

Entry #: 54 - SBS Division Office

Status: Incomplete

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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

Instruction

Department Name

SBS

Program/Unit Name

SBS Division Office

Name of Person responsible for the Program/Unit

Diane Studinka

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

Webpage URL 1

Unit webpage

<https://www.palomar.edu/sbsddivision/>

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

Participant

Diane Studinka

Title

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

**Total Number of Full-time Staff**

**Number of Classified Staff**

1.00

**Number of CAST Staff**

**Number of Administrators**

1.00

**Number of Full-time Faculty**

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

None.

## Program/Unit Description

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

Currently, the SBS division office has one short-term hourly worker (Eduardo 'Omar' Mendoza), who is filling in for Anel Gonzalez's CCE President release time of 50% per week. Additionally, the permanent Dean, who was serving as a Special Assignment Administrator and overseeing the Academic Technology Resource Center (ATRC) and STAR Tutoring Services, brought these areas back to the SBS Division. This should be a temporary return for these two areas as the Reimagining Instruction is currently underway. These areas will be permanently housed under the Dean of Library and Learning Services. The plan includes hiring the new Dean by January 2025.

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## PROGRAM/UNIT ASSESSMENT

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## 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.

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### 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](mailto: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](mailto:mbarton@palomar.edu). We have a resource support team to help.

A template for entering SAOs can be found on the [IR&Ps Non-instructional Program Review and Planning website](#)

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

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

Transfer Model Curriculum

##### Assessment Status

Assessed

##### SAO Summary and Reflection

Even though the SAO title was not updated, the Dean updated the contents of the SAO to more accurately reflect current tools and processes. IRP created the Program Matrices tool, in which the SBS division chairs, faculty, and staff participated in the training. The SBS division Dean will work with department chairs and faculty to review current ADTs, degrees, and certificates and assess if the curriculum, including electives, are appropriate for a student to complete in two years (or shorter where appropriate). Student success rates and degree/certificate completion data will be assessed.

This SAO will continue to be assessed.

## SAO 2

### SAO Title

Strategic Enrollment Management

### Assessment Status

Assessed

### SAO Summary and Reflection

The Dean participated in the Enrollment Management Academy during the summer of 2023. The Dean is a co-liaison for the 2024-25 Chancellor's Office SEM (Strategic Enrollment Management) Academy Program: Supporting the Student Journey. During VPI and dean conversations, the SBS Dean nominated Behavioral Sciences department chair Jose Briceno to be added to the SEM team. Professor Briceno was selected as a member of the cross-disciplinary team for the SEM Academy 2024-25. The Dean will continue to share appropriate SEM practices and work with each department chair to better understand SEM from both the district and department viewpoints. During the Spring 2024 Plenary SBS Division session, the Dean shared program comparisons, Center scheduling, re-sizing from a large to a medium-size institution, FTES comparisons, student-centered scheduling, and dual enrollment. The Dean will continue to participate in SEM activities and share appropriate and aligned SEM techniques with SBS chairs, faculty, and staff.

This SAO will continue to be assessed.

## SAO 3

### SAO Title

Diversity, Equity, Inclusion, Accessibility, and Anti-Racism

### Assessment Status

Assessed

### SAO Summary and Reflection

There have been many professional development opportunities in the area of DEIAA. In addition, the SBS Division is active in Black History Month, Latinx Heritage Month, Native American Heritage Month, Native American Day, Women's History Month, Political Economy Days, Disability Awareness Month, and Psychology Department Research Methods Poster sessions. The Dean has completed the IDEAA's course. The Dean oversees the Culturally Responsive Pedagogy and Practices grant for the college. In April 2024, the Dean will participate in the APAHE Conference in Oakland, CA, and visit the US Mexico Border on a college-wide field trip. Information from the conference and field trip will be shared with the SBS division faculty and staff.

This SAO will continue to be assessed.

## 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".**

Quantitative data is not collected for the SBS Division Office.

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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!**

A permanent Dean was hired in July 2023 after approximately three years of either an absent or interim deans. The District also approved an SBS short-term hourly to fill in for the DAA 50% release time for CCE commitments. The permanent Dean provides stability for the SBS Division faculty, staff, and students. Additionally, the short-term hourly provides the SBS Division Office with afternoon coverage. The Dean and DAA are training the short-term hourly in many aspects of work, especially with the Dean's calendar, meeting schedule, absence log, scheduling, budget, and other important processes for the Division Office to run successfully.

The combining of STAR and the Writing and Reading Center into one space on the second floor of the LRC was completed and ready for students starting in fall 2023. The bridging of both areas came with some ups and downs. Currently, the transition is complete and the plan is to continue to expand tutoring services to students.

ATRC has been without a manager for over two years. While the Dean does not have expertise in technology, she scheduled regular meetings with ATRC and Information Services. These meetings are necessary for continuity between both technology areas.

**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?**

Several recent changes will impact the SBS Division. These include AB928 Cal-GETC, AB 1111, and AB 1705 (in some ways), but the most concerning changes affecting SBS are the possible changes to the local AA degree requirements regarding the American History and Institutions/CA Government, competency in Health and Fitness, and Ethnic Studies. If the District decides to eliminate the American History and Institutions and Health and Fitness requirements, the HIST and HE/KINE departments might see some significant drops in enrollment. If there is a drop in enrollment, fewer classes will be scheduled, affecting full-time load requirements. On the other side, the courses that meet the Ethnic Studies requirements (AS, CS, and AIS) are bursting at the seams. ES and AIS departments continue to hire part-time faculty to try and fill the need. The SBS Division will need more FTEF to meet the student demand for Ethnic Studies classes. AIS will hopefully hire a new FT faculty when FT faculty hiring resumes. Lastly, Dual Enrollment continues to grow and SBS courses are in demand. The SBS faculty continues to request more training and resources for the Dual Enrollment classes. When it comes to technology, AI will no doubt impact the SBS Division into the future. Faculty are concerned about AI, especially when it comes to plagiarizing and cheating. The effect of AI will continue to evolve. The SBS Division hopes to keep faculty updated with any new AI technology, legislation, or policies related to AI.

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

There are not any specific board or administrative policies that need to be updated, created, or deleted based upon the recent changes listed above.

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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

Work with the VPI to institutionalize a standardized method for SAOs for the Instructional Divisions.

### Choice

No longer a goal

**Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.**

This goal was created by the former interim dean. While this goal could continue, it seems more appropriate to create new goals or modify some of the previous goals based on the permanent dean's vision for the SBS Division.

## Goal 2

### Brief Description

Improve the scheduling process by giving schedulers access and making data more available.

### Choice

No longer a goal

**Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.**

This goal was created by the former interim dean. While this goal could continue, it seems more appropriate to create new goals or modify some of the previous goals based on the permanent dean's vision for the SBS Division. This goal is more appropriate for the Instruction Office.

## Goal 3

### Brief Description

Work with faculty to reconnect with the community and educational partners.

### 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 SBS Division continues to work with various community and education partners. For instance, the CHDV partnership with EUSD Paraeducator Program is starting a third cohort and rotating GE classes. Faculty from the Ethnic Studies Department arranged for a field trip for the President, VPs, Deans, other administrators, faculty, and staff to the US-Mexico border. AODS continues to work with various community partners and grants such as the RERP Grant. The AIS Department continues to partner with CSUSM on the NARCH grant and Student Services on the Native American Student Support and Success Program. The ANTH Department continues to work with local and state groups to provide students with archaeological opportunities.

#### Goal 4

##### Brief Description

Improve internal processes to streamline workflows and improve communication

##### Choice

No longer a goal

**Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.**

This goal was created by the former interim dean. While this goal could continue, it seems more appropriate to create new goals or modify some of the previous goals based on the permanent dean's vision for the SBS Division. There will always be a need to improve internal processes, streamline workflows, and improve communication. A goal like this will always be ongoing. New goals will be created.

#### Goal 5

##### Brief Description

The SBS Division Office will encourage, and promote participation in opportunities related to Diversity, Equity, and Inclusion with Department Chairs and faculty.

##### Choice

No longer a goal

**Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.**

This goal was created by the former interim dean. While this goal could continue, it seems more appropriate to create new goals or modify some of the previous goals based on the permanent dean's vision for the SBS Division. DEI/AA will always be encouraged and participation promoted through the SBS Division Office. A new goal is reworded below.

#### Goal 6

##### Brief Description

The SBS Division Office will review and update its website to ensure it reflects currency and provides resources for faculty and staff.

##### Choice

No longer a goal

**Add any comments related to your work on prior goal. Include outcomes or progress, successes and challenges, and reason(s) for eliminating a goal, if applicable.**

This goal was created by the former interim dean. While this goal could continue, it seems more appropriate to create new goals or modify some of the previous goals based on the permanent dean's vision for the SBS Division. The SBS Division website will be reviewed on a bi-annual basis and therefore does not need to be a goal.



**Goal 7****Brief Description**

Create regular training for department chairs and ADAs related to strategic enrollment management focusing on student-centered scheduling, productivity, completion, and success related to the Program Matrices.

**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.**

**Goal 8****Brief Description**

Encourage faculty and staff participation in professional development opportunities.

**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 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 SBS Division supports the following Vision Plan 2035 Goals and Objectives:

Goal 1. Reimagine and redesign instruction and student services to increase student success.

Objectives:

1. Ensure academic support services, such as tutoring and career support, are easy to find, easy to access, and available in multiple modalities to meet student needs.

Develop schedules that facilitate completion and are data-informed, offering classes when, where, and how students need them.

10. Offer programs that are continually reviewed to meet student transfer, workforce, and community needs.

Goal 4. Strengthen external partnerships and community relationships.

Objectives:

1. Create an organizational structure to coordinate, develop, and strengthen external partnerships.

2. Strengthen and expand educational partnerships with regional high schools, colleges, and universities.

Goal 5. Build a unified Palomar College district while allowing each location to establish a unique culture and programs to serve its student population and create community connections.

Objectives:

1. Grow and maintain enrollment at the education centers to meet Full-Time Equivalent Student (FTES) goals and establish center status.

3. Develop anchor programs at each education center to meet community needs and establish the site's unique identity.

The SBS Division will continue to support these goals and objectives by redesigning SBS programs to ensure completion can be completed in a two-year sequence, where all classes are offered on a rotation basis, including meeting the demands at the Center

locations and with Dual Enrollment offerings. Continue to find programs that want to build course offerings at the Center locations. For instance, the PSYC and SOC programs are looking to expand offerings at the Fallbrook Center. The ANTH program also wants to offer courses and program offerings picking up where it left off before the pandemic.

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

The previous interim dean created six goals for the SBS Division Office. Five of the previous goals were determined to no longer be appropriate goals because they were broad and would be ongoing forever. One previous goal remains ongoing and two new goals were created.

## 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?**

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

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

If you are a CTE program and think you may qualify for CTE funds for your PRP request(s), you are STRONGLY encouraged to answer the call for Perkins/Strong Workforce grant applications in February. Contact the Dean of CTEE for additional information.

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

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.**

dstudinka@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:**