversity, Equity, Inclusion, Accessibility and Antiracism

Assessment Status
○ Assessed ⊙ Not assessed

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

No report was able to be generated to assess this SAO since the amount of hours that will be required for all employees has not been negotiated by the District and respective bargaining units. Thus the PD office has been unable to run such a report, and this SAO is not able to be assessed at this time.

Next planned assesment

Spring 2023 onwards, contingent on finishing negotiations with bargaining units impact of AP 3000

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

Link: IRP website - "Completed PRPs".

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!

Social Justice Convening

Accessibility (Haben Girma + Amanda Krauss+ Accessibility Faculty MOU)

DRC Mircrotrainings & Census Roster

Flex Week Reimagining

First HyFLex Plenary (college update+HSI session)

Arts Empowered collaboration with SDCOE

Celebration of Black Excellence, Hispanic Heritage, Women's History (Empowered Women), LGBTQIIA+, Political Economy Days, Media Days, DRC Awareness Month…

Employee Celebration

Creation of the IDEAAs course for all employees

All of these events were attended by people across the Palomar community and helped attendees become productive members of that community.

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?

Title V changed to PD portion (4CSD meeting)

AP 3000 implementation (impact from bargaining units)

HyFlex integration into the Main Campus and Centers to expand equity options for employees and students through versatile class offerings and employee training.

Impacts of the endemic COVID-19 to working conditions

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

Expansion and support of Board Policy 7160 and Administrative Procedure 7160 to include ED Code and Title V requirements of 42 hours per year of PD for every full-time employee and workload pro-ratio opportunities for part time employees.

Any and all policies, procedures, and processes relating to DEIAA efforts, so that it can be scaled up and have the PD program scale it up and implement well.

Create a better procedure for requesting funds for PD activities, namely budget for food, speaker, fees, printing, and other expenses.

Injecting intentionality to the Post-Hiring training that all employees should receive, AP 7120.

Policy to meet ongoing certification meeting job requirements trainings…

Board Policy 3000 and Administrative Procedure 3000 provide direction on supporting the DEIAA efforts (e.g. the IDEAAs course)

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

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

Create the proper structures and full-time support for the measurable success of the Professional Development (PD) Program for all employees. By leading the development, implementation, supervision, and evaluation of all training and workshop efforts across all campuses.

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.

Success
Full time faculty are virtually fully compliant with the PD requirements.

Challenges
PT faculty are not accessing all of the eligible PD they are invited to complete each year. We have sent multiple emails, newsletters and other modes of communication welcoming them to complete their eligible PD, but still face issues of lack of information reaching them. In addition to all of the multiple PD commitments they might need to fulfill in other districts/schools they work at. We need more support from department chairs to elevate PT faculty participation to help them access their eligible PD.

Non-Faculty - PD is currently not required of this group, so it is non-incentivized to complete professional development. Currently (2022-23), CCE is working to help establish equity across employees (requirement of PD for full time non-faculty - 42 hours - and percentage based potential for part-time non faculty - up to 45% of 42 hours or 18.9 hours per Academic Year). In addition, we need help from Palomar to create a culture among managers and directors to provide fully supported release time for staff to attend trainings and not just saying they can do trainings, but finding the mechanisms to create release time (i.e. position substitution) for employees to engage with professional development.

This will continue to be ongoing because we are constantly developing, implementing, supervising, and evaluating training to best serve all employee groups at Palomar. We need to evaluate what we do each year to decide the best ways to reach all groups with appropriate training and workshops. In addition, we also need a substantive ongoing budget for the PD program to meet these goals.

Goal 2

Brief Description

Successful launch, implementation, and scaling up of the DEIAA PD requirement of AP 3000.

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.

Success
A task force has been formed (Summer 2022) to create and implement the IDEAAs course in order to provide training for employees to complete the professional development requirement of AP 3000 for DEIAA (Diversity, Equity, Inclusion, Accessibility, Antiracism) instruction.

The projected launch for the IDEAAs course is Spring 2023, after curriculum completion and focus-group analysis. A hybrid approach of 10 hours to complete this course for every employee, with payment structures to be negotiated by constituency groups and any ongoing professional development requirements that would follow in the years after an employee's initial completion of the IDEAAs course.

Eg. Year 1 or Year of Hire: 10 hours satisfied via the IDEAAs course
Subsequent Years: 8-10 hours of continued DEIAA focused professional development

Challenges
One issue we have faced is a changing administration. We have found we have support for ideas with one leader, but then that person leaves, and we have to start our requests, and we have to give information again to someone else. This leads to a delay and things not progressing. We are hopeful that with a new VPI in spring 2023 that we can start getting more consistent leadership to help with the development of DEIAA projects. For example, our previous VPI told PD they wanted to get us the money to develop a PD Center, but then they left, so we feel like we are on hold while we wait for a permanent VPI.

There has been a lack of negotiation with the Bargaining Units that explicitly mentioned what the impacts of the commitments AP 3000 requires. We would like employees to get one time compensated training, as well as the ongoing yearly training that is DEIAA focused. AP 3000 was approved by the college council in Fall of 2021, but since negotiation with unions about the hours required, release time, stipends, etc. has not yet happened, the PD Office is stuck and unable to implement this required training.

Also, we have come across a subset of employees who feel this type of DEIAA work is not necessary to be done or for themselves to be trained on it. Many of our employees were hired years if not decades ago when there was less emphasis on DEIAA work that we now recognize as essential to everyone's duties. This also connects with the consistency of administration and even department chair leadership at our college; many of them are not yet moving the needle forward in DEIAA efforts, when they should be our greatest champions at campus that promote this work.

Goal 3

Brief Description

Transition the PD program to be under the Office of the President

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.

Challenges

The PD program traditionally focused on faculty under guidance of ED Code and Title V requirements of the flex-week obligations. Locally, this translated into full-time faculty needing to complete 42 hours of annual PD and an opportunity for part-time faculty who are teaching during a given regular semester to be compensated for PD in that semester, leading the PD program to fall under the Instruction Division. In this structure, the PD program has gained meaningful guidance from the VPI office on how to scale up faculty focused initiatives.The strength of remaining with the Instruction has been the visionary leadership of prior Vice Presidents/Assistant Superintendents. Likewise, staying in Instruction is a more direct access to the Academic Senate in its 10+1 structure that establishes the policies for faculty professional development activities. Therefore, as it stands, the PD program has a few strengths staying in Instruction, if we were to only serve our faculty members.

However, in 2017, Palomar College shifted its focus of professional development to encompass the greater reality that PD is for every employee serving on any of our campuses and centers within the District. Now that the focus has been expanded to include all employees, this would necessitate a shift of the program to the Office of the President, to allow for a holistic view of professional development that transcends one individual Division in order to serve all employees. This shift would seek to move PD under the purview of an "all-campus" lens, which has already been the case in practice (i.e. professional development has supported the various departments of the College, beyond Instruction, including projects for Human Resources, Fiscal and Administrative Services, and Student Services), but structurally in an inefficient manner. Thus we advocate greatly for the transition into the President's Office purview. Reporting functions to the represented constituency groups would continue.

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.

Professional Development program aligns with VfS Goal 5: Equity. One of the main strategies of the PD program is to implement training and growth opportunities that are culturally competent, antiracist, and promote racial equity practices and efforts. Thus, we are committed decreasing equity gaps, by training all employees in these efforts.

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.

Have added the goal of governance restructuring so that PD office is under the presidents office instead of how it is now under office of instruction.

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

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 PD program does not have an ongoing and sustainable budget for the program. For the 2022-2023 year, the PD Office only got an allocation of $50k, while previous years there was between $100-$200k. While the Palomar Foundation did provide a substantial part of this enlarged budget in past years to fund the faculty awards ceremonies (Faculty Achievement Tea and FACE). Since we have moved to an all employee model, we currently do not have funds for a face to face celebration of all employees, and have only gotten by since they have been held virtually for the past few years. Also, PD has no dedicated allocation for presenters/speakers or creation of meaningful training for all employees as was available in the past (Leadership Exploration and Development LEAD, etc.)

Thus, the PD program is requesting $100k in ongoing money for the program, to maintain normal operations of the Program needs and be self-sustaining in support of the College's professional development needs.

This budget request aligns with SP Goal 2: TEACHING AND LEARNING, likewise, with SP Goal 5:

**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

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

Technology Request 1

What are you requesting?

Multiple computers, printers, and cameras to set up a proper PD program lab, where any workshop or training can be delivered using the best 21st century delivery tools.

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

New Technology

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

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

Many employees have expressed there is no dedicated training hub dedicated to PD events. Most rooms on campus are reserved among department meetings, committee meetings, and then PD workshop/trainings. So having a dedicated PD space with the technology requested here will allow us to serve our district better especially given our PD model that now serves all employees. We have identified SAO 1 as the one that this tech will serve, namely increasing the percentage of all employee that participate in PD.

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

All employees, PD is one of the unique programs that impact all employees. The tech requested for the PD hub will benefit anyone both wanting to facilitate a training and also those taking trainings.

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

The impact will be the opportunity to have more spaces for workshops/training with the right tools to have innovative learning experiences. As well as increase the PD participation rate among all employee groups.

d. Timeline of implementation

2023-2024

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

$100,000

Do you already have a budget for this request?

No

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

Goal 1:
Create the proper structures and full-time support for the measurable success of the Professional Development (PD) Program for all employees. By leading the development, implementation, supervision, and evaluation of all training and workshop efforts across all campuses.

Supports the delivery for our Goal 2: Successful launch, implementation and scaling up of the DEIAA PD requirement of AP 3000

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	

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)?

Some electrical rewiring might be needed to install part of the tech requested

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.

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

Facility Request 1

What are you requesting?

A dedicated PD space similar to the layout and size of the MC-1 building. This space would include offices (2) for the PD Coordinators (Faculty and Non-Faculty positions), one medium size classroom, and 1 large classroom/meeting space. This would accommodate training sessions that could be in-person and virtual (HyFlex), as well as production/recording space to develop digital resources. And, this would give space for a high capacity printing capability to meet all of the PD programs needs. All technology needs are delineated in Part 3 - Technology and in conjunction with this facilities' request, would meet the needs and goals of the PD's PRP.

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

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

Many employees have expressed there is no dedicated training hub dedicated to PD events. Most rooms on campus are reserved among department meetings, committee meetings, and then PD workshop/trainings. So having a dedicated PD space with the technology requested here will allow us to serve our district better especially given our PD model that now serves all employees. We have identified SAO 1 as the one that this tech will serve, namely increasing the percentage of all employee that participate in PD.

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

All employees, PD is one of the unique programs that impact all employees. The tech requested for the PD hub will benefit anyone both wanting to facilitate a training and also those taking trainings.

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

The impact will be the opportunity to have more spaces for workshops/training with the right tools to have innovative learning experiences. As well as increase the PD participation rate among all employee groups.

d. Timeline of implementation

2023-2024

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

75,000

Do you already have a budget for this request?

No

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

Goal 1: Create the proper structures and full-time support for the measurable success of the Professional Development (PD) Program for all employees. By leading the development, implementation, supervision, and evaluation of all training and workshop efforts across all campuses. Supports the delivery for our Goal 2: Successful launch, implementation and scaling up of the DEI PD requirement of AP 3000

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 for facilities and had to prioritize, what number would you 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)?

Some electrical rewiring might be needed to install part of the tech requested

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.

pdoffice@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 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: