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

L&L

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

Program/Unit Name

STAR Tutoring

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

Ruth Barnaba

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/tutoring

Webpage URL 2

Unit webpage

www.palomar.edu/tutoringservices

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

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

Participant	Title
Ruth Barnaba	Manager
Leticia Murillo	Tutoring Coordinator
Mario Martinez	Tutoring Coordinator
Nicolas Quintana	Tutoring Coordinator
Diego Lecca	Tutoring Coordinator

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

7.00

Number of Classified Staff

8.00

Part-Time Staff

Total Number of Permanent Part-time Staff

2.00

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

1.25

Number of CAST Staff

0.00

FTEF of Part-time Faculty

0.00

Number of Administrators

1.00

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)

Student Tutors - 35
Short-term Tutors - 15
Short-term support - 1

Program/Unit Description

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

Yes. STAR Tutoring was the centralized hub of General Tutoring for all subjects and disciplines. Under new administration, our service delivery was modified to only offer services for subjects that are not math or STEM. Hence, since the start of FY 2020/2021, STAR offers tutoring to develop the critical thinking, communication and literacy skills of Palomar students.

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

Students enrolled in N BASC 202 (Supervised Tutoring) who utilize STAR Tutoring services a minimum of 10 hours per semester will be more successful in their credit courses than students in similar credit courses who do not.

Assessment Status
○ Assessed ⊙ Not assessed

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

SAO will be assessed this Fiscal Year with the small cohort of returning students.

Next planned assesment

Fall 2022 / Spring 2023

SAO 2

SAO Title

Student Satisfaction Survey (Active)

Assessment Status
○ Assessed ⊙ Not assessed

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

SAO will be assessed this Fiscal Year with the small cohort of returning students.

Next planned assesment

December 2022

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".

After reviewing our student contact hours for English and writing consultations and peer tutoring, we are aware that we have not analyzed our data (student use) based on ethnic backgrounds and populations described in the Student Equity Plan. We have student id numbers, so we are able to access this data, but we require the help and expertise of the college or a district researcher. We have purchased program software from WCOnline and have access to PAT 2.2. We have the tools. We just need the assistance to integrate them into our college system for comprehensive reporting. Our goal is to complete this research in the next year and act accordingly.

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!

Tutoring is one of the most versatile and potentially transformative educational tools in use today. What is of pivotal importance is that tutoring sets the platform for learning at the right level for our students coming from a variety of starting points and skill levels.

Tutoring interventions can be seen as an extreme case of class size reduction in which the class size is reduced to one or a few students. One-on-one tutoring and small group sessions allow for more engagement and rapid feedback. Students don't get lost in the crowd of the larger classes, students approach time spent in tutoring with a greater degree of focus and effort.

Another important element of tutoring is the human connection generated by tutor-student relationships. Recruitment of tutors from various ethnic and diverse backgrounds allows us to develop a crew of tutors that foster a sense of belonging and acceptance with their students - filling the student's need to see themselves reflected in their mentor. Students naturally tend to engage better with tutors that relate to them, their backgrounds, or their culture.

i offer the following example as a prime example of the level of Achievement we often see and are proud of:

During the off-campus pandemic period, Tutoring was introduced to "Mike" via our DRC Referral system. Mike accessed our staff via live Zoom feed, AndreaLive!, wherein we orient students to our services. Mike required the assistance of his sister to speak to our staff. Not because he was sight or hearing impaired but because he lacked the confidence in himself to do it on his own. He had already fallen through the cracks in several classes because of this stumbling block. After several sessions with our staff, discussing several possibilities available, Mike was assigned to our resident tutor - Milly. To make the story short, after working with Milly for a few semesters, I was able to meet and speak to Mike directly. He told me all about Fractals and how they are found in tiny patterns like in seashells all the way up to the giant spirals of the galaxies. Our tutors in English and math worked collaboratively to not only build Mike's confidence to speak on his own and for himself but also learn how to take notes, research math terms, and complete the necessary math calculations required for his Math 100 course. A Centralized Tutoring program that offers tutoring in all courses offered at Palomar is the key to Success for our Students and is the service students need.

In addition,

Describe any recent changes in legislation, policies, procedures, processes, and/or technology (software and hardware) that have impacted or will impact your program/unit.   What effect will these changes have on your program/unit?

The rapid shift to internet-based learning during pandemic years highlighted the fact that many students continue to lack access to the basic technology that is foundational to remote education as well as in-person education. Tutoring is a tool that can bridge the gaps at a relatively low cost.

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

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

Rancho Bernardo TLC 1: Give students desktop computer access while in the TLC.

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.

Still on the waiting list for funding. New computer switch is required. Cost estimated at $30,000 +/-

Goal 2

Brief Description

Provide online tutoring for all Palomar College students.

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.

One of the benefits of online tutoring is its flexibility of scheduling. tutoring is provided to students at days and times that are convenient to the student. The window of opportunity can be increased in a personalized learning environment.

Goal 3

Brief Description

Rancho Bernardo TLC 2: Money for supplies. We are requesting $500 for TLC Rancho Bernardo for supplies per year. We will need to replace many supplies that have expired since we have been away from the center. We will also need to replenish supplies each year for student use while in the TLC.

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.

Difficult funding year. Still waiting for recurring allocation to the department as opposed to one-time funds.

Goal 4

Brief Description

Escondido TLC 1: Increase staffing of peer tutors for onsite tutoring while transitioning funding sources from soft to general funds

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.

Recruiting efforts in partnership with the English, ESL and Reading departments have been established . The process of getting students trained to become tutors in a timely manner is under revision and should be complete by the end of the fiscal year.

Goal 5

Brief Description

Create spaces for students to study and get assistance with their courses in a collaborative environment.

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 Tutoring space in the Library is welcoming and supportive for all students.

Goal 6

Brief Description

Select "+ Add Item" to include additional measures.

Choice
○ Completed ⊙ Ongoing ○ No longer a goal

Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.

Goal 7

Brief Description

Fully implement and integrate WC Online as a tutoring database management tool.

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.

WCONLINE is a cloud scheduling, recordkeeping, and reporting solution for academic support centers. The data obtained from this software will be used to comply with Accreditation and PRP reporting and statistics.

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.

VfS Goal 1: Completion- Studies on the effects of tutoring on student success demonstrate a significant trend: the more academic support students receive, the more likely they are to pass their courses and stay enrolled. (Council of Learning Assistance and Developmental Education Associations). Highlighting the advantage of utilizing tutoring services may increase interest, recommendations, and utilization.

VfS Goal 2: Transfer - Increasing student retention and success will facilitate the transfer of students to next-level education. Retention rates for students who received Tutoring Center services were slightly higher than the campus-wide average for students enrolled in courses that provided tutoring support but did not utilize Center services, with an average increase of 3%

VfS Goal 5: Equity - Tutoring should be prioritized for those facing the widest learning gaps, and Tutoring will ensure that Palomar's tutoring services are culturally responsive and tailored to meet the unique needs of student populations.

SP Goal 1: STUDENTS: Increase student access, progress, and completion, while decreasing equity gaps.- Students who received Tutoring Center services during the 2015–2018 academic years had an overall success rate 5% higher than the campus-wide average for students enrolled in courses that provided tutoring support but did not utilize Center services according to a study performed by Institutional Research office.

SP Goal 2: TEACHING AND LEARNING: Implement instructional strategies that strengthen teaching and learning across the college. (Guided Pathways pillars: Clarify the Path, Ensure Learning) - Work with instructional groups to include Tutoring active learning and allow for instructional flexibility. Tutoring will help the tutee become an independent learner, who acquires critical learning skills, and helps the tutee learn how to help himself/herself. Tutoring can be equated with the Socratic type of questioning, therefore effective tutoring needs to be taught and needs to be learned. The outcome of good tutoring results in a student that can learn on their own, a student who knows how to read a textbook, how to do a review on their own, how to take notes, a student who possesses an independent learning skills for life.

SP Goal 4: HUMAN RESOURCES: Attract, support, and engage a tutoring workforce to meet the needs of the College's diverse student body.

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.

To increase faculty awareness of, and engagement with, the services provided by the STAR Tutoring Center.

STAR Tutoring organization at a college level has been in discussion for over four years, if not longer. Staff and students are confused on location and availability of services.
We have a collective of over 100 years of experience amongst the Tutoring Leads. We have the knowledge and we should as a committee leverage it and determine how to move forward. A Centralized Tutoring system has been proven to be the most cost effective and student-centered system in many studies. Converging all campus tutoring activities to one location within the Learning Resource Center/Library will help foster the help-seeking behavior of Palomar College students, as they would be more willing and more easily able to access support that can strengthen their academic abilities and therefore their academic success.

Mainly: accessibility, efficiency, Cost-Effectiveness and accountability
•   Ease for students - spread out across campus in distinct centers, which is confusing to students and to staff and faculty, especially now that math was pulled from our service. We have to determine the amount of math in a subject to see if we are able to tutor it. E.g. economics
•   Equitable access for students
•   Multi-sided attack for the same class e.g. Nursing, Psychology,
•   Developing a cohesive cohort of tutors
•   Cost savings by tapping into students multi talents
•   Faculty and staff working together rather than in silos
•   Apportionment
•   Encourage increased activity in a space on campus with a strong academic climate

The campus library, in particular, has been chosen by multiple
institutions as the optimal location for tutoring services because of its academic environment, high student traffic, proximity to learning resources, high visibility.

• It's the system we use at the Ed Centers (All-In-one)
• It works for appointments for EOPS, TRiO, DRC, Transitions, Puente. Ease of access
• less-cost-per-student model: reducing overhead and creating economies of scale (output is increased but at a lower cost), but also by allowing for unified planning to meet challenges such as increased service demands.

Faculty staff are essential, both to coordinate services,but also to oversee the student staff in the provision of ongoing mentoring, training, evaluation and development for the peer tutors themselves.

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

Teaching and Learning Center Assistant

Is the position request for AA, CAST, or Classified staff?

Is this request for a full-time or part-time position?
⊙ Full Time ○ Part Time

Classified		○	

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.)

Fallbrook TLC will undergo changes in the next few years. A new position will be need in 2024 to support tutoring services at the re-designed Fallbrook Education Center. This position was slated to begin when we opened the Fallbrook TLC in 2019. The position was put on hold because the shared space where the TLC is currently housed is too small. Once the Library staff and services are moved to the new building, Tutoring will not be able to grow in partnership with the Fallbrook Center without the additional position. The requested Teaching and Learning Center Assistant will assist addressing student needs in a timely manner - handle the daily calls and clerical support, provide more personalized attention to each student, improve student/staff experiences, increase student return rates. The Fallbrook TLC currently only has one coordinator assigned to the site. Taking this addition of staff into consideration is important because our Coordinator may experience challenges, like work fatigue. Which in turn may affect the quality of our service and the satisfaction of our students. I want to make sure the tutoring team has the resources they need to keep satisfaction at a high level.

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.

The Teaching and Learning Center Assistant ill performs routine to moderately complex administrative support for the Teaching and Learning Center (TLC); will assist in coordinating program outreach, registration and delivery of services; advise students with applications and registration; assist with access to services including delivery of routine workshops and training on the use of program equipment; create and maintain department tracking systems, reports, records and files required for work processes.

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?

Short-term staff are limited to a Two-Year cap and only for non-recurring need. Eventually, Human Resources will stop allowing the hiring of short-term staff for an on-going need. Services at Fallbrook will have to be truncated.

Staff, CAST, AA request 2

Title of position

Test Proctor

Is the position request for AA, CAST, or Classified staff?

Classified

Is this request for a full-time or part-time position?

⦿ 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.)

Third-party Online Proctoring service subscription was cancelled in Spring 2022. Online proctoring services are a key component of fully online learning. General Tutoring was tasked with the creation of a service to contnue proctoring in an online format. General Tutoring has created an internal tool that now needs management for ongoing implementation, monitoring and scheduling. These services provide the means for verifying the identity of students at a distance before an assessment and a method for notifying students taking the assessment of the parameters and constraints of the exam. An Online proctoring system will do this by providing access to a proctor via a webcam or by using a combination of technological and scheduling means thus increasing academic integrity.

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.

It supports three-year plans for instructional departments.

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?

Continued short-term staff or will required a reclassification of current staff.

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?

Computer Switch for Rancho Bernardo building and additional computer cabling for Rancho Bernardo TLC desktop computer installation.

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)

Before any more computer stations requiring internet access can be added at the Rancho Bernardo Education Center, a new computer switch needs to be installed to handle the bandwidth load. We are requesting an addition of four hard-wired computer stations at the Rancho Bernardo TLC. Stations will be primarily used for exam proctoring for students to reduce dropped internet connections, loss of battery power, poor reception, weak WiFi - all of which pose a problem when using a laptop for exam administration and proctoring.

In addition, the stations will be accessible to students, and will have the necessary bandwidth, while working with a tutor on various classroom assignments

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

Students

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

Successful completion of exams. More ergonomic than looking down at laptops for long tutoring sessions or students working independently. Student access to tutors in the TLC instead of students going to desktops in the library where there are no tutors.

d. Timeline of implementation

12 -18 months depending on funding and supply chain issues

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

$32,000.00. Partial funding cannot be accepted as the cost of the switch and installation cannot be split.

Do you already have a budget for this request?

No

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

Goal 1

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)?

The added Computer Switch will facilitate the addition of computer systems campus -wide at Rancho Bernardo not just in the TLC. The benefits will be far more widespread than just within our department.

Will you accept partial funding?
○ Yes ⊙ No

Technology Request 2

What are you requesting?

Two computer stations for Rancho Bernardo TLC

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)

Desk top computers for exam proctoring and tutoring

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

All students who come into the TLC for an exam, working on assignments, and/or tutoring.

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

Students taking exams will not be affected by Wifi outages or weak WiFi signals. Students will stay in the TLC instead of going to the library to write and print papers and will have access to tutoring, which will help students with completion and eventually give the college apportionment.

d. Timeline of implementation

12 - 18 months depending on approval and installation of Computer Switch

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

$5,000.00

Do you already have a budget for this request?

No

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

Goal 1

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)?

The computer stations will provide an ADA compliant location for all students to sit and use computers. It will have little effect on facilities.

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

Requests

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

Request 1

What are you requesting?

Desks for four computer stations at Rancho Bernardo TLC

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)

The computer stations will be sitting on a less-than-effective table until appropriate furniture is purchased. Ergonomic concerns.

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

Students using computer stations.

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

All students will be able to comfortably sit and use the computers.

d. Timeline of implementation

4 months

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

$6,000.00

Do you already have a budget for this request?

No

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

Goal 1 and 5

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)

2

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

Proctoring stations will allow students to take their exams confidently and securely while sitting at an ADA compliant computer station.

Will you accept partial funding?
⊙ Yes ○ No

Budget Category

Non-technology Equipment (acct 600010 and per unit cost is >$500)

Please upload a copy of the quote, if available.

Request 2

What are you requesting?

Furniture for new Tutoring spaces

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)

A Tutoring space in the H Building, H-114. The space for the co-location has not been decided at this time. But the department and the division need to be prepared for all alternatives of relocation.

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

Students

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

The creation of a Tutoring space that will bring forth a purposeful integration of the various social worlds and cultures that students participate in and learn from in the H Building. Varied forms of furniture will provide the flexibility of blended learning experiences—both in-person and remote— to create more effective learning environments in a post-pandemic world. Redesigned learning space will allow for social distancing as needed with desired on-demand convenience for students, faculty, and staff.

d. Timeline of implementation

6 months

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

$85,000

Do you already have a budget for this request?

No

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

Goal 5

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)

1

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

Students will have a practical space in which to receive tutoring services.

Will you accept partial funding?
◉ Yes ○ No

Budget Category

Non-technology Equipment

Please upload a copy of the quote, if available.

Request 3

What are you requesting?

(13) Pull-out keyboard trays for the Escondido TLC computers

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)

The currently installed trays are old and on the verge of falling apart. They are not height adjustable, posing a problem for our differently-abled students.

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

Students

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

All students will use reliable Palomar equipment which will help with retention and completion of courses.

d. Timeline of implementation

Four (4) months

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

$2356.00 for 13 trays

Do you already have a budget for this request?

No

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

Goal 5

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)

4

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

None. Trays will replace units currently in place. Will require installation from Facilities crew.

Will you accept partial funding?
⦿ Yes ○ No

Budget Category

Supplies

Please upload a copy of the quote, if available.

Request 4

What are you requesting?

Funding to enhance even further the Rancho Bernardo TLC learning spaces

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)

Framed photographic prints to decorate the white walls/pillars that make up the RB TLC, add warmth to the space, make it more inviting to students to sit, study, and relax. The design of spaces fosters a collaboration to establish a sense of belonging in students. Students gain knowledge readily when the learning space room transmits warmth, beauty, and promotes harmony. Students learn best in environments permitting movement, giving accessibility to learning tools, and promoting student thinking and creativity.

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

Students and staff

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

Shedding of anxiety and stress as students work through assignments.
Students will feel welcomed and at home.
Prints will be reflective of student's culture and history.
It's a fundamental need of humans to be seen and acknowledged in their work and learning environment.
Students will feel validated.

d. Timeline of implementation

Very soon upon funding

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

$500.00

Do you already have a budget for this request?

No

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

Goal 5

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)?

Facilities will help put the pictures up. Very little impact.

Will you accept partial funding?

⊙ Yes ○ No

Budget Category

Supplies

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.

rbarnaba@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**
Dean Fabienne S. Chauderlot	12/20/2022

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 PRP is clear and detailed. The goals are relevant and the department has completed important ones in a timely manner. There is both short and long term planning in terms of improvement of the facilities. The Department has been able to both migrate on line and reopen face to face seamlessly thanks to the attention to quality of service to students that is demonstrated in the PRP. Even though they are distributed over four sites, services are consistent and coherent, efforts are made to constantly improve the quality of the environment by all members of the team. The Department has also welcomed the three staff from the English writing, the reading and the ESL centers since they closed over two years ago and they are now fully involved in a team that offers students a comprehensive series of integrated services. The Department should be commended for its efforts in starting to rebuild a significant pool of tutors and trying to strengthen the connection with the various discipline faculty leads to accelerate the process. There has also been a lot of work accomplished in a very little time to create an online proctoring service from scratch and the result will be very useful to the faculty community.

Areas of Concern, if any:

Recommendations for improvement:

I am glad to see the plan to implement WC online. I recommend completing this by the end of Spring to facilitate the production of data and analysis for both ongoing management of student feedback and generation of empirical evidence for accreditation and budget requests.

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: