Entry #: 29 - MSE Division Office   **Status:** Incomplete   **Submitted:** 3/28/2024 12:40 PM

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**
Instruction	MSE

Program/Unit Name	**Name of Person responsible for the Program/Unit**
MSE Division Office	Fari Towfiq

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

Webpage URL 1

Unit webpage

https://www.palomar.edu/mse/

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

Participant	**Title**
Fari Towfiq	Interim Dean

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

2.00

Total Number of Permanent Part-time Staff

0.00

Number of Classified Staff

1.00

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

0.00

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)

The MSE Division office does not have any additional temporary hourly, or contract staff who support this unit.

Program/Unit Description

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

The services of the MSE Division's office have not changed over the past year.

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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

Articulation Agreements: The division will identify and resolve articulation gaps over the next 5 years and develop/clarify STEM Pathways.

Assessment Status

Assessed

SAO Summary and Reflection

The former dean spearheaded a comprehensive articulation study encompassing all UCs and CSUs during the previous academic year. The outcomes were shared with division chairs and classified staff, where essential STEM courses were pinpointed. Subsequently, these groups collaborated to establish the groundwork for a STEM support initiative, which was launched in Spring 2023. With a specific emphasis on Computer Science and Engineering, the team has chosen UCI and UCSD as the inaugural institutions to address and rectify articulation discrepancies.

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".

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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!

1. One of our accomplishments was establishing the foundation for addressing articulation gaps, developing student support programs, and refining service delivery methods. This endeavor aims to enhance transfer opportunities for students in the upcoming years while also bolstering student success and retention through improved services. A continuing objective is to evaluate these services to determine which ones should be expanded, enhanced, or discontinued.

2. Another milestone was the consolidation of the Math Learning Center and STEM tutoring, leading to the creation of the Math Science Learning Center. Housed on the third floor of the LRC, this integrated center offers comprehensive support services. Adjacent to it on the second floor are the Writing Center tutoring and STAR tutoring services. This strategic arrangement facilitates convenient access to support for students seeking assistance across various subjects within a single building.

3. The third achievement entails the hiring of a new Director of Nursing Education. This role provides structure to the department and is poised to contribute significantly to the success of both faculty and students.

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?

AB1705 has had a significant impact on our course scheduling, service provision, and pathway definitions. The removal of transfer-level math courses has necessitated updates to course offerings, prerequisites, and the college catalog, a task which has largely been completed. AB 1705 Math Coordinators, in collaboration with the Institutional Research and Planning (IRP) and Instruction Office, have restructured placement procedures for the fall 2024 semester. Notably, Math 130 students will no longer be required to complete Math 110 as a prerequisite. Additionally, students with lower GPAs will receive support in courses such as Math 100, 101, 110, 120, and 130. Ongoing revisions and assessments of the curriculum are also essential. Furthermore, tutoring practices are being redefined to offer just-in-time or more specialized support for math students. In addition, the MSE Division is supporting the Math Department with the trial period of high-dosage tutoring. At the end of fall 2024, the program will be evaluated to assess student success, and a decision will be made regarding its continuation.

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

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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

Co-location of Math and STEM Center tutoring

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 co-location of Math and STEM Center tutoring was finalized at the beginning of the Fall 2023 semester, resulting in the establishment of the Math Science Learning Center. Situated on the third floor of the Library, this combined center offers integrated support services. On the second floor, the Writing Center tutoring and STAR tutoring are situated. This arrangement enables students requiring assistance across various subjects to conveniently access support within a single building.

Goal 2

Brief Description

Bring MESA (Math, Engineering, Science Achievement) program to Palomar College.

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 MESA Program aids underserved and underrepresented students pursuing majors in calculus-based STEM (Science, Technology, Engineering, and Mathematics) fields, with the goal of transferring to a four-year institution. We have recently commenced preliminary tasks, such as identifying faculty members interested in this program. The subsequent step involves applying for it and navigating through the application process.

Goal 3

Brief Description

Hiring Director of Nursing for Our Nursing Department.

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 position has been posted and advertised. Currently, we are assembling a hiring committee and preparing to screen applications and conduct interviews. We aim to have a Director of Nursing hired by the end of June 2024.

Goal 4

Brief Description

To sustain support for High-dosage Tutoring in Math classes, as a response to the impact of AB 1705 and the removal of lower-level courses (those below the 100 level), as well as the elimination of prerequisite courses for gateway courses, the MSE Division is currently providing assistance to the Math Department through a trial period of high-dosage tutoring. Preliminary findings from the study have indicated a high success rate in Math classes that utilize multiple embedded tutors (High dosage tutoring) in their classrooms.

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.

Sustaining High-dosage Tutoring is financially demanding. Currently, the MSE Division is utilizing the innovation fund to support this program, with funding allocated for two semesters (Spring 2024 and Fall 2024). Although preliminary findings from the study have indicated a high success rate in Math classes, the program will undergo evaluation at the end of fall 2024 to gauge student success. A decision regarding its continuation will be made accordingly. Should we choose to proceed, securing an alternative funding source is imperative due to the program's high cost. Nevertheless, if it substantially improves student success rates, investing in the program is justified.

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.

The MSE Division supports the achievement of the following goals and objectives by providing support to the Math Science Learning Center (formerly known as Math and STEM tutoring)
1.1, 1.2, 1.3 - In Fall of 2023, the Math and Science Learning Center (MSLC) underwent relocation to the third floor of the Learning Resource Center, enhancing accessibility and ease of location for students. This move aimed to consolidate assistance for Math and all Sciences into a single convenient area. Should students require help with subjects beyond the sciences, they can readily access support on the second floor of the Learning Resource Center. This transition not only expands available space for students but also ensures timely and inclusive support services aligned with their academic and transfer goals. Moreover, the MSLC fosters a warm and inviting atmosphere, facilitating easy utilization for students.
Additionally, the MSLC extends its services online, offering comprehensive support to students regardless of their location.
1.4 - High-dosage tutoring and embedded tutoring in Math Classes are fostering active, inclusive, and engaging teaching and learning environments for our math students.
4.2 - Certain departments within the MSE Division, such as Mathematics, are offering dual enrollment classes at high schools within our districts.
5.1 - Certain departments within the MSE Division, including Biology, Chemistry, Computer Science, Mathematics, and Earth Sciences, are offering courses at the Education Centers to fulfill FTES goals and attain center status, thereby enhancing student access.

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

There have been no alterations to our goals and plans; we have simply incorporated two additional goals.

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 <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?

No

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?

No

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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?

No

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?

No

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

No

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

ftowfiq@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**

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:**