Entry #: 35 - --- Planetarium

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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

Instruction

Program/Unit Name Name of Person responsible for the Program/Unit

---Planetarium Mark Lane - Planetarium Director

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

Webpage URL 1

Unit webpage

www.palomar.edu/planetarium

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

Participant	Title
Mark Lane	Planetarium Director
Scott Kardel	Assistant Planetarium Director

PROGRAM/UNIT DESCRIPTION

Staffing

In this section, you will identify how many faculty and staff support your program. This information is considered when you request permanent staff and faculty hires. It is also useful as you evaluate your program and the human resources and talent you have to support our students.

To help you answer questions in this section, you will need the link shown in red below. This form required a login and password to access. Please use your Palomar email and password to log in.

Link: Permanent Faculty and Staff Count

Full-Time Staff	Part-Time Staff
Total Number of Full-time Staff 0.00	Total Number of Permanent Part-time Staff 0.00
Number of Classified Staff 0.00	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 0.00	

Number of Full-time Faculty

2.00

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

4 temporary hourly employees, 1 volunteer

Program/Unit Description

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

No notable changes in the last 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) <u>Hartnell's SAO Guide</u> 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

Increase Public Attendance Numbers Assessed

SAO Summary and Reflection

FY 22/23 was the year that we reopened the planetarium. We reopened mid-September of 2022, so we do not have a full fiscal year's worth of data. FY 23/24 will be our first full fiscal year. The partial FY 22/23 data was very encouraging with strong attendance numbers for the weeks that we were open. We ended the FY with 34 weeks of public Friday shows and averaged 79% capacity for The Sky Tonight and 54% capacity for our fulldome shows. These numbers are better than our pre-pandemic numbers leading up to the Covid closure of 2020 (30 weeks, ST 64%, FD 51%).

SAO 2

SAO Title Assessment Status

Increase K-12 Attendance Numbers Assessed

SAO Summary and Reflection

Although the planetarium opened to the public for Friday shows in mid-September 2022, we did not bring schools back until February 2023. This is because we developed a new school show, and it took some time to create it and perfect it. Once we reopened to the schools, the numbers were strong almost immediately. It was clear that the local area schools missed the planetarium as a field trip option and were eager to return. FY 22/23 - 49 groups, 44 shows, 54% capacity. In comparison, FY 19/20 - 42 groups, 36 shows, 53% capacity.

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".

No updates to report.

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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!

Reopening!

The biggest achievement for FY 22/23 was to fully reopen and become fully operational again. This took a tremendous effort and substantial funding from the College. Since reopening, it appears that we are back to pre-pandemic attendance levels (perhaps even a bit better).

We hired Gift Shop Manager

With the Covid closure of 2020, our gift shop manager chose to retire. This meant once we reopened, the planetarium was coasting on existing merchandise purchased before the closure. Hiring someone who had the skills and desire to manage the gift shop seemed unlikely. However, in December 2023, one of our former planetarium employees approached us and offered to do the job. We are currently in the process of reviving the gift shop stock and offering more gift options to the public.

Hosted Eclipse Event - October 2023

We used the annular solar eclipse of 2023 as an opportunity to host a student/public viewing event. One of our goals is to increase our public events beyond what we offer on Fridays. We limited the crowd to students in our astronomy courses and some people from the general public, but about 75 people showed up and had a great time.

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?

None

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

None

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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

Hire permanent part-time staff members for the planetarium

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

Goal 2

Brief Description

Learn more about the features of the Digistar operating system.

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.

This is a perpetual goal each year. There is always more to learn about the complicated presentation system that runs the planetarium shows. The more we learn the more dynamic and entertaining our presentations become. Mark Lane and Scott Kardel occasionally attend training sessions that are aimed at learning more of the features of the Digistar 7 presentation system.

Goal 3

Brief Description

Host more public speaking events.

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.

This has mostly stalled due to technical and logistical issues. We continue to look at ways to make public speaking events more common in the Planetarium. These events foster public engagement and keeps the planetarium relevant as a place to learn more about astronomy and space science.

However, we were able to use the annular solar eclipse of October 2023 as an opportunity to host a telescope viewing event. About 75 people attended.

Goal 4

Brief Description

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

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 planetarium now has a full fiscal year of operational service following the Covid closure. Our attendance numbers are very healthy and our audiences seem to be very appreciative that we are back in business.

FY 22/23 was the year that we reopened the planetarium. We reopened mid-September of 2022, so we do not have a full fiscal year's worth of data. FY 23/24 will be our first full fiscal year. The partial FY 22/23 data was very encouraging with strong attendance numbers for the weeks that we were open. We ended the FY with 34 weeks of public Friday shows and averaged 79% capacity for The Sky Tonight and 54% capacity for our fulldome shows. These numbers are better than our pre-pandemic numbers leading up to the Covid closure of 2020 (30 weeks, ST 64%, FD 51%).

Goal 5

Brief Description

Work to keep our public attendance numbers high

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.

Increasing our public attendance numbers means greater community outreach and awareness of Palomar College as part of the community. Since the planetarium is mostly self-funded, having high attendance numbers increases our revenue allowing us to operate and invest in technology, etc.

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.

Goal 1.4 - "Ensure classrooms and learning spaces support active, inclusive, and engaging teaching and learning environments." We believe that the planetarium is a venue that serves to satisfy this goal by being a place where students of all origins, experiences, needs, abilities, and goals can come to learn about astronomy and space sciences. The planetarium is a place of inspiration and excitement for both students and members of the general public of all ages.

Goal 4.2 - "Strengthen and expand educational partnerships with regional high schools, colleges, and universities." By hosting local K-12 school groups at the planetarium, we satisfy this goal.

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

There are no changes to this goal. We continue to strive to be a place of awe and inspiration for the public, and ambassadors for the college.

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 <u>Vision Plan 2035</u>

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 <u>Benefits</u> <u>Worksheet</u> 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

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 <u>IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE GUIDELINES</u> (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?

Evans & Sutherland Annual Service Contract

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?

The planetarium

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

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

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

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

All groups who visit the planetarium.

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

This service contract keeps the presentation system running and allows us to fix any problems that arise each year (and they always do!)

d. Timeline of implementation

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

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

\$15,500 annually

Do you already have a budget for this request?

No

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

All PRP goals. Without this service support, we do not have a functioning planetarium.

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

1:4 3:1 4:2 2:6 3:7

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

1

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

If we do not pay for this contract, then any hardware or software problems become ours alone and we do not get the help from the company that created and maintains the presentation technology. The operational system that runs the planetarium is proprietary and our I.S. Department does not have the know-how to assist in maintaining the Digistar technology.

Will you accept partial funding?

Yes

Technology Request 2

What are you requesting?

Replacement of Main Planetarium Projectors

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

Replacement of Technology

Who is the current user of the requested replacement technology?

Anyone who uses the planetarium presentation system

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 current projection system uses two JVC projectors to display the images onto the dome. These legacy projectors were installed in 2011 and are becoming outdated. Newer technology is available where we can purchase projectors that are brighter, more colorful, easier to maintain, and more energy efficient.

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

All who come to the planetarium to participate in any of our shows.

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

Newer technology means more vibrant displays, longer life for our state-of-the-art system, less maintenance, lower energy costs.

d. Timeline of implementation

Our system is functional with what we have but we would accept funding for this upgrade at any time.

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

\$150,000

Do you already have a budget for this request?

No

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

Since the projection system relies on the projectors for all presentations, this upgrade would align with all of our PRP objectives.

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

3:7

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

Technology Request 3

What are you requesting?

Centerstage Ticketing Annual Service Contract

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

Replacement of Technology

Who is the current user of the requested replacement technology?

The planetarium

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

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

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

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

All groups who visit the planetarium shows.

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

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

d. Timeline of implementation

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

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

\$2000 annually

Do you already have a budget for this request?

No

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

All PRP goals. If we don't have a functioning ticketing system, we cannot generate ticket sales revenue. Without this revenue, we can't fund the planetarium's needs.

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

If you have multiple requests for technology and had to prioritize, what number would give this? (1 = Highest) 2

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

None

Will you accept partial funding?

Yes

Technology Request 4

What are you requesting?

Fulldome Show Licenses

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

New Technology

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

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

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

These movie licenses are expensive and are a major impact on our annual revenue.

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

Our weekly public viewing audience.

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

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

d. Timeline of implementation

We would like to purchase two shows this fiscal year.

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

\$12,000 total for two shows

Do you already have a budget for this request?

No

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

PRP Goal #5 (work to keep our attendance numbers high)

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

1:4

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

3

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

None

Will you accept partial funding?

Yes

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 <u>IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WORKFORCE</u> <u>GUIDELINES</u> (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.

Yes

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

mlane@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

John Escobedo

FEEDBACK

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

The Planetarium has successfully returned to pre-COVID attendance levels, with ongoing improvements in attendance rates. Recent data shows that 34 shows have been conducted, achieving a 79% capacity attendance rate for "The Sky Tonight" shows and a 54% capacity rate for Full Dome shows. Additionally, local K-12 schools have been actively participating, with 49 groups attending and also achieving a 54% capacity rate. The current data is impressive, indicating a positive trend, and it appears that attendance rates will continue to rise.

Areas of Concern, if any:

Technological upgrades, maintenance, and digital licenses are essential expenses necessary for the Planetarium's operations. While these costs can be concerning due to their high nature, they are understandable given the complexities of running a venue like a Planetarium. With institutional funding and the utilization of the Planetarium's own revenue streams, these expenses can be managed effectively.

Recommendations for improvement:

Moving forward, exploring creative funding sources will indeed be crucial for maintaining the planetarium. Here are some strategies to consider:

1. Collaborate with the Foundation:

Working closely with your institution's foundation to identify potential donors is an excellent approach. The foundation likely has established relationships with philanthropists and can help match the planetarium's needs with donors' interests.

2. Engage local astronomy groups:

Partnering with local astronomy clubs and organizations for fundraising events can be mutually beneficial. These groups often have passionate members who may be willing to contribute or help organize events to support the planetarium.

3. Explore crowdfunding:

Consider launching a crowdfunding campaign to engage the broader community in supporting the planetarium. This can be especially effective for specific projects or equipment upgrades.

4. Leverage technology partnerships:

Explore partnerships with technology companies in the planetarium or virtual reality space. For example, Web3 gaming companies like Planetarium Labs have received significant funding, which could indicate potential interest in supporting immersive experiences.

Vice President (or President) Review

Strengths and successes	of the discipl	ine as evidenced	by the data	and analysis:

Areas of concern, if any:	
Recommendations for improvement:	
VP Name:	Signature Date: