Entry #: 17 - ---Pride Center   **Status:** Submitted   **Submitted:** 3/14/2024 4:07 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

Student Services

Department Name

Student Success, Equity, and Counseling

Program/Unit Name

---Pride Center

Name of Person responsible for the Program/Unit

Abbie Cory

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

Webpage URL 1

Unit webpage

https://www.palomar.edu/pridecenter/

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

Participant	Title
Abbie Cory	Pride Center Coordinator

PROGRAM/UNIT DESCRIPTION

Staffing

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

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

Link: Permanent Faculty and Staff Count

Full-Time Staff

Total Number of Full-time Staff
0.00

Number of Classified Staff
0.00

Number of CAST Staff
0.00

Number of Administrators
0.00

Number of Full-time Faculty
0.00

Part-Time Staff

Total Number of Permanent Part-time Staff
0.00

FTE of Part-time Staff (2x19 hr/wk=.95)
0.70

FTEF of Part-time Faculty

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

The Pride Center is currently staffed with one faculty member with 20% release time and one temporary part-time worker at 28 hours/week. We are working on a fulltime Classified position - see Resources.

Program/Unit Description

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

Yes, We are serving more students and delivering more services/activities than we have in the past.

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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

Student contact

Assessment Status

Assessed

SAO Summary and Reflection

Our attendance numbers are increasing every year since the return to campus after Covid. In fall '22 we saw an average of 36 students/week; in spring '23 it was 35/week. This last fall we had a big jump in attendance, with an average of 50 students per week. We still need to get an online tracking system so that we can track numbers more effectively.

SAO 2

SAO Title

Contact with staff, faculty, and administration at educational programming and events.

Assessment Status

Assessed

SAO Summary and Reflection

Attendance at these events varies widely, depending on what kind of event it is. For instance, we had ten staff and faculty attend a training on proper pronoun usage; 13 at our most recent Safe Zone session; approximately 30 at last June's Pride flag raising event; and approximately 200 at our May '23 Pride festival.

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".

See data above. Qualitatively, the campus climate continues to change and to be more welcoming of the LGBTQ+ community, although there are still areas of resistance.

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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!

As was the case last year, Pride '23 was our biggest success. Once again we had over 40 booths staffed by academic departments, student services, other campus groups, and off-campus organizations. We estimate that we had over 200 attendees. This event and the June 1 Pride flag raising. increase awareness of and celebrate the campus queer community as well as serving an educational purpose to the broader Palomar community.
Attendance in the Pride Center has increased greatly (see SAO 1). Almost all of our events are face to face now as a result of the diminished presence of Covid in the community. We are doing many activities in the Center such as movie night, pizza parties, game nights, etc. Our liaison with BHCS is conducting a bi-monthly support group for trans, non-binary, and transitioning students and reaches 10-15 students at every meeting.
We continue to conduct Safe Zone training and educational sessions in using correct pronouns. Our work with Enrollment Services, IS, and ATRC to ensure that students can have their preferred name in online spaces such as rosters and Canvas is ongoing.
This semester we are also starting a Queer Film Series, with a monthly showing of an LGBTQ-themed movie, and we are working on an oral history project so that the history of the Pride Center and LGBTQ+ activism on campus can be documented. We are planning our third annual Queer Pride celebration for the week of May 6; this year it has expanded to events over the course of three days.

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?

We continue to be alert to changes in laws in states other than California so that we can respond if similar challenges occur here. We also monitor changes at the federal level, Supreme Court decisions, etc.

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 at this time.

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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

Ability for students to use chosen/preferred names in District online systems.

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.

There seem to be many inconsistencies in preferred names being visible on rosters and in various locations in Canvas. Meetings between the Pride Center Coordinator, IS, Enrollment Services, and ATRC will need to continue to smooth these out.

Goal 2

Brief Description

Computer and software upgrades.

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.

We have a new computer in the large space in the Pride Center for student use. We need a computer to allow for electronic check-in by students.

Goal 3

Brief Description

Full Time Pride Center Assistant

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.

A job description for this position was crafted by the Pride Center Committee to Combat Hate and was delivered to Dean Salas in February, The hope is to have this position filled and the person hired and ready to go by Fall semester '24.

Goal 4

Brief Description

Full Time Center Director

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 goal for the future, when the current system of having a Coordinator/Director who is a faculty member with release time is no longer feasible. PC3H hopes to begin drafting a job description for this position soon. A challenge here will be finding the budget for this position.

Goal 5

Brief Description

Pride Center expansion/relocation

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 current space is too small to accommodate full student usage, It is also in great need of expanded storage space and a conference room. The current building is also subject to invasion by pests. We need a space to move to while a larger, newly built Student Services space is being considered.
Any changes to the existing space will need to assure students' needs for privacy.

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.

2.2: Using a DEIAA lens, retain and support the excellence of faculty, staff, and administration through effective onboarding, relevant training, ongoing professional development, regular performance reviews, and career and succession planning.
Almost everything we do is related to DEIAA efforts. In regards to this particular goal, we conduct employment practices with the LGBTQ community in mind, and we deliver different PD trainings such as Safe Zone and proper pronoun usage on a regular basis.
2.3: Establish a sense of belonging and wellness across the Palomar community.
As the first Pride Center at a community college in the county and the second one in the state of California, we have created a culture and a space of inclusion and belonging on campus. We strive to respect all students' experiences and support particularly LGBTQ students so that they can achieve academic and other kinds of success.

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

None, We intend to continue working to maintain and improve the campus climate for our LGBTQ+ community and allies.

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?
Yes

REQUEST FOR ADDITIONAL CLASSIFIED, CAST, AA

Staff, CAST, AA request 1

Title of position
Pride Center Specialist

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.)

As the number of students attending the Pride Center continues to grow, and as the amount of programming we provide continues to increase, it is important that our staff grow as well. The current part-time temporary position is not adequate to meet our needs. This goal will also contribute to the district's DEIAA goals.

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

no

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

Yes

What funding would support this position?

The grant from the state that supports LGBTQ Centers on community college campuses.

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

As described above - a full time position is crucial to the continued growth of the Pride Center and almost all of the elements of the Three year plan.

Vision Plan 2035 Goals and Objectives

1:2	1:10	2:4	3:2
1:3	2:1	2:5	3:6
1:5	2:2	2:6	3:7
1:6	2:3	3:1	5:5

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

With existing staff, we will struggle to provide increasing levels of programming for students, staff, and faculty.

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.

Yes

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

acory@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**

Leslie Salas   9/18/2024

FEEDBACK

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

The pride center coordinator has recently transitioned to Ben Mudgett. Additionally, we are in the process of validating a position for the PRIDE Center.

Areas of Concern, if any:

Need to transition to a new space and hire permanent staff.

Recommendations for improvement:

Vice President (or President) Review

Strengths and successes of the discipline as evidenced by the data and analysis:

The Pride Center continued to do great activities and provide services with minimal staffing. The addition of behavioral health services at the Pride Center has been a wonderful addition.

Areas of concern, if any:

Recommendations for improvement:

New FT positions will be coming shortly, as well as a new Pride Center location. It will allow the program to grow and expand visibility.

VP Name: **Signature Date:**

Nick Mata   9/18/2024