

# 2024-25 Program Review and Planning (PRP)

Non-Instructional Review  
2024-25 Cycle

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# Overview

Expected Outcomes and Purpose

Summary of Changes for This Year

Outcomes from Last Year's PRP Process

Timelines and Accessing the Form

PRP Form Review – Overview and Walk Through

Big Picture Timelines for PRPs and Resource Allocation

The background image shows a university campus scene. In the center, a tall, dark clock tower stands against a backdrop of green mountains. To the left, a modern building with large windows is visible. In the foreground, there are lush green trees and bushes. A paved walkway leads through the campus, where several people are walking. On the right side of the walkway, there are several red and white pop-up tents. One of the red tents has the text "Palomar College" on it. People are gathered around the tents, some sitting at tables and others standing. The overall atmosphere is bright and sunny, suggesting a pleasant day on campus.

# Expected Outcomes

- At the end of this session, you will be able to:
  - Explain the purpose of Program Review and Planning (PRP).
  - Complete your PRP Form.
  - Describe how the PRPs will affect resource allocation decisions.





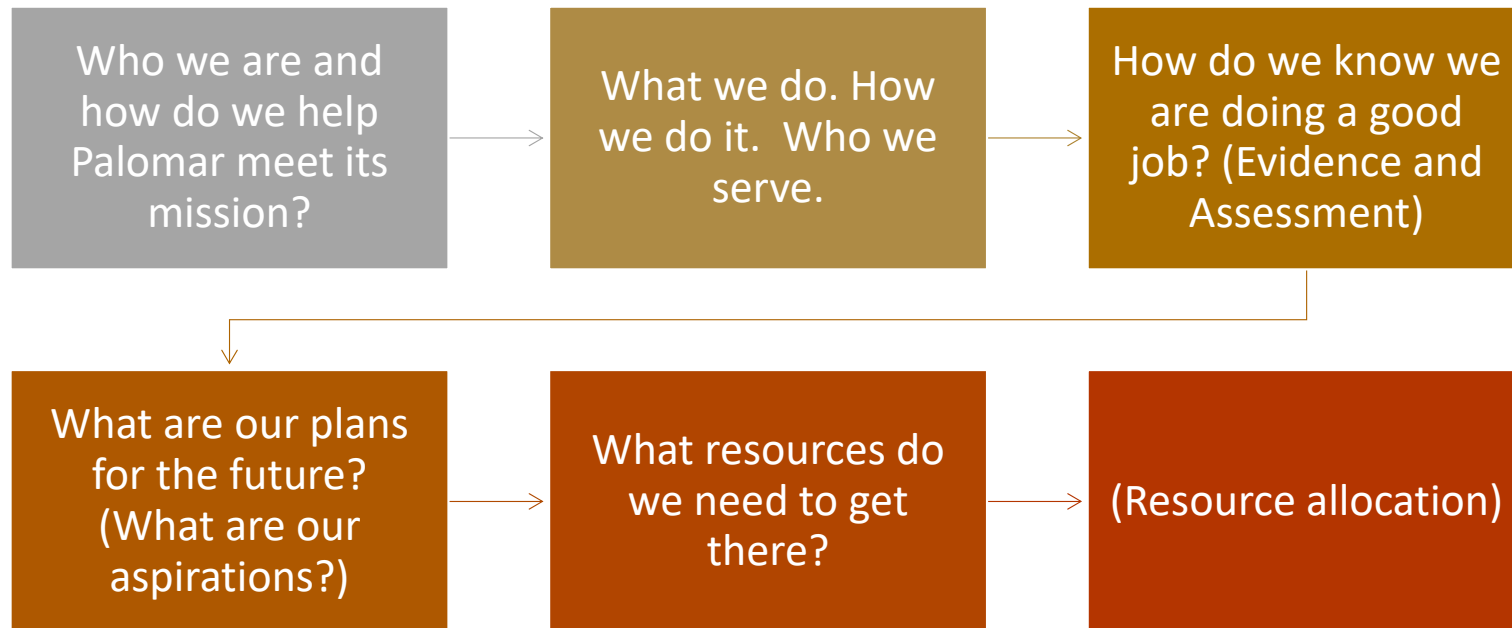
## Purpose

Type in Chat the answer to the question below.

**Why engage in the PRP process?**

# Program Review and Planning Process

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## Summary of Updates for Non-instructional PRPs



All instructional programs and non-instructional units will move to a 4-year comprehensive/annual cycle.



**DATA AND FORMS:** Access to updated annual form now available.



Palomar Service Survey will be released by end of next week

# Outcomes from 2023-24 PRPs

- Resource requests were downloaded and prioritized across the College
  - One-time and technology needs
  - Facilities
- *Program Review and Resource Allocation Committee* combined divisional lists, completed follow up for clarity on specific items, and recommended funding top prioritized items.
- Recommendations forwarded to Budget Committee for review/recommendations
- \$203,712.38 allocated
  - [2023-24 PRP Resource Allocations](#)
  - **All prior year allocations are posted on Program Review websites!**



# Additional Allocations

## 2023-24 Moving Launch of PRP from Fall to Spring

- Moved launch PRP to spring – funded down list of 2022-23 requests ([2022-23 Tier 2 Allocations](#)).
- Confirmed items to remove (from disciplines!) and reallocated down the list as well.

## 2024-25 New funds available – State HEERF!

- Budget Committee recommended utilizing most of the unspent funds for PRP requests
- 2023-24 prioritized requests but not funded in original round
- Requested divisions review their prioritizations (YES/NO)
- Instruction completed additional prioritization from original list of requests
- *Program Review and Resource Allocation Committee* reviewed for feasibility
- Budget strings this week





# Timeline for Non-instructional PRPs

TASK	ASSIGNED TO	START	DUE DATE
Webpage, Forms, and Data Updated	IRP&G	02/05/2025	02/14/2025
Training	IRP&G / Others	02/26/2025	02/26/2025
Units Complete PRP Forms	Non-instructional Units	02/18/2025	4/11/2025
Directors/Deans Review PRPs and Engage with Units for Follow-up if Needed	Directors/Deans	04/11/2025	05/09/2025
Units receive feedback and make any changes	Non-instructional Units	05/09/2025	05/16/2025
Directors/Deans sign off on final	Directors/Deans	05/18/2025	05/23/2025
Vice President Review and Feedback	VPs	06/01/2025	07/11/2025

# Non-instructional PRP Webpage

<https://www.palomar.edu/irp/non-instructional-prps/>

## Non-Instructional Program Review

### Announcements

Program review will shift to a 4-year cycle. The units listed below will complete a comprehensive PRP for 2024-25. All other units not listed will complete the Annual PRP. As part of the form, you will select "comprehensive" or "annual" in the first field to generate the appropriate prompts for either the Comprehensive or Annual PRP.

- FAS
  - Division Office
  - Information Services
- HRS
  - Human Resource Services
- Instruction
  - Fallbrook Education Center
  - Instructional Services Office
  - Professional Development
  - AMBA - Arts Media Lab
  - AMBA - KKSM
  - CTEE - Workforce, Community, and Continuing Ed
  - LL - Division Office
  - LL - World Languages Resource Center
  - MSE - Math Learning Center
  - SBS - Division Office
- President's Office/Reports
  - Institutional Research and Planning
  - Internal Audit
- Student Services
  - Division Office
  - EOPS/CARE/CalWORKs
  - Foster Youth



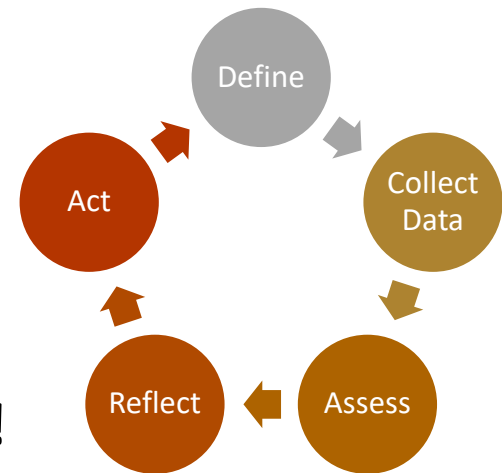
# PRP Form

- Part I: Unit Overview
- Part II: Program/Unit Assessment
  - Service Area Outcomes
  - Quantitative and Qualitative Data
  - Achievements and Other Relevant Information
- [2024-25 Non-instructional PRP Form](#)

# Got SAOs?

*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 now four-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.
- Enter our SAO information into Nuventive Improve
- **IMPORTANT: Sunset old SAOs in Nuventive!!!**



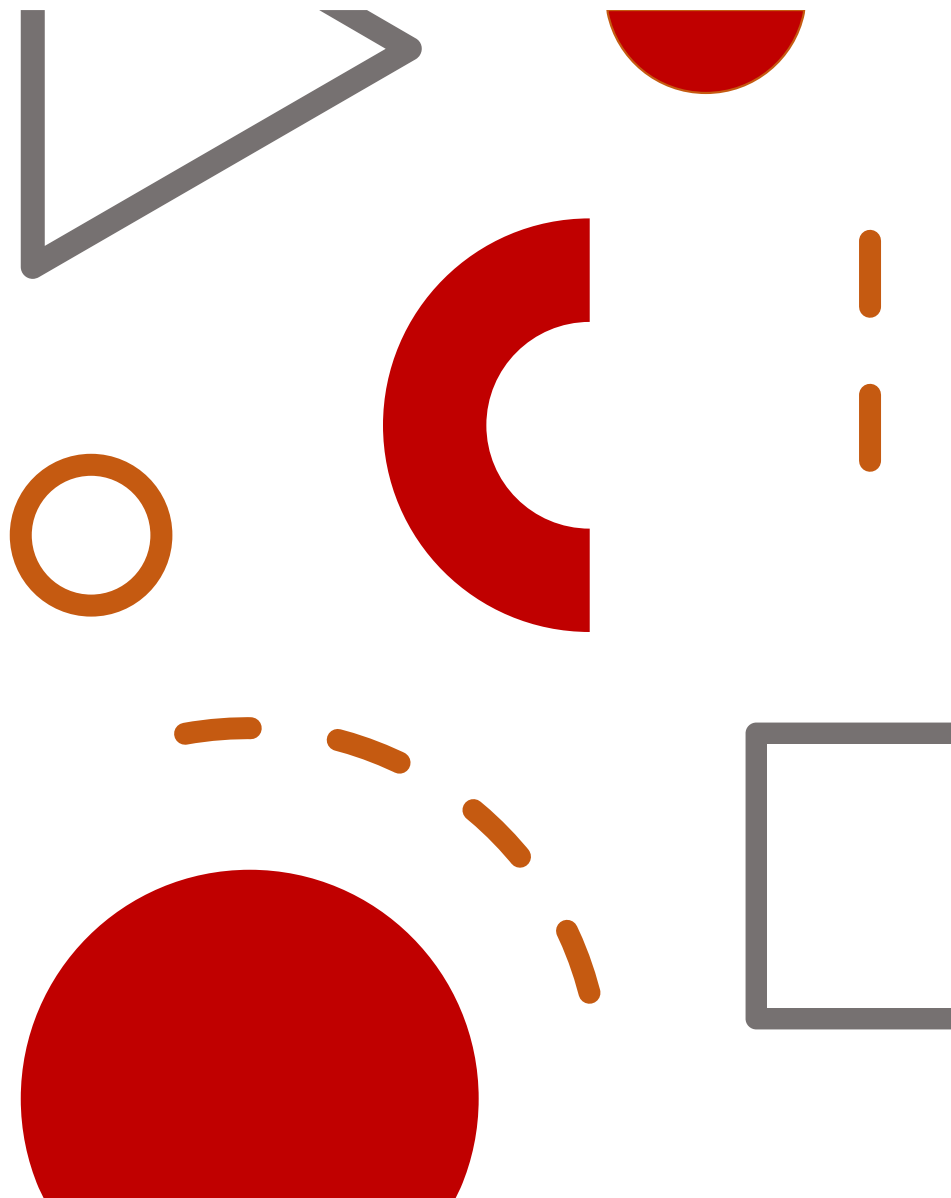


# PRP Form

- Part III: Evaluation and Goals
  - SOAR Analysis
  - Goals (SMART)
- Part IV: Resources
- Part V: Feedback and Follow up
- [2024-25 Non-instructional PRP Form](#)

# Service Area Outcomes

Need additional help?







## Program Review and Planning - Tips

- Assessment should be guided by evidence and analysis.
- PRPs should be completed and shared with department/unit.
- Goals and improvement plans should be clearly connected to program assessment (e.g., evidence and SOAR analysis).
- Connect resource requests to your program goals and align with other institutional plans.
- Verify one-time requests cannot be covered in existing budget and are in fact one-time requests.

# Connecting PRPs to Resource Allocation

Month	Activity
January - May	Units Complete Reviews
June - Mid July	VPs Review
Mid - July	Resource requests extracted and provided to VPs
August – September	Divisions Prioritize Requests (Technology, One-Time, Facilities)
October-November	Program Review and Resource Allocation Committee brings list together and recommends items for funding
November	Exec and Budget Committee Review
December	Notification and Budget Strings Identified

# Need Help?

- PRP General Assistance
- Nuventive Improve
- Technical stuff:
  - Defining,
  - Refining, and
  - Assessing!
- Additional SAO resources that we love!
  - [Hartnell College SAO Assessment Guide](#)
  - [San Bernardino Valley College SAOs](#)

Teams call or chat: Marti Snyder  
Email: [msnyder2@palomar.edu](mailto:msnyder2@palomar.edu)

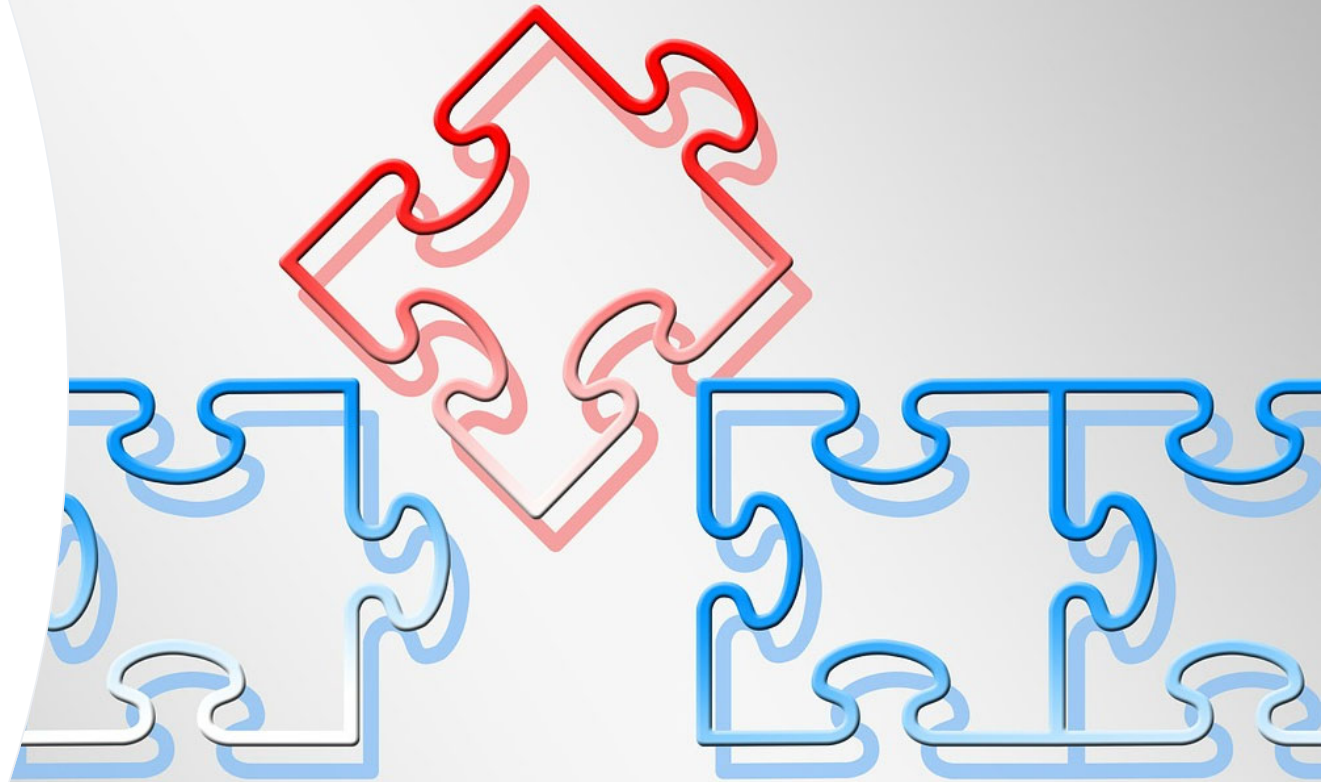
# Questions?





# Part I: Unit Overview

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## Unit Overview – Annual

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Update on Staffing

Update on changes to unit's responsibilities





## Part II: Program Unit Assessment

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## Program / Unit Assessment - Annual

- Service Area Outcomes (SAO)
  - Update / Bring Current
- Updates
  - Other Assessment Data (quantitative & qualitative)
  - Achievements and Other Information

# Need Help?

- Contact Michelle Barton:  
[mbarton@palomar.edu](mailto:mbarton@palomar.edu) –  
We will send a team!

## Nuventive for SAO Assessment

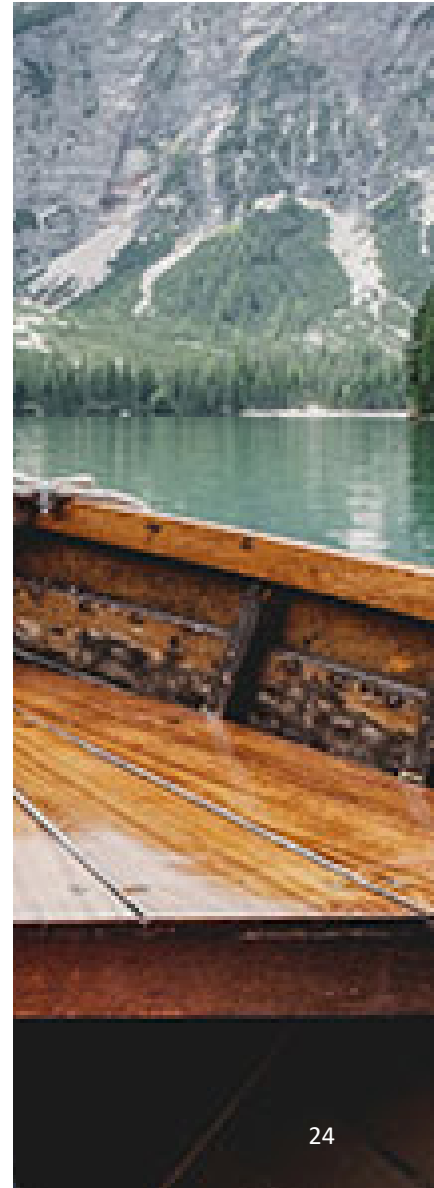
The screenshot displays the Nuventive Solutions web application interface. The top navigation bar includes the Nuventive logo, the text "Service Area (SS) -Health Services", and a user welcome message "Welcome, msnyder2@palomar.edu!". A sidebar on the right features the Palomar College logo and two links: "Assessment Plan (Non-Academic)" and "Assessment Report (Non-Academic)". The main content area is titled "Unit Planning and Results" and "Admin and Student Services Unit Objectives". It contains a table of SAO (Student Assessment Objectives) with columns for "SAO Status", "Outcome Type", and "Planned Assessment Cycle". The table lists three active SAOs: "Satisfaction with Student Health Center Services", "BHCS Wait Times", and "Student Awareness of Health Services Centers". Each SAO entry includes a description, the SAO status, and the planned assessment cycle. The interface also shows a "Showing 4 of 4" indicator and a "Go To My Assignments" button.


SAO Status	Outcome Type	Planned Assessment Cycle
View All	View All	View All
Showing 4 of 4		
<b>Satisfaction with Student Health Center Services</b> <span>P. Savaiano 12/6/20</span>		
SAO Over 90% of students surveyed will indicate that they were satisfied with services received at the Student Health Centers (medical clinics). SAO Status Active		
<b>BHCS Wait Times</b> <span>P. Savaiano 12/7/20</span>		
SAO 90% (or more) of Initial, Non-Urgent Appointments at Behavioral Health Counseling Services will be made within 10 business days. SAO Status Active		
<b>Student Awareness of Health Services Centers</b> <span>M. Snyder 4/21/21</span>		
SAO 80% of all students will be aware of the health and wellness services available in the Health Services Centers on campus. SAO Status Inactive - Outcome sunsetted		



## Part 3: Progress on Goals

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## Evaluation and Planning – Annual Progress on Goals

- Describe Progress on Goals
- Connect your work to the [Vision Plan 2035](#)

## Part 4: Resources

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# Resources

- Budget
  - Review Budget Report
  - Provide information for consideration in budget cycle
- Staffing
  - Staffing Needs (will feed into staff prioritization process)
- Technology, Facilities, and Other Needs
  - Technology Needs ( Technology Review / Inform Technology Plan)
  - Facilities (Facilities Review)
  - Equipment and Other Needs
- Technology, Facilities, and Other Requests will feed into Institutional Prioritization Process



## Part 5: Feedback and Follow- up

# Feedback and Follow-Up

- Feedback to unit
- Inform division priorities and resource allocation
- Planning Councils should review a report or summary of PRPs.
- Divisions will prepare summary to be included in Strategic Planning Council's annual report