Entry #: 58 - ---Institutional Research and Planning and Grants   **Status:** Submitted
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2023-2024 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

Are you completing a Comprehensive or Annual PRP?
Annual

Division Name	**Department Name**
President's Office	President's Office / Direct Reports

Program/Unit Name	**Name of Person responsible for the Program/Unit**
---Institutional Research and Planning and Grants	Michelle Barton

Website address(es) for your program(s)/unit(s)

Webpage URL 1

Unit webpage
https://www.palomar.edu/irp/

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

Participant	Title
Michael Large	Principal Research Analyst
Grace Robertson	Sr. Research Analyst
Rachel Miller	Research Analyst
Jen Brich	Research Analyst
Beau Nelson	Research Analyst
Marti Snyder	Accreditation Coordinator
Pauline Moroz	Grants Manager
Joan Decker	Administrative Assistant (temp)

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

Part-Time Staff

Total Number of Full-time Staff

8.00

Total Number of Permanent Part-time Staff

Number of Classified Staff

0.00

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

Number of CAST Staff

1.00

FTEF of Part-time Faculty

Number of Administrators

7.00

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)

We currently have a temporary hourly Administrative Assistant

Program/Unit Description

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

No change in services. However, the nature of the products/data we provide has expanded (e.g., interactive data dashboards and technical support to use and understand the data). As the grants function has evolved, grant support has also evolved. The Grants Manager now coordinates and oversees both pre- and post- competitive grant awards.

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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

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

SAO 1

SAO Title   **Assessment Status**

Vision, Mission, and Values Awareness   Not assessed

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

We measure this SAO once per PRP cycle as part of our comprehensive PRP. Based on the outcomes, we include strategies for addressing the SAO as needed.

Next planned assesment

2024-25

SAO 2

SAO Title	**Assessment Status**
Awareness of Data on Student Demographics and Outcomes	Not assessed

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

We measure this SAO once per PRP cycle as part of our comprehensive PRP. Based on the outcomes, we include strategies for addressing the SAO as needed.

Next planned assesment

2024-25

SAO 3

SAO Title	**Assessment Status**
Access to Data on Student Demographics and Outcomes	Not assessed

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

We measure this SAO once per PRP cycle as part of our comprehensive PRP. Based on the outcomes, we include strategies for addressing the SAO as needed.

Next planned assesment

2024-25

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 track "% completed on time" for projects. Our current % completed on time rate is 62%. This is below our target of 70%. This past year/semester, the office has been redirected to respond to projects not originally on our research calendar. We have also received requests for regional and state data with quick turnaround timelines. This has impacted our ability to complete our planned and requests local projects within a timely manner. While we typically experience such requests, the number of requests and time required to complete them has increased this past year due in part to their complexity and challenges with data collected (or not collected) and stored in our system of record In addition, we have been engaged in significant projects requiring a high level of effort and staff time (e.g., Follow Up Report, Program Matrices, Comprehensive Local Needs Assessment for the two-year Perkins Plan). These significant projects experienced challenges that increased level of effort and time to complete, which then impacted our ability to complete other projects on our calendar. The office is still committed to improving our efficiency and has set as a goal to continue our work to streamline or processes as well as develop a schedule for maintenance of our dashboards.

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ACHIEVEMENTS AND OTHER RELEVANT INFORMATION

Describe your program's achievements this past year. Where possible, describe how these achievements are related to our students and their success!

The Office of Institutional Research Planning and Grants has completed more than 70 projects this past year! A few of the highlights are listed below.

Accreditation
• Managed and submitted the District's follow-up report. The Commission acted to reaffirm Palomar's accreditation because of the follow-up report.
• Received invitation by ACCJC to assist in the facilitation of the Accreditation Liaison Officer session at the upcoming conference in May.

Integrated Planning
• Facilitated and published the Educational and Facilities Vision Plan 2035.
• Facilitated the Governing Board's Annual Institutional Effectiveness and Review Cycle.
• Developed implementation plan for the Educational Vision Plan.
• Supported programs and divisions in the development of their Mission Statements.

Institutional Research
• Developed and published several data dashboards to increase access by the campus community and public and improve efficiency of operations.
• One specific dashboard, our new Program Matrices dashboard allows users to view curriculum (required and elective courses) enrollment, success, and completion data by program in one table. Enrollment and success rate information is provided at course levels.
• Currently administering the Community College Survey of Student Engagement and General Education student surveys.
• Reviewed and provided technical support for AB705/AB1705 implementation.
• Provided research data and technical support for the Comprehensive Local Needs Assessment (CLNA) a requirement to submit the college's Perkins Plan.
• Hired two researchers one to support Career Education research and the other to fill an open position funded through SEA funds.

Grants
• Identified and completed Phase 1 of implementing the district's adopted grant management software (GrantNavigator).
• Evaluated current grant processes and developed strategies for implementing an institutional grants development and management infrastructure.
• Produced Palomar College Grant Award Annual Report (FY 2022-2023).
• Managed 15 direct awards and 4 sub awards.
• Achieved a 78% grant development success rate.
• Completed U.S Dept. Of Education application to request designation as an eligible institution under Titles III and V eligibility requirements for FY 2023 and FY 2024.

Professional Development
• Provided office staff with several professional development opportunities including but not limited to: grant support, qualitative research, accreditation, and data modeling.

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 new 2024 Accreditation Standards will significantly impact the office as we will need to facilitate and support the College's transition to the new standards and focus of reporting.
• The College is upgrading its database program, Nuventive, for storing, maintaining, and reporting Student Learning and Service Area Outcomes reporting. This will impact our Accreditation Coordinator at the same time as we are preparing our midterm report.
• The Grants office is keen to fully integrate Grant Navigator into college operations to improve reporting.
• Recent and current legislative / policy initiatives will continue to impact research (e.g., AB1705, AB789).
• Vision Aligned Reporting, which is still nebulous and unstructured, is slated to go into effect Fall 2024.
• The College is moving forward to become a CVC-OEI teaching college. Research will need to determine how the program will impact our reporting and modify to evaluate its impacts.
• The College recently submitted a proposal to offer a Bachelor's degree. If approved to move forward, the College will be required to submit a Substantive Change proposal to the accrediting commission.
• The CO continues to increase reporting requirements for colleges. This is impacting the office's ability to support local requests and projects.
• The submission of a Seal of Excelencia proposal will require research support.
• Requests for regional data and support are pulling office staff away from local projects and programs which in turn lead to longer wait times for the local community to receive responses to their requests for support.
• The number of requests to conduct research with Palomar students and/or staff is increasing and we are receiving requests that are in any stage of of the Institutional Review Board process. This is taking a significant staff time and interfering with local projects and requests.

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

• Several BPs and APs related to integrated planning are in need of updating. (Previous updates are not posted on the College's BP/AP website).

• A need exists for the office to standardize and brand the presentation of its data dashboards.

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PROGRESS ON PRIOR PRP GOALS

Review the goals listed on your comprehensive review and summarize progress you have made on the strategies for implementation. If your unit has experienced challenges implementing the goals, describe those challenges.

Click on "+Add Goal" below for each additional goal.

Click here for previous PRPs with goal information.

Prior PRP Goals

Goal 1

Brief Description

Improve efficiencies within the department to increase the number of projects that are completed within their identified timelines.

Choice

Ongoing

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 office continues work to improve its time to completion metric. We are challenged in doing so as a result of requested high priority projects that are not noted on our research agenda, increases in the number of regional and state level requests for data and information, increasing reporting requirements for small dollar grants/allocations by the Chancellor's Office, and requests to conduct research with Palomar students and/or staff by outside organizations and doctoral students. We are also impacted by challenges the district is experiencing to support its data integrity (e.g., Veterans data, First Generation data). Finally, we are keen to codify internal processes for review and update of our dashboards. If we can codify our processes and reprioritize with guidance from Exec our approach for accepting research requests, we will improve our efficiency!

Goal 2

Brief Description

Help build and strengthen a culture of data use at the College, where data/information/research is more accessible and used to inform decisions.

Choice

Ongoing

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 office has produced and posted data dashboards to increase accessibility to data. In addition, we are partnering with faculty and others to develop easily accessible course-specific data to support review and improvement of student success outcomes. As we work to provide access to individuals, the time we spend providing guidance is also increasing. Further, we are finding that we need to codify structures for updating and reviewing data on our dashboards as well as standardizing the look and feel of them.

Goal 3

Brief Description

Successfully facilitate the accreditation peer review site visit for the College

Choice

Completed

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 goal was completed in 2022. In addition, the office successfully submitted the District's follow-up report. ACCJC subsequently reaffirmed Palomar's accreditation.

Goal 4

Brief Description

Facilitate and support the development of the College's new Educational and Facilities Master Plan.

Choice

Completed

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.

Renamed as Vision Plan 2035. The office has facilitated the prioritization and implementation plan for the Vision Plan.

Goal 5

Brief Description

Hire and onboard a grants manager.

Choice

Completed

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 office hired a grants manager and is working to standardize and implement a supportive grants submission and management process.

The Vision Plan 2035 includes the College's Educational Vision Plan. Review the goals and objectives in the plan and identify 1-3 objectives that your unit supports. Describe how your unit helps to support those objectives.

IRP&G supports many of the Educational Vision Plans goals and objectives. In particular, IRP&G support Vision Goal 1, Objectives 1 and 2 through the administration of student surveys such as the Community College Survey of Student Engagement. We are actively supporting Vision Plan Goal 1 Objective 8 to support the development of schedules that facilitate completion through the completion of Program Matrices and regular Strategic Enrollment Management schedule data. The office also supports Goal 1 Objective 10 through the production and publication of all Program Review and Planning Data sets. Our new Grants Office, directly supports Goal 3 Objective 8 related to maintaining fiscal stability and increasing external funding to support student enrollment, success, and the districts, fiscal health.

Describe any changes to your goals or three-year plan as a result of this annual update.

We have completed three of our five goals. The other two goals are ongoing goals. We will build upon the completed goals when we prepare our comprehensive PRP next year.

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 Vision Plan 2035

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

REQUEST FOR ADDITIONAL CLASSIFIED, CAST, AA

Staff, CAST, AA request 1

Title of position

Administrative Assistant

Is the position request for AA, CAST, or Classified staff?	**Is this request for a full-time or part-time position?**
Classified	Full 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.)

This position will directly support the Sr. Director who also serves as the accreditation liaison.

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

We lost this position during COVID. IRP&G's administrative assistance retired. To help the District save funds, the position was combined with the Supt/Pres Executive Administrative Assistant (EA) position. The combined position was to support IRP&G 50% time. This never happened and the EA who was in the position left. When the position was rehired in the Supt/ Pres office, it was designated to support the office full-time (appropriately so). This left IRP&G with no administrative support.

As a result the office's efficiency has decreased.The Sr. Director and others try to accomplish administrative tasks which takes away from other project assignments. We have brought on a short-term hourly to support the office, but full-time staff or a permanent staff member is needed. As when the short-term hourly person is not in the office, we must still do the administrative work.

Is there funding that can help support the position outside of general funds?

No

Describe how this position helps implement or support your three-year PRP plan.

This position helps us address all of our goals. In particular, this position would help the office maintain our website which has fallen out of date for some pages because we do not have the resources to regularly maintain it.

Vision Plan 2035 Goals and Objectives

1:1	1:2	3:1	3:8

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

We will continue to support through short-term hourly until our funds run out.

Staff, CAST, AA request 2

Title of position

Research Assistant

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

Classified

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

Full 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 research assistant would help support the accreditation reporting needs of the District.

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

Is there funding that can help support the position outside of general funds?

No

Describe how this position helps implement or support your three-year PRP plan.

IRP&G has experienced increasing workload. Some of the workload could be completed by a Research Assistant (entry level research position). This would include formatting and developing standardized, consistent data visualizations, administering surveys, researching data sources, and providing quick turnaround for request for information.

Vision Plan 2035 Goals and Objectives

| 1:1 | 1:2 | 1:3 | 4:1 |

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

We have started establishing boundaries when receiving requests that exceed our bandwidth and/or do not fit with our Mission. For example, we were asked to identify at person to serve as the point of contract for state authorization work. This does not immediately fit within our mission and purpose. We will meet with the Supt/Pres to discuss what is feasible and what is not feasible with our current staffing and then establish priorities for our work to ensure continue quality products in support of our students and the college's priorities.

Staff, CAST, AA request 3

Title of position

Grants Admin 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

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.)

Program trend analyses of growth/stability. Supports the institution's priority to remain fiscally stable and increase external funding.

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

More efficient operations by providing support for many competitive grants across divisions.

Is there funding that can help support the position outside of general funds?

Yes

What funding would support this position?

Maybe. We could start out by sharing a Grants Specialist with another program if possible.

Describe how this position helps implement or support your three-year PRP plan.

The Grants Office was established just under two years ago. The office is an office of one, our grants manager. The Grant Manager has taken on the tracking and maintenance of grant progress through Grants Navigator. They are also ensuring reporting is occurring and have jumped into help with state and federal required reporting. Similar to the CTEE grants admin specialists, one specialist to work with fiscal and project leads to support the College's competitive grants would free up time for the Grants Manager to do their work in the area of pre-award, training, and post-award oversight.

Vision Plan 2035 Goals and Objectives

3:8

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

We will still need to do the work, but our capacity will be limited.

PART 2: BUDGET REVIEW

Review your Budget/Expenditure reports for 2021, 2022, 2023. 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

What budget considerations would you like your dean/supervisor to be aware of or to consider? Please be as specific as possible. For example, if you need an increase in the 40000 account and a decrease in the 23000 account, describe what increase your department needs, how much, and a description of why the department needs the adjustment.

The Grants Office is in need of a budget. In addition, IRP&G oversees the accreditation budget and its department budget. This past year, we were constrained and not provided full oversight of the accreditation budget. This made it difficult to plan for and implement accreditation related activities.

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PARTS 3, 4 and 5 – TECHNOLOGY, FACILITIES AND OTHER NEEDS

1. One-Time Fund Requests. Through the PRP process the college implements an approach for prioritizing 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.

1. 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

Technology Request

Technology Request 1

What are you requesting?

Computer for new Research Analyst

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?

Institutional Research Analyst

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

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

Our new Institutional Research Analyst's computer is old and he experiences difficulty getting it to boot back up when it is powered down. He has submitted work orders for assistance.

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

Our Institutional Research Analyst primarily. Indirectly, faculty, staff, and administrators' support by the work of IRP&G.

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

Increased efficiency of the office.

d. Timeline of implementation

By end of Summer 2024

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

3,500

Do you already have a budget for this request?

Partial

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

Goal #1 and #2.

What Vision Plan 2035 Goal:Objective does this request align with?

1:1   1:2   1:3

If you have multiple requests for technology and had to prioritize, what number would give this? (1 = Highest)

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

PART 4: FACILITIES REQUESTS

Do you have resource needs that require physical space or modification to physical space?

No

PART 5: OTHER ONE-TIME NEEDS

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

Do you have one-time requests for other items (e.g., Non-Technology Equipment, Supplies, Operating Expenses, Travel) that your budget or other funding sources will NOT cover?

Yes

Requests

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

Yes

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

mbarton@palomar.edu

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Page 5 will show for reviewers (VP and/or Planning Councils) upon submission of the form.

FEEDBACK AND FOLLOW-UP

Once your Program/Unit PRP is completed, your division or planning council should review and discuss based on your Vice President's planning process. This area is intended for summary feedback and recommendations from the divisional review.

Confirmation of Review by Immediate Supervisor.

Immediate supervisor who reviewed PRP:	Sign Date
Star Rivera Lacey	8/7/2024

FEEDBACK

Strengths and successes of the program/unit as evidenced by the data, analysis, and assessments:

Areas identified show a well thought out approach

Areas of Concern, if any:

None

Recommendations for improvement:

None

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:
Star Rivera Lacey	8/7/2024