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

ESES

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

Program/Unit Name

Planetarium

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

Mark Lane - Planetarium Director

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/planetarium

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

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

Participant	Title
Mark Lane	Planetarium Director
Scott Kardel	Assistant Planetarium Director

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

0.00

Number of Classified Staff

0.00

Number of CAST Staff

Number of Administrators

0.00

Number of Full-time Faculty

2.00

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

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

3 temporary hourly employees, 1 volunteer

Program/Unit Description

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

The planetarium was closed from March 2020 to September 2022 due to COVID 19.

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

Increase Public Attendance Numbers

Assessment Status
○ Assessed ⊙ Not assessed

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

This SAO was added during the pandemic. The planetarium was shuttered from March 13th, 2020 through September 16th, 2022. We will have to work on this outcome now that the planetarium has reopened.

Next planned assesment

Fall 2023

SAO 2

SAO Title

Increase K-12 Attendance Numbers

Assessment Status
○ Assessed ⊙ Not assessed

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

This SAO and was added during the pandemic. The planetarium was shuttered from March 13th, 2020 through September 16th, 2022. We will have to work on this outcome now that the planetarium has reopened.

Next planned assesment

Fall 2023

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".

We have no updates to report. The planetarium was closed from March 2020 to September 2022.

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!

The planetarium was closed from March 2020 to September 2022. It has been a difficult year for the planetarium. However we received significant HEERF funding from the College that allowed us to completely upgrade our planetarium presentation system. When we reopened on September 16th, 2022 we were back to being a state-of-the-art planetarium again!

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?

HEERF funding from the College that allowed us to completely upgrade our planetarium presentation system. We now operate with the latest Digistar version (Digistar 7) and have completely upgraded computers that are used to run the presentation systems. This allows us to create new and innovative presentations for the students and the public.

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

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

Hire permanent part-time staff members for the planetarium.

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.

This position does not currently exist. The College needs to create a classified position for part time planetarium workers. We need help from the College to create this position for the planetarium.

Goal 2

Brief Description

Learn more of the features of the Digistar operating system.

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.

This is a perpetual goal each year. There is always more to learn about the complicated presentation system that runs the planetarium shows. The more we learn the more dynamic and entertaining our presentations become. Mark Lane and Scott Kardel attended (online) training over two days that was aimed at learning more of the features of the Digistar 7 presentation system.

Goal 3

Brief Description

Host more public speaking 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.

We were making progress on this goal before the COVID closure. We will work at resuming public speaking events and making them more common at the planetarium. These events foster public engagement and keeps the planetarium relevant as a place to learn more about astronomy and space sciences.

Goal 4

Brief Description

Work to get our public attendance numbers back to pre-pandemic levels.

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.

As of this report, we have been open for 7 weeks and our attendance numbers are encouraging.

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 Mission statement of the College states "Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals." We believe that the planetarium is a venue that serves to satisfy this goal by being a place where students of all origins, experiences, needs, abilities, and goals can come to learn about astronomy and space sciences. The planetarium is a place of inspiration and excitement for both students and members of the general public of all ages.

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.

There are not changes to this goal. We continue to strive to be a place of awe and inspiration.

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

Technology Request

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

Technology Request 1

What are you requesting?

Evans & Sutherland Annual Service Contract

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

Third Choice

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)

Each year we are required to purchase a service agreement from the vendor who provides the presentation software for the planetarium. This service contract allows for upgrades, updates, equipment discounts, and technical support when needed. If the College does not pay for this annual contract, the planetarium has to pay it from our revenue and it becomes a heavy financial lift using up a significant portion of our annual revenue.

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

All groups who visit the planetarium.

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

This service contract keeps the presentation system running and allows us to fix any problems that arise each year.

d. Timeline of implementation

This is an annual need each fiscal year. The payment is required by the end of each fiscal year.

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

$15,500 annually

Do you already have a budget for this request?

No

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

PRP Goals #3 & #4

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)?

If we do not pay for this contract, then any hardware or software problems become our alone and we do not get the help from the company that created and maintains the presentation technology.

Will you accept partial funding?

⊙ Yes ○ No

Technology Request 2

What are you requesting?

Replacement Lamps for the planetarium projectors

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

Replacement of Technology

Who is the current user of the requested replacement technology?

Planetarium staff

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)

One of the consumables in the planetarium are the powerful lamps that are used to project the presentation onto the dome. We use two JVC projectors for this, and the lamps we used have an average lifespan of 2,000 hours. If these lamps fail, it is a showstopper for us. Because of this, we always keep replacement spares on hand. Our current lamps are aging so we need to purchase two new lamps to keep as spares.

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

Failure of these projectors will close the planetarium and affect all groups who benefic from it (students, K-12 students, public).

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

Peace of mind that the planetarium will stay operational.

d. Timeline of implementation

This is an immediate need (but not an emergency).

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

$4000

Do you already have a budget for this request?

No

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

Replacing these lamps is integral to the operation of the planetarium so it aligns with all of our PRP goals.

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)

3

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

None

Will you accept partial funding?
⊙ Yes ○ No

Technology Request 3

What are you requesting?

Centerstage Ticketing Annual Service Contract

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

Third Choice

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)

Each year we are required to purchase a service contract from the vendor who maintains our box office ticketing system. This includes service for our in-house system (for in-person ticket sales) and for our online ticket purchasing.

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

All groups who visit the planetarium shows.

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

This service contract keeps the ticketing system running. We cannot function without it.

d. Timeline of implementation

This is an annual need each fiscal year. The payment is required by the end of each fiscal year.

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

$2000 annually.

Do you already have a budget for this request?

No

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

PRP goals #3 & #4

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)

2

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

None

Will you accept partial funding?
⊙ Yes ○ No

Technology Request 4

What are you requesting?

Replacement laser printer for planetarium

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

Replacement of Technology

Who is the current user of the requested replacement technology?

Planetarium staff

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)

We have been using a hand-me-down laser printer for many years that is nearing the point of being non-functional. For years the printer has not been able to pull paper from the internal paper source but we were able to keep it working by keeping a stack of paper in the external manual feed paper tray. It has become unreliable and we would like to replace this printer.

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

This printer is used frequently by the planetarium staff. We use it to print items related to the operation of the planetarium, weekly reports, form letters, and correspondence with our K-12 school groups (and more.)

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

Improved operation of planetarium operations.

d. Timeline of implementation

As of this report, the printer still works but we are not sure how much longer it will last. We would like this printer replaced sometime this fiscal year (before we invest in a new toner cartridge for the current one).

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

$800 - $1000

Do you already have a budget for this request?

No

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

Replacing this printer is integral to the operation of the planetarium so it aligns with all of our PRP goals.

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)

5

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

None

Will you accept partial funding?
⊙ Yes ○ No

Technology Request 5

What are you requesting?

Fulldome Show Licenses

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)

Each Friday we offer a fulldome show (movie) for public consumption. These movies are created for a planetarium domed theater and they cover topics in astronomy and space sciences. We do not technically own these movies, but instead purchase a show license for each one. These licenses last for typically 3 - 5 years. To keep our offerings fresh, we rotate our shows each year offering old favorites and purchasing new modern shows. The analogy would be how a local movie theater keeps offering different movies over time for the public to come, see, and enjoy. But after awhile, most people have seen the movie, so the theater has to periodically offer something new.   These movie licenses are expensive and are a major impact on our annual revenue.

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

Our weekly public viewing audience.

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

If we do not keep offering new movies, it will negatively impact our attendance numbers and our annual revenue.

d. Timeline of implementation

We would like to purchase two shows each fiscal year.

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

$12,000 total for two shows annually.

Do you already have a budget for this request?

No

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

PRP Goal #4 (work to keep our attendance numbers high)

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)

4

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

None

Will you accept partial funding?
⦿ Yes   ○ No

PART 4: FACILITIES REQUESTS

Do you have resource needs that require physical space or modification to physical space?
○ Yes   ⦿ No

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

PART 5: OTHER ONE-TIME NEEDS

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the web page under "Instructional Funding Sources").

Do you have one-time requests for other items (e.g., Non-Technology Equipment, Supplies, Operating Expenses, Travel) that your budget or other funding sources will NOT cover?
○ Yes   ⦿ No

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

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

mlane@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:

| Patricia Menchaca | 12/19/2022 |

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:

The faculty have done an amazing job at both maintaining and transforming the planetarium during the closure. This required a significant amount of coordination with various groups. The college is very fortunate to have such dedicated faculty!

Areas of Concern, if any:

The concern is not with the department but instead its closure. With the loss of revenue, beyond what could be replaced with HEERF funds, the planetarium will have some difficulty in reopening to its full capacity without financial support for the college for a minimum of two years.

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:

[ ]