

Entry #: 67 - Nicole Belisle**Status:** Submitted**Submitted:** 6/20/2024 2:01 PM

2023-2024 REVIEW

OVERVIEW OF PROGRAM REVIEW AND PLANNING FOR NON-INSTRUCTIONAL PROG

Program Review is a self-study of your unit. For non-instructional program review, the definition of what is a unit is based upon your division. A unit may be a department (e.g., Information Services, Institutional Research and 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 what 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?

Comprehensive

Division Name

President's Office

Department Name

President's Office / Direct Reports

Program/Unit Name

---Diversity Office

Name of Person responsible for the Program/Unit

Nicole Belisle

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

Webpage URL 1

Unit webpage

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

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

Participant

Nicole Belisle

Title

Chief Diversity Officer

PROGRAM/UNIT MISSION STATEMENT

What is your Program's/Unit's Mission Statement?

The mission of the DEIAA Office is to support Palomar Community College District's diversity, equity, inclusion, access antiracism (DEIAA) efforts building cultural competency of the District to ensure equitable policies and practices that and maintain an inclusive learning and working environment for all while embodying Palomar's identity as a Hispanic Institution (HSI).

Describe how your Mission Statement aligns with and contributes to the College's Vision and Mission.

The DEIAA Offices' goals were developed in direct alignment with Palomar's vision, mission and values, and other strategies (Vision 2035, student equity plan, EEO plan, etc.). The Office actively and intentionally works to empower Palomar as a and working environment will all have access to success.

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

PROGRAM/UNIT DESCRIPTION

Staffing

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

1.00

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)

0.00

FTEF of Part-time Faculty

0.00

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

Have you experienced any changes in staff this past year? If so, please describe how the changes have impact operations.

Hiring of Chief Diversity Officer

As part of the PRP cycle, Human Resource Services will provide Organizational Charts for all non-instructional Review the following organizational charts to answer the questions below.

- [Finance and Administrative Services](#)
- [Human Resource Services](#)
- [Instructional Services](#)
- [President's Office](#)
- [Student Services](#)

In reviewing your organizational structure, what are the strengths and opportunities this structure brings to t department, division, and College?

In reviewing the organization structure, are there areas that could be improved if you were structured differe efficiencies, communications/collaboration with the College, needs, etc.)?

Program/Unit Description

Who utilizes your services?

Services are used by all District employees, students, Governing Board members, community members and communi

What services does your program/unit provide (describe your program/unit)?

The DEIAA Office supports the whole District by leading efforts around diversity, equity, inclusion, accessibility and ar This includes updating policies and procedures to be more equitable, directly supporting affinity groups and advisory and amplifying heritage, awareness months and HSI initiatives.

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

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 (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 following:

- 1) Login to Nuventive Improve through the Palomar College [Single Sign-on](#).
- 2) Check your SAOs for **currency** and **unset** 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 as 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](#)

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. For each SAO in Nuventiv summarize what you learned from the assessment and what improvements you have implemented or plan to as a result of your SAO assessments.

SAOs

SAO 1

SAO Title

Advisory Councils - External partners, community members, faculty and staff will indicate satisfaction with the development, expansion and support of advisory councils.

Assessment Status

Not assessed

If you have not completed SAO assessments, document why (e.g., SAO was assessed last year).

SAO was only established recently

Next planned assesment

Spring 2025

SAO 2

SAO Title

Affinity groups - Existing affinity groups will indicate satisfaction of equitable processes, communication and other forms of support throughout the year. Especially with the newly established structure Fall 2024.

Assessment Status

Not assessed

If you have not completed SAO assessments, document why (e.g., SAO was assessed last year).

SAO was only established recently

Next planned assesment

Spring 2025

SAO 3

SAO Title

Inclusive Environment - Students, staff and community members indicate to the District that the institutional policies and procedures reflect a climate that fosters an inclusive and welcoming campus environment.

Assessment Status

Not assessed

If you have not completed SAO assessments, document why (e.g., SAO was assessed last year).

SAO was only established recently

Next planned assesment

Spring 2025 and then biannually after

OTHER ASSESSMENT DATA

Quantitative Data

List all other quantitative and/or qualitative measures you use to track, monitor, and/or evaluate the effective of your program/Unit.

Measures, Descriptions, and Annual Values

Measure 1

Name of Measure

DEIAA Professional Development

Description of Measure

Hours of engagement in DEIAA professional development (as monitored in the PD Portal)

Year	Year	Year	Year
2021-2022	2022-2023	2023-2024	
Value	Value	Value	Value
1825.8	2398.3	2144	

List values for years listed immediately above. Select "+ Add Measure" below to insert all measures, values, and descriptions.

Reflect on your quantitative data and summarize your findings or interpretations.

Leaders in the DRC were critical to providing a variety of engaging topics for District employees to engage in. Despite personnel transitions, DEIAA professional development participation has increased over time.

Qualitative Data

Describe any qualitative measures you use and summarize the results.

What improvements have you implemented or plan to implement as a result of your assessment of quantitative and/or qualitative data described above?

Next year, I plan to assess professional development opportunities specific to AP 3000 and launch a climate survey.

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

ACHIEVEMENTS AND OTHER RELEVANT INFORMATION

Describe your program's achievements this past year. Where possible, describe how these achievements are relevant to our students and their success!

1. Continued support of affinity groups - they organize heritage month workshops and affinity-based achievement celebrations. These provide educational opportunities and valuable recognition of student accomplishments and identities.
2. Reinstating the Access and Inclusion Subcommittee
3. Establishing the HSI Taskforce
4. Pilot of DEI/AA conference and event funding request
5. Led process for Palomar NCORE contingent

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?

Title V Competencies and Criteria; EEO Plan, Vision 2035 action plan. These changes will directly impact the work of the Title V Office and will lead to collaboration across the institution.

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

AP 3000 could be reviewed; AP 3900 speech time place and manner could also be updated

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

PROGRAM/UNIT EVALUATION AND THREE-YEAR PLANNING

Program Evaluation and Planning is completed in two steps.

First, you will complete an overall evaluation of your unit drawing from your unit assessment data.

Second, working from that evaluation, you will establish your goals for the upcoming three years.

Section 1: Overall Evaluation of Program

Reflect on your unit, the results of your assessments in Part 2 above, and your vision for the future. Then, working together, answer the following questions. Summarize your answers in the grid below.

1. What are our greatest strengths?
2. What are our best opportunities?
3. What is our preferred future, what do we aspire to do?
4. What are the measurable results that will tell us we've achieved that vision of the future?

Section 2: Establish Goals and Strategies for the Next Three Years

Once you have completed your overall evaluation, identify a set of goals and strategies for accomplishing them for the three-year planning cycle. Use the template in Section 2 below to document your goals, strategies, and timelines for the cycle. Goals should be Specific, Measurable, Attainable, Relevant, and Time –Specific (SMART). Following the goal template help you create SMART goals!

OVERALL EVALUATION OF PROGRAM

Discuss your Program's/Unit's Strengths, Opportunities, Aspirations, and Results (SOAR) and summarize your discussion in the grid below.

Strengths:

The Chief Diversity Officer is leading or involved with many DEIAA conversation around policy development on campus (e.g., committees & councils)

Opportunities:

There is a high need to hire the Tribal Liaison - working on the next recruitment cycle after a failed search

Aspirations:

Building a true DEIAA Office which includes oversight over specific projects, event support, training and administrative support

Results:

DEIAA is in place within many areas but there is a need to be explicit and intentional with training. I am proud of the progress made, but there is plenty of room to grow and build.

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

PROGRESS ON PRIOR PRP GOALS

List current or prior PRP goals your unit has been working on and provide an update by placing an "X" in the appropriate status box.

Click on "+Add Goal" below for each additional goal.

[Click here for previous PRPs with goal information.](#)

Prior PRP Goals

Goal 1

Brief Description

Develop a Diversity (DEIAA) Office

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.

ESTABLISH GOALS AND STRATEGIES FOR THE NEXT THREE YEARS

In the previous sections of this PRP, you identified opportunities for improvement. Using these opportunities, develop [SMART goals](#) for your department. Goals should be Specific, Measurable, Attainable, Relevant, Time-Specific. Ensure they align with the mission of your department and/or [the College's Vision Plan 2035](#).

Please list all discipline goals for this three-year planning cycle.

If you require any additional resources beyond your existing budget, please be sure to request those resources in the section titled "Resources".

New Goals: Please list all goals for this three-year planning cycle.

Goal 1

Description

DEIAA Office will provide leadership and support for community based advisory councils.

How will you complete this goal? Include strategies and a timeline for implementation.

Develop new charter and structure for meetings, relaunching existing councils and potentially developing new on takes includes managing the relationships with the new and returning members.

Outcome(s) expected (qualitative/quantitative)

Both quantitative and qualitative

How does this goal align with your department mission statement, the College's Vision Plan 2035, Equity I and/or Guided Pathways?

In direct alignment as it fulfills the mission and goals of vision 2035 (Goal 4.1 - create an organizational structure coordinate, develop and strength external partnerships)

Expected goal completion date

6/30/2025

Goal 2

Description

The DEIAA Office will develop and implement infrastructure for existing and/or future affinity groups.

How will you complete this goal? Include strategies and a timeline for implementation.

Collaborating with existing affinity groups on their ideas for structure (giving them options to decide on) and implementing them throughout the year with regular check ins.

Outcome(s) expected (qualitative/quantitative)

Both qualitative and quantitative

How does this goal align with your department mission statement, the College's Vision Plan 2035, Equity I and/or Guided Pathways?

In direct alignment as it fulfills the mission and goals of vision 2035 (2.3 - Establish a sense of belonging and welli across the Palomar community & 2.4 - Reimagine, improve and implement uniform, streamlined, well-documente systems and processes)

Expected goal completion date

6/30/2025

Goal 3

Description

The DEIAA Office in partnership with executive leadership & governance committees and/or councils will ensure that Palomar's institutional priorities, initiatives, policies, and procedures take into account, reflect, and support Palomar goals and expectations around DEIAA and comply with BP/AP 3000.

How will you complete this goal? Include strategies and a timeline for implementation.

Working in collaboration with key stakeholders to launch a climate survey to help support Palomar's goals to develop and maintain an inclusive and welcoming learning and working environment

Outcome(s) expected (qualitative/quantitative)

Both qualitative and quantitative

How does this goal align with your department mission statement, the College's Vision Plan 2035, Equity Plan and/or Guided Pathways?

In alignment with BP 3000 and all activities within goal 2 of vision plan 2035

Expected goal completion date

6/30/2025

How do your goals align with the College's values of equity and inclusion?

They are in direct support of Palomar's goals around diversity, equity, inclusion, accessibility and antiracism.

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.

Vision Plan Goal 2 - Invest in our people and processes, and goal 4 - Strengthen external partnerships and community relationships

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

RESOURCES

Congratulations! You are nearing completion. In this section, you will consider the resources you need to implement 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, legislation, and changes in policies or procedures) that will impact your unit. How will you allocate resources to implement plan? Describe additional resources needed to improve the effectiveness of your unit/program. All resource requests 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 group for prioritization. A resource request approved to move forward in the review process does NOT guarantee 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 '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 [Benefit 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

Administrative Specialist II

Is the position request for AA, CAST, or Classified staff?

Classified

Is this request for a full-time or part-time posit

Full Time

How does the position fill a critical need for current, future, or critical operations? (e.g. accreditation, health safety, regulatory, legal mandates, institutional priorities, program trend analyses of growth/stability.)

Will support completion of goals and institutional priorities related to DEIAA which is an institutional priority

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

Reorganization/Restructuring

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

No

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

This position will support the Chief Diversity Officer and Tribal Liaison, all of these roles are important to meeting goals.

Vision Plan 2035 Goals and Objectives

2:1

2:3

2:5

2:7

2:2

2:4

2:6

4:1

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

short term hourly

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/superv aware of for the upcoming year?

Yes

What budget considerations would you like your dean/supervisor to be aware of or to consider? Please be as possible. For example, if you need an increase in the 40000 account and a decrease in the 23000 account, describe increase your department needs, how much, and a description of why the department needs the adjustment.

Continue to support the DEIAA office, the 23-24 year budget was substantially supplemented by SEA funds but this is an option in the future.

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 all time needs/requests. Prioritization takes place through the appropriate groups, leadership, and the Budget Committee executive team and Resource Allocation Committee consider various sources for funding PRP requests. Resources 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 CTE 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 necessary, 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?

Computer office equipment for Administrative Assistant II

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)

Operational support for DEIAA Initiatives

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

individual, community, students, employees

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

Support the DEIAA Office and Chief Diversity Officer and Tribal Liaison

d. Timeline of implementation

12/31/24

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

\$2500

Do you already have a budget for this request?

Yes

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

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

2:1

2:2

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

1

What impacts will this request have on the facilities/institution (e.g., water/electrical/ADA compliance, character 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 [IELM BLOCK GRANT, LOTTERY, PERKINS AND STRONG WC 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) 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.

nbelisle@palomar.edu

Reminder: Data does not autosave. Save this content before moving to the next section or closing form.

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 the Vice President's planning process. This area is intended for summary feedback and recommendations from the review.

Confirmation of Review by Immediate Supervisor.

Immediate supervisor who reviewed PRP:

Star Rivera Lacey

Sign Date

8/8/2024

FEEDBACK

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

Well thought out and developed

Areas of Concern, if any:

None

Recommendations for improvement:

None

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:

Star Rivera-Lacey, Ph.D.

Signature Date:

8/8/2024