



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

Student Services

Department Name

SS Enrollment Services

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

Program/Unit Name

Teaching and Learning Center/ Palomar Promise Program

Name of Person responsible for the Program/Unit

Debra Avila

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.

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

Webpage URL 2

Unit webpage

Webpage URL 3

Unit webpage

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

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

Participant	Title
<input type="text" value="Debra Avila"/>	<input type="text" value="Manager, Palomar Promise"/>
<input type="text" value="Rosalinda Tovar"/>	<input type="text" value="Coordinator, TLC"/>

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

Number of Administrators

1.00

Number of Full-time Faculty

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

Promise Peer Mentors:

*1-2 Promise Peer Mentors (student employees)

Promise Counselors:

*2-3 part-time counselors are assigned to the TLC San Marcos for 16 weeks during the fall and spring semesters, and limited hours during summer/ winter intersessions. The counselors assigned to TLC San Marcos work specifically with the Palomar Promise students (incoming, YR1, YR2).

Program/Unit Description

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

N/A

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](#)

SERVICE AREA OUTCOMES TEMPLATE					
Date Identified or Last Reviewed	Description of SAO (What is your SAO?)	Assessment Method (How will/do you measure or assess it?)	Criterion (How will/do you know if you met the outcome?)	Date of Assessment	Date of Next Assessment
1)	SAMPLE				
2)					
3)					
4)					

Are all of your unit's SAOs and assessment plans UPDATED and ENTERED in Nuventive Improve?

☒ Yes ☐ No

SAOs SUMMARIES AND REFLECTIONS

Each of your program/unit SAOs should be assessed at least once every three years. If you have completed any SAO assessments over the past year, summarize what you learned from the assessment and what improvements you have implemented or plan to implement as a result of your SAO assessments. If you have not completed SAO assessments, document why (e.g., SAO was assessed last year).

SAOs

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

SAO 1

SAO Title

Palomar Promise students will have an abbreviated education plan on file by the end of their first semester, and a comprehensive education plan by the end of their first year.

Assessment Status

☒ Assessed ☐ Not assessed

SAO Summary and Reflection

Participation in the Palomar Promise program comes with a variety of benefits including specialized guidance and counseling support. The TLC San Marcos, which is home to Palomar Promise, has a dedicated office space for our Promise counselors to meet and work with Promise students on developing their student education plan. The Palomar Promise program encourages and works closely with Promise students to ensure they have a student education plan on file. A Student Education Plan helps students understand what courses they need to take to reach their educational goal. There are two types of student education plans: abbreviated and comprehensive. Abbreviated education plans map out courses for the first and sometimes second semester; whereas a comprehensive educational plan generally maps out all semesters required to meet the student's educational goal whether that be earning an associates degree, certificate or transfer.

**The information below summarizes the Student Ed Plan data outlined for the 2019-20, 2020-21 and 2021-22, 2022-23 Promise cohorts. Mid-semester (generally around the end of Oct) a report is generated from Peoplesoft to identify the number Promise students who have/ do not have an abbreviated and comprehensive ed plan on file.

Below are the findings for the past 4 years:

2022-23 PROMISE YEAR 1 (1757 Ss) & YEAR 2 (762 SS) COHORT ED PLAN DATA:

Of the 1757 Promise Year 1 cohort:

- 1293 students (74%) have an education plan on file as of early Nov 2022.
- 464 students (26%) do not have an abbreviated nor a comprehensive ed plan on file
- Breakdown of Ed Plans: 1060 Promise Year 1 students (60.3%) have an abbreviated ed plan, 438 students (25%) have a comprehensive ed plan.
- Of the 697 Promise Year 1 students who do not have an abbreviated ed plan, 233 students have a comprehensive ed plan.

Of the 762 Promise Year 2 cohort:

- 727 students (95.5%) have an education plan on file as of early Nov 2022.
- 35 students do not have an education plan on file as of early Nov 2022.
- Breakdown of Ed Plans: 214 Promise Year 2 students have an abbreviated ed plan; 513 students have a comprehensive ed plan (67%).
- Of the 205 Promise Year 2 students who do not have an abbreviated ed plan, 170 students have a comprehensive ed plan.

2021-22 PROMISE YEAR 1 (1670 Ss) & YEAR 2 (852 SS) COHORT ED PLAN DATA:

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".

Growth in Palomar Promise Applications (Year to Year)

2017-2018: 1426

2018-2019: 2305

2019-2020: 3698

2020-2021: 3138

2021-2022: 2683

2022-2023: 2874

**Number of applications received for Fall 2022 increased by 7.1% compared to last year (Fall 2021).

Cohort Size for each academic year (*total includes both YR 1 and YR2 students)

2017-2018: 804

2018-2019: 1518

2019-2020: 2,426

2020-2021: 2,556

2021-2022: 2,522

2022-2023: 2,519

Skillshop Participation

Number of students participating in Skillshops (Note: Duplicate count; #s represent total number of seats filled)

2018-2019: 1,542

2019-2020: 1,511

2020-2021: 1,299

2021-2022: 1,386

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!

1. Palomar Promise Applications:

The number of applications has increased significantly over the years. In fall 2019, we received the highest number of applications (3,698) for Palomar Promise. From fall 2017 to fall 2020, the number of applications received increased by 120%. For fall 2021, we received a total of 2,683 applications; a 14% decrease from the previous year (3138). The slight dip in Promise Applications for 2020-21 and 2021-22 can be attributed to the effects of COVID-19 and simultaneous decrease in enrollment. Although we experienced a slight dip in our application numbers during the fall 2021 application cycle, our team worked actively to increase the number of Promise applications including identifying and targeting Palomar College applicants who were qualified for the program, but had not applied to Promise. We composed email and text campaigns in an effort to encourage them to apply to Palomar Promise. In addition, we worked on increasing our social media presence by creating and posting reminders/announcements about the Promise application. We continued to provide timely and relevant reminders to campus departments, school administrators, counselors about the Promise application. For fall 2022, we worked closely with our colleagues from Outreach & Onboarding Services to heavily promote Palomar Promise. The number of applications received for fall 2022 increased by 7.1% compared to last year (fall 2021).

2. Palomar Promise Program Growth

The Palomar Promise program has expanded rapidly to meet the student demand. The program launched with 804 students offering one year of free tuition, and has expanded to serving over 2500 students each year with up to two years of free tuition and textbook support. Through funding from AB19/2, the Palomar Promise program has provided free tuition, textbook assistance and a set of comprehensive student support services to more than 9,226 students since its inception in Fall 2017. Students are applying and enrolling in increasingly large numbers. For fall 2022, we welcomed 2,519 Promise students in total on the first day of class.

3. Promise graduates

A total of 196 Promise students graduated with the Class of 2021; this includes 4 first-year Promise students who completed their degree requirements in one-year!

A total of 148 Promise students graduated with the Class of 2022; this includes 4 first-year Promise students who completed their degree requirements in one-year! In May 2022, we celebrated our graduating Promise students by hosting an in-person Graduation Celebration to include students and families. Each graduating Promise student received a Promise stole to wear during Commencement.

4. Palomar Promise program strengths and achievements exist in the intentional, high-touch activities and support that

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

Strengthen connections with Promise 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.

1. We are continuing to develop and expand student engagement activities to serve a significantly larger cohort.
2. We are continuing to work on increasing the interaction between first year and second year Promise students - all Promise related events are open to both first and second year students.
3. Currently working on increasing the number of Promise Peer Mentors. Our goal is to continue to hire current/former Promise students to serve as Peer Mentors. For 2021-22, we received some funding through Guided Pathways to hire 2 student employees who served as our Palomar Promise Peer Mentors. This year, we are in the process of hiring additional mentors.
4. Continue to identify funds to support on and off-campus engagement activities. In previous years, we were able to offer field trips to the Getty Villa, Birch Aquarium, Museum of Tolerance with a special grant received by the Foundation Office. However, those funds have been exhausted and we are now limited to the type of cultural/student excursions we can offer. Past participants have found these excursions to be very rewarding experiences; many of which had shared it was their first time visiting a museum or venturing out of North County San Diego. Our hope is to be able to once again offer field trip opportunities/ cultural excursions in order to build community amongst our students.

Challenges:

1. Limited resources/staffing available to support student engagement activities.
2. COVID-19 has impacted our ability to offer in-person student engagement activities during the 2020-2021 academic year and fall 2021/spring 2022 semester.
3. Limited counseling to support our Promise students.

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.

Goal 1; Objective 2

Since the launch of the First-Year Experience Program (FYE) in 2013, the TLC SM has offered registration assistance to our students. Since FYE has merged with Palomar Promise, we have continued to offer year round registration support during fall and spring semesters. We offer multiple registration assistance workshops to help our students enroll in classes while having access to counselors for last minute questions/advice. Pre-pandemic, we partnered with our Promise counselors, and the Assessment and School Relations team to offer more sessions to support the needs of our students. For spring 2022 registration, we hosted a number of registration assistance workshops. However, due to limited staffing and counseling availability we had to limit the capacity of these workshops.

We implemented group advising sessions followed by spring registration assistance for our Promise Year 1 students. In Fall 2019, we attempted a pilot initiative to group students by area of interest, in a way that tied in with the college's Guided Pathways initiative. We discovered some challenges and reverted back to general group counseling sessions. Most recently, we created a webpage housed on our Promise website designed to help students prepare for registration. The webpage includes a wealth of information, helpful resources, tips and videos to help students plan, register and get ready for the first day of the semester. We also created a downloadable Guide for Preparing for Registration that students can print and view. Many of our initiatives and projects center around making the onboarding process easier for our students. It can be an overwhelming process for a new student, and we want to ensure they have the appropriate support, information and tools to get them from application, to enrollment, to attending the first day of class, to finally completing their degree.

2. Goal 1; Objective 3

Part of the requirement to be eligible for Palomar Promise is to apply for financial aid by completing either the FAFSA or California Dream Act application. We have a large percentage of students who qualify, apply and are receiving aid. We have and will continue to work with the Office of Financial Aid to help identify Promise students who have not completed their financial aid process (meaning they have TO DO list items pending) and conduct targeted outreach to assist these students. We will continue to work with the financial aid department to host Financial Aid activities. During the 2019-20 academic year, we offered FAFSA Fridays which provided an opportunity for our Promise students to meet with a

RESOURCES

Congratulations! You are nearing completion. In this section, you will consider the resources you need to implement your three-year program review plan and/or address any findings from your assessment of your discipline.

The section is organized into the following five parts:

PART 1: Staffing Needs (Faculty and Additional Staff)

PART 2: Budget Review

PART 3: Technology Needs

PART 4: Facilities Needs

PART 5: One Time Request for Other Needs (NonTechnology Equipment, Supplies, Operating Expenses, Travel)

Reflect upon the three year plan you created above, your current operations, and any upcoming factors (retirements, changes in legislation, and changes in policies or procedures) that will impact your unit. How will you allocate resources to implement your plan? Describe additional resources needed to improve the effectiveness of your unit/program. All resource requests must be aligned with the College's [Strategic Plan 2022](#).

Summarize any reallocation/re-organization of resources you are making based upon your three-year plan, your current operations, and any other factors (e.g., legislation). Describe the impact of the reallocation of resources to your unit.

NOTE: All requests listed in the PRP will be reviewed by deans and supervisors, then forwarded to the appropriate review group for prioritization. A resource requests approved to move forward in the review process does NOT guarantee a position or funding.

PART 1: STAFFING NEEDS

This year, units are asked to identify new positions only as part of the PRP process. Vacant positions will be addressed outside of the PRP process.

If you are requesting STAFF, please fully complete this section. If not, you can skip to the next resource section. Click "+Add Staff, CAST, AA request" below for each additional request.

When considering the funds required for a position, consult the HR website for position salary schedule and the [Benefits Worksheet](#) for additional costs related to benefits for the position.

Are you requesting new Classified, CAST, or AA positions?

☐ Yes ☐ No

REQUEST FOR ADDITIONAL CLASSIFIED, CAST, AA

Staff, CAST, AA request 1

Title of position

Promise Specialist

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.)

The substantial growth of Palomar Promise requires an increase in staffing support. This position became vacant as of August 2020. The position provides support for the programs and activities at the TLC San Marcos; including Palomar Promise, Skillshops and counseling services - all which impact student performance, retention and persistence. This particular position will assist us in completing our goal to strengthen efforts to improve outreach, persistence and student success. This particular position assists in monitoring progress, planning follow-up/retention related activities, providing students with referrals and support, and providing logistical support for program events and Skillshops. In addition, this individual provides case management support- this is a crucial component because our students frequently reach out to us for support as it relates to academic, enrollment, counseling, mental health, and personal and financial assistance, we then work with the students to determine their needs, help them find the resources or information and refer them to the appropriate department. We found it imperative to have someone check in regularly with our students to see how they are doing, how we can support them, and what services and resources they need to be successful. This position plays that key role, and there is a critical and immediate need to fill this position.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

Yes, there is potential for this position to assist in establishing more efficient district operations through reorganization/restructuring. Since we now fall under Student Services, this position could be more in line with a student support position that could also have some potential enrollment related duties or access.

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.

This position supports work that impacts student performance, retention and completion

Strategic Plan 2022 Objective

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Refer to the Palomar College [Strategic Plan 2022](#)

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

We may need to consider hiring short-term hourly to support some of the duties to allow permanent staff to handle the case management of our Promise students. We have lost two positions in the past few years which have never been filled, yet our program has grown significantly (increased by 230% from 2017 to present).

Staff, CAST, AA request 2

Title of position

BSA (shared amongst programs assigned within the TLC building)

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.)

The BSA for Palomar Promise is a critical position to support the day-to-day operations of the program. The BSA assist with the online application updates, query set up, data management, posting of awards, COMGEN management, trouble-shooting technical issues, overseeing and updating Promise eligibility and statuses. The BSA works closely with the assigned programmer to oversee any changes, updates, trouble-shooting issues related to the Palomar Promise application, Promise page, Promise eligibility checklist and ComGen notifications.

Does the position assist in establishing more efficient District Operations through either of the following: reorganization/restructuring OR use of technology?

Yes

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.

This position supports work that impacts student performance, retention and completion

Strategic Plan 2022 Objective

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Refer to the Palomar College [Strategic Plan 2022](#)

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

We temporarily have an assigned BSA (within Student Services) that has been supporting our technical/data needs for Palomar Promise. We need to plan long-term and have a permanent position assigned to Promise as well as support the other programs within the TLC (Outreach & Onboarding/ Dual Enrollment)

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 and allocating one-time needs/requests. Prioritization takes place through the appropriate groups, leadership, and the Budget Committee. The executive team and Resource Allocation Committee consider various sources for funding PRP requests. Resource requests also inform the larger planning process like Scheduled Maintenance Plans, Staffing Plans, and institutional strategic planning.

For more information about funding sources available, see [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES](#) (on the left menu of the webpage).

If you are a CTE program and think you may qualify for CTE funds for your PRP request(s), you are

STRONGLY encouraged to answer the call for Perkins/Strong Workforce grant applications in February. Contact the Dean of CTEE for additional information.

Consider submitting one-time requests only if you have verified that you cannot fund the request using your general discretionary funds or other funds.

2. Technology and Facilities Review. Requests for technology and facilities are assessed by the Deans and then, if appropriate forwarded to the proper institutional group (e.g., technology review committee, or facilities) for review and feedback.

PART 3: TECHNOLOGY NEEDS

Will you be requesting any technology (hardware/software) this upcoming year?

☒ Yes ☐ No

Technology Request

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

Technology Request 1

What are you requesting?

Purchase a security laptop cart with new laptops (to include 40 laptops) for student use.

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?

Palomar College students

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

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

The TLC San Marcos will become the new Welcome Center in which all activities, services, programs related to Palomar Promise, Outreach & Onboarding and Dual Enrollment will reside. We offer many activities which require student to use desktop computers and laptops for Palomar College/Promise application workshops, Registration workshops, Financial Aid workshops, Transfer Application workshops. In addition, students visit the Center to receive assistance with navigating their MyPalomar and Canvas as well as other student support programs/resources. In order for us to continue to provide the hands-on application/enrollment support, we will need to upgrade our laptops. When we offer larger workshops, we can utilize the laptops in the classroom or offer smaller sessions in our conference room.

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

Palomar College students

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

1. Increase college and program persistence.
2. Assist students with the onboarding process, help remove barriers to registration and enrollment by providing hands-on support to students
3. Strengthen the relationships with Promise students as they would be more inclined to visit the TLC to receive help if we had the reliable technology to host additional workshops.

d. Timeline of implementation

Summer 2023

What is the anticipated cost for this request? If any, list ongoing costs for the technology (licences, 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 to increase enrollment and completion rates

What Strategic Plan 2022 Goal/Objective does this request align with?

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| <input type="checkbox"/> 4:3 | <input type="checkbox"/> 5:1 | <input type="checkbox"/> 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)?

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.

davila@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: