



**STUDENT SERVICES PLANNING
COUNCIL MEETING
AGENDA
August 24, 2016**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date:	August 24, 2016
	<input type="checkbox"/>	Product/Project	Starting Time:	9:30 a.m.
	<input type="checkbox"/>	Special	Ending Time:	11:00 a.m.
			Place:	MD-155C

CHAIR: Adrian Gonzales **MEMBERS:** Aguilera, Ambrocio, Antonecchia, Cathcart, Cecere, Cory, DiMaggio, Harris, Kretchman, Large, Magnuson, Meyers, Moore, Moss, Nunez, Romain, Spence, Stockert, Titus and Williams.

RECORDER: Michelle LaVigneur

Order of Agenda Items	Attachments	Time Allotted
A. <u>WELCOME</u>		
B. <u>MINUTES</u>		
1. Approve Minutes of May 11, 2016		
C. <u>ACTION ITEMS/FIRST READING</u>		
1. Add Manager of Outreach to SSPC Membership	Exhibit A	10 minutes
D. <u>ACTION ITEMS/SECOND READING</u>		
– None.		
E. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. SSPC Orientation		10 minutes
2. Presidential Priorities for 2016-17		10 minutes
3. PRP forms	Exhibit B	10 minutes
4. Student Services District BP/AP	Exhibit C	10 minutes
5. Appoint SSPC member to serve on SSEC	Exhibit D	10 minutes
6. Linking State-wide Initiatives together	Exhibit E	10 minutes
– BSI/SSSP/SE/AEBG/Workforce		
F. <u>COMMITTEE REPORTS</u>		10 minutes
1. Academic Review Committee		
2. Behavioral Health & Campus Wellness Committee		
3. Campus Police Committee		
4. Registration Committee		
5. Scholarship Committee		
6. Student Program Eligibility Appeals Committee		
G. <u>OTHER BUSINESS</u>		10 minutes
1. Staffing Updates		
2. Enrollment Updates		
3. Student Health Centers:		
a. Part time Vet Center Behavioral Health Counselor		
b. BIT Needs Assessment Report		
c. BIT Campus Wide training October 17-21, 2016.		

Next Meeting: Wednesday, September 14, 2016 in MD-155C



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
May 11, 2016**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: V. Aguilera, J. Ambrocio, R. Antonecchia, G. Bongolan, S. Cathcart, L. Cecere, A. Cunningham, M. DiMaggio, J. Harris, L. Kretchman, M. Large, K. Magnuson, L. Meyers, J. Moss, E. Nunez, L. Romain, B. Stockert and R. Williams.

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: A. Cory, A. Gonzales, C. Moore, M. Spence and S. Titus.

GUESTS:

Order of Agenda Items	Attachments	Time Allotted
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A. MINUTES

1. Approval of Minutes for April 27, 2016

MSC – (DiMaggio/Meyers): The minutes for April 27, 2016 were approved and accepted into the record with abstentions from April Cunningham, Judy Harris and Ryan Williams.

Minutes, agendas and attachments are posted on the following Palomar College website:

<http://www2.palomar.edu/pages/sspc/>

B. ACTION ITEMS/FIRST READING – None.

C. ACTION ITEMS/SECOND READING – None.

D. INFORMATION/DISCUSSION ITEMS

1. Student Services District Board Policies and Administrative Procedures Exhibit A 60 minutes

Acting VPSS Brian Stockert discussed the Student Services (Section 5) Board Policies and Administrative Procedures that are currently being prioritized and reviewed at the VPSS Cabinet. Council members were asked to review any BP/AP that pertains to their area and bring feedback to the next SSPC meeting on August 24, 2016. The proposed revisions will be presented to the Policies and Procedures committee. There were suggestions to add items such as Violence against Women Act (VAWA), Minors on Campus and Alumni. There was discussion around student privacy, the “W” administrative symbol and F/FW grades with regards to BP/AP 5075. There was a suggestion to assign the second SSPC meeting of each month (4th Wednesdays) for “working” meetings to complete assignments related to our Strategic Plan. This will be brought back for further discussion on August 24, 2016.

2. Add Manager of Outreach to SSPC Membership Exhibit B 20 minutes

Acting VPSS Brian Stockert discussed adding the Manager of Outreach to the SSPC to support a direct reporting relationship from the Recruitment and Retention committee. This will be brought back as a First Reading at the next SSPC meeting on August 24, 2016.

E. COMMITTEE REPORTS 10 minutes

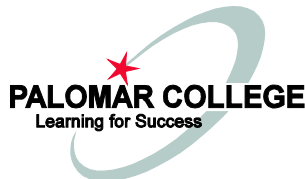
1. Academic Review Committee – Dr. Kendyl Magnuson reported that the “W” process is currently being reviewed.

2. **Behavioral Health & Campus Wellness Committee** – Lori Meyers reported that their next meeting is scheduled for May 12, 2016. There was discussion on a conducting a formal needs assessment for the Behavioral Intervention Team (BIT) to identify gaps in our current services.
3. **Campus Police Committee** – No report.
4. **Registration Committee** – No report.
5. **Scholarship Committee** – Dr. Kendyl Magnuson reported they are finalizing awards.
6. **Student Program Eligibility Appeals Committee** – Dr. Kendyl Magnuson reported this committee is officially charged with reviewing the BOGW appeals.

F. OTHER BUSINESS

1. Acting VPSS, Brian Stockert gave an update on the following personnel hires:
 - a. Finalists were selected for the Superintendent/President and the forums will be held on May 18, 2016 in the Howard Brubeck Theatre.
 - b. Second level interviews are being held for four Counselor positions.
 - c. The position for the Outreach Manager has closed and they are in the process of reviewing applications.
 - d. The Director of Financial Aid position has closed and they are reviewing applications.
 - e. Dr. Kendyl Magnuson has been reclassified to Senior Director, Enrollment Services effective July 1, 2016.
 - f. Debbie King has been reclassified to Director of Foundation Operations effective July 1, 2016.
2. Acting VPSS, Brian Stockert reported that the South Center is expected to open in the fall of 2018.
3. Commencement will be on Friday, May 20, 2016 at 5:00 p.m. on the Football Field.
4. Jamie Moss reported they will be recruiting new Student Ambassadors as many will be graduating.
5. Rosie Antonecchia thanked Chief DiMaggio for assistance with parking during the Job Expo Internship Day event held on March 1, 2016.
6. Ryan Williams reported that the Camp Pendleton campus will be moving into a new center.
7. Chief DiMaggio reported that the parking meters will be here prior to the fall 2016 semester.

Meeting was adjourned at 11:00 a.m.



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Brian Stockert					Date: May 11, 2016					
Proposed Name of Requested Group: Student Services Planning Council										
X	Council		Committee		Subcommittee		Task Force			
Action Requested:			Add		Delete	x	Change			
<p>Role:</p> <ul style="list-style-type: none"> • Develops, implements, evaluates and revises Student Services' plans and initiatives, both short- and long term. • Develops, reviews, and updates the process (qualitative and quantitative elements and instrument) and establishes the timeline for the 2-year Institutional Program Review and Planning (IPR&P) cycle for Student Services. • Reviews and summarizes IPR&P documents and utilizes them to develop and guide recommendations for priorities for Student Services, including budget, staffing needs, equipment, technology, facilities, and other resources essential to support Student Services and the success of students. • Utilizes the District's Strategic Plan and the Annual Implementation Plan to guide and outline its goals, tasks and actions to be accomplished in the academic year. • Make recommendations relevant to any matters or issues that impact Student Services and/or by request from SPC. • Provides guidance, direction, and oversight to these committees: Academic Review Committee, Behavioral Health & Campus Wellness Committee, Campus Police Committee, Registration Committee, Scholarship Committee, Student Program Eligibility Appeals Committee • Convenes a subcommittee to review and update the process (qualitative and quantitative elements and instrument) and timeline for requesting full-time positions and to prioritize each year's list of full-time positions for discussion and endorsement by SSPC, forwarding the recommendation to SPC as information. <p>Products:</p> <ul style="list-style-type: none"> • Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities • Progress report on Strategic Plan and AIP • Annual goals and accomplishments • Full-time Position Priority Recommendations 										
Reporting Relationship: Strategic Planning Council										
Meeting Schedule: Second and Fourth Wednesday of the month from 9:30 a.m. to 11:00 a.m.										
<p>Chair: Vice President, Student Services</p> <p>Members:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Dean, Counseling Services • Director, Health Services • Director, Enrollment Services • Director, Student Affairs </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Director, Career Services • Director, Athletics • Chief of Police • Research Analyst </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • One EOP&S Faculty • One DRC Faculty • Chair, Counseling (or designee) • Director, Transfer Center </td> </tr> </table> <p>• Manager of Outreach</p> <ul style="list-style-type: none"> • One Faculty representative appointed by Faculty Senate from Instructional Areas • One Faculty representative who is also on the Faculty Senate • One Palomar Faculty Federation representative appointed by PFF • Two Classified Unit Employee representatives appointed by CCE/AFT (one from Student Services) • One Student representative appointed by ASG • One Confidential and Supervisory Team representative from Student Services appointed by CAST • One Administrative Association representative appointed by AA • One faculty representative from the Pride Center, appointed by the Faculty Senate 								<ul style="list-style-type: none"> • Dean, Counseling Services • Director, Health Services • Director, Enrollment Services • Director, Student Affairs 	<ul style="list-style-type: none"> • Director, Career Services • Director, Athletics • Chief of Police • Research Analyst 	<ul style="list-style-type: none"> • One EOP&S Faculty • One DRC Faculty • Chair, Counseling (or designee) • Director, Transfer Center
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Reviewed by Strategic Planning Council:

10-07-03 Approved

04-04-06 Revised

11-17-09 Revised

03-15-05 Revised

03-03-09 Revised

02-03-15 Revised

Approved by PAC: 10/2/01

Discipline: _____

Non-Instructional Discipline Reviewed (Each discipline is required to complete a Program Review)

[illegible]

Plan for Academic Year 2015-2016

I. A. Reflect upon and provide an analysis of the four years of data above

I. B. Please summarize the findings of SAO assessments conducted.

I. C. Reflect upon the SAO assessment findings in Box B above. Discuss overall observations and any areas of concern or noteworthy trends.

STEP II. PLANNING

Reflecting on the 4-year trend data, the SAO assessment results, and the college's Strategic Plan 2016, describe/discuss the discipline planning related to the following:

II. A.

II. B.

STEP III. RESOURCE REQUESTS FOR DISCIPLINE:

III. A. Describe the resources necessary to successfully implement the planning described above. Provide a detailed rationale for each request by referring to the analyses of data and SAO assessment results in Step I and/or to any other evidence not apparent in the data or SAO Assessment results.

a. Equipment (per unit cost is >\$500) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
a1.							
a2.							
a3.							
a4.							
a5.							

b. Technology (computers, data projectors, document readers, etc.) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
b1.							
b2.							
b3.							
b4.							
b5.							

c. Budget for 4000s (per unit cost is <\$500 supplies) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
c1.							
c2.							
c3.							
c4.							
c5.							

d. Budget for 5000s (printing, maintenance agreements, software license etc.) *Enter requests on lines below.*

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
d1.							
d2.							
d3.							
d4.							
d5.							

e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
e1.							
e2.							
e3.							
e4.							
e5.							

f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2013 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
f1.							
f2.							
f3.							
f4.							
f5.							

III. B. Are there other resources (including data) that you need to complete your discipline review and planning?

None

STEP IV. SHARE YOUR ACCOMPLISHMENTS Please include at least one discipline accomplishment that you'd like to share with the college community.

STEP V. ACCREDITATION For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.

n/a

STEP VI. COMMENTS Other comments, recommendations: (Please use this space for additional comments or recommendations that don't fit in any category above.)

Please identify faculty and staff who participated in the development of the plan for this department:

Name	Name	Name
Name	Name	Name

Department Chair/Designee Signature

Date

Division Dean Signature

- Provide a hard copy to the Vice President Gonzales no later than November 7, 2016.
- Email an electronic copy to mlavigueur@palomar.edu by November 7, 2016.
- Email an electronic copy to rjohnson3@palomar.edu by November 7, 2016.

PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING
Academic Department Resource Requests
YEAR TWO UPDATE – 2015-16

Department: Athletics and Competitive Sports

Date: 03/03/2016

Instructional Discipline Reviewed (Each discipline is required to complete a Program Review.)

DEFINITION

Program Review and Planning is the means by which faculty, staff, and/or administrators complete a self-evaluation of an academic discipline, program, or service. The self-evaluation includes an analysis of both quantitative and qualitative data on how the academic discipline, program, or service is supporting the mission and strategic planning of Palomar College in meeting the educational and career interests of students. Through the review of and reflection on key program elements, such as program data and student learning outcomes, Program Review and Planning defines the curriculum changes, staffing levels, activities, and/or strategies necessary to continue to improve the academic discipline, program, or service in support of student success. The Program Review and Planning process also ensures short-term and long-term planning and identification of the resources necessary to implement identified goals and priorities.

Purpose of Program Review and Planning:

Program Review and Planning for Years 2 and 3 provides a “check-in” on the Year 1 Comprehensive PRP. The PRP documents the vision and planning for a program or discipline. It also provides information for the development of the College’s Strategic Plan goals and annual objectives, documents overarching themes/issues occurring across academic programs and instruction, identifies the needs for resource allocations, and identifies department needs for developing the annual Staffing Plan update.

Palomar College Mission

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

List everyone who participated in completing this Program Review and Planning Document.

Scott Cathcart, Director of Athletics; Amber Slivick, Dept. ADA

PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING

Academic Department Resource Requests

YEAR TWO UPDATE – 2015-16

Resources Requested for Academic Year 2015-16: Identify the resources needed to achieve the department's goals and plans. **RESOURCE REQUESTS THAT SUPPORT MORE THAN ONE DISCIPLINE SHOULD BE INCLUDED ON THIS FORM.**

STEP I. Resources Requested for FY 2015-16: Identify all additional resources you will need to achieve goals, plans and strategies. First, identify all resource needs in each budget category. You may have up to five (5) requests per budget category. Provide a meaningful rationale for each request and how it links to your Goals, Plans, and Strategies. Resource requests to simply replace budget cuts from previous years will not be considered. Negotiated items should not be included in any resources requested. PLEASE NOTE THAT ALL FUNDING ALLOCATED BY IPC IS ONE-TIME AND MUST BE SPENT WITHIN THE DEFINED TIMELINE. Click here for examples of [Budget Category](#).

Prioritize within each category and then prioritize across categories in Step II.

*Refer to Strategic Plan 2016 Objectives at <http://www.palomar.edu/strategicplanning/StrategicPlan2016-Year2.pdf>

a. Equipment (per unit cost is >\$500) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
a.1	Wascomat Model DXSM665C Purchase/replacement of industrial-grade washer for equipment management operations	1	Goal 5	Current equipment has had a long and extended life, based on the requirement frequent repairs beyond warrantee. Efficient operation of this equipment critical to the athletics operation both in terms of volume capability and proper care of apparel and soft goods.	\$10,000 (Including tax, delivery, installation)	One time	Annual operational supplies budget will not support this purchase.

Presented to Faculty Senate, 9/22/2014

Approved by IPC, 10/22/2014

Approved by Faculty Senate, 11/3/14

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PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING

Academic Department Resource Requests

YEAR TWO UPDATE – 2015-16

a. Equipment (per unit cost is >\$500) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
a.2.	<p>Aggregate Athletic Training Items:</p> <p>Alert Aqua Portable with cup dispensers and casters (Alert Services) The redesigned Aqua Portable TM transports Gatorade or water from the field house or dressing room to the sideline of any athletic event. Moves easily from one location to another. Ideal for pool decks, tennis courts, and gymnasiums.</p> <p>Cramer PowerFlo 50 (2628) Medco Serves 6 drinking stations from 50 gallon wide-mouth tank. Self –contained, powered by 12v rechargeable battery. Coiled hoses FDA approved. Nozzles incorporate FDA approved components. Powder coated metal cart features unique anti-tipping steering system.</p> <p>Cramer Power Mister 3X (2406-55) Medco –Transform portable drinking station into a cooling misting system.</p> <p>Rubbermaid 10 gallon Water Coolers Double wall construction built tough for years of use.</p>	<p>1 of a.2</p> <p>2 of a.2</p> <p>3 of a.2</p> <p>4 of a.2</p>	<p>Goal 5</p> <p>Goal 5</p> <p>Goal 5</p> <p>Goal 5</p>	<p>Safety and welfare of student athletes. Equipment/Modality units and accessories needed in the athletic training/sports medicine area to successfully service and responsibility treat Palomar College student athletes. Enhance and increase safety and welfare standards for the benefit of participating student athletes; better protect the district in the area of liability issues associated with the care and prevention and treatment of athletic injuries.</p> <p>Hydration station allows multiple student athletes to rehydrate during practices/competitions.</p> <p>Cooling system that allows student athletes relief from excessive heat during practices/competitions.</p> <p>Provide cold water to student athletes during practice and competitions. Replaces outdated 10-gallon coolers.</p>	<p>\$1,939.50</p> <p>\$2,095.00</p> <p>\$2,747.60</p> <p>\$1,434.60</p>	<p>One time</p> <p>One time</p> <p>One time</p> <p>One time</p>	<p>For all items listed under the a.2 heading: annual operational supplies budget for Athletic Training will not support these one-time equipment purchases.</p>

Presented to Faculty Senate, 9/22/2014

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PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING

Academic Department Resource Requests

YEAR TWO UPDATE – 2015-16

a. Equipment (per unit cost is >\$500) Enter requests on lines below.

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	Rubbermaid 5 Drawer Utility Cart (Medco) –Tough, compact cart rolls training supplies through narrow doors to competition site. Five slide-out drawers with molded-in grips provide instant access to any item; removable locking bar secures drawers during transport, helps safeguard contents. One-piece molded top provides comfortable push-pull handle; cord wrap bar; divided storage areas for small items; slots for scissors, shears; central worktop that supports up to 250 lb.	5 of a.2	Goal 5	This cart will allow the athletic training staff to contain bio hazard supplies in one general area to minimize the spreading of pathogens when dealing with blood in the athletic training room and during events in the gymnasium per OSHA guidelines.	\$1,120.60	One time	
	Dynatron X5 Soft Tissue Oscillation Device – The unique construction utilizes a non-conductive layer to prevent current flow, thus creating an electrostatic field between the probe, gloves, and the tissue. By quickly alternating the polarity, a vibratory mechanical action is created which is highly effective in the treatment of both acute and chronic pain.	6 of a.2	Goal 5	Equipment/Modality units and accessories needed in the athletic training/sports medicine area to successfully service and responsibly treat Palomar College student athletes. Enhance and increase safety and welfare standards for the benefit of participating student athletes; better protect the district in the area of liability issues associated with the care and prevention and treatment of athletic injuries.	\$5,489.90	One time	
	Sports Hydration Cart (Medco 267903)			Equipment/Modality units and accessories			

Presented to Faculty Senate, 9/22/2014

Approved by IPC, 10/22/2014

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PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING

Academic Department Resource Requests

YEAR TWO UPDATE – 2015-16

a. Equipment (per unit cost is >\$500) Enter requests on lines below.

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	Eight drinking nozzles on 5 ft. coiled hoses 35 gallon poly tank 2.8 GPM 12 volt pumps with rechargeable battery and waterproof charger Handles retract for safety Wide body frame helps prevent tipping. Wheel barrow style design, on 5 x 13" pneumatic tires, makes handling easier over uneven terrain Overhead manifold folds down for ease in storage and transport Retractable hitch assembly Includes Sport Pouches for water bottles and trainer supplies.	7 of a.2	Goal 5	needed in the athletic training/sports medicine area to successfully service and responsibly treat Palomar College student athletes. Enhance and increase safety and welfare standards for the benefit of participating student athletes; better protect the district in the area of liability issues associated with the care and prevention and treatment of athletic injuries.	\$3,264.80	One time	
	Outdoor Boss Self Contained Drinking System (Alert Services 805501) Affordable, portable, versatile: rehydrate athletes at home and on the road. Fits 10 or 7 gallon twist-top coolers - just replace cooler top with lid assembly incorporating pump and 4 drinking stations. Stations feature FDA-approved suction hoses with filters, manual spray nozzles with auto shut-off valves. Auto-sensing, pressure activated pump shuts off when not in use, conserving battery.	8 of a.2	Goal 5	Equipment/Modality units and accessories needed in the athletic training/sports medicine area to successfully service and responsibly treat Palomar College student athletes. Enhance and increase safety and welfare standards for the benefit of participating student athletes; better protect the district in the area of liability issues associated with the care and prevention and treatment of athletic injuries.	\$3,587.75	One time	
	Table Pro Portable Treatment Table			Allows the athletic training staff to minimize			

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PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING

Academic Department Resource Requests

YEAR TWO UPDATE – 2015-16

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Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
a.2. Total	(Medco 266740) – Efficient design transports everything needed for sideline treatment and taping: Includes comfortable upholstered pad for table top; no wobbly table legs, travels on sturdy turf tires, sets up in minutes; case folds to a compact size, includes removable trays with lids, fixed drawer on glides; provides many tilt-bins, tape spindles. Outside dimensions (open for use): 65.8" x 23.6" x 37.1" (includes tires); outside dimensions (closed for transport): 47.4" x 32.9" x 37.1" (includes tires). Weight: 31.3 lb.	9 of a.2	Goal 5	the amount of equipment required for all football games, home or away. Accessible drawers and bins to find supplies in a more efficient way when tending to the needs of the student athlete.	\$3,771.25	One time	
	Mueller Medi Kit 100 (Medco20708) Heavy-duty metal case has special metal divider to keep 4oz aerosols upright. Black.	10 of a.2	Goal 5	Travel kits for each athletic team: contains supplies that are required to assist the student athletes at an away competitions Replace lost/broken travel kits.	\$1,770.07		
	<u>Aggregate Athletic Training Items Total</u>	--	Goal 5	--	<u>\$25,126.07</u> Tax included	<u>One time</u>	

PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING

Academic Department Resource Requests

YEAR TWO UPDATE – 2015-16

a. Equipment (per unit cost is >\$500) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
a.3	Annual Football Equipment Reconditioning and Certification Augmentation of the equipment budget specifically to address the annual required certification of protective football equipment.	3	Goal 5	Annual liability insurance requirement to insure that protective equipment meets industry safety standards and insures the district's best effort to provide reliable protective equipment and a safe environment for students participating in the intercollegiate football program.	\$7,000	Annual	Remains a struggle each year to fund as a component of the limited athletic equipment budget (400010 08350).
a.4	Smithco MVP Utility Cart – Vehicle specific to field prep and maintenance for baseball and softball.	4	Goal 5	Utility vehicle specific to maintenance and preparation for baseball and softball infields	\$11,500	One time	Annual operational supplies budget will not support this purchase.

b. Technology (computers, data projectors, document readers, etc.) Enter requests on lines below.

PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING
Academic Department Resource Requests
YEAR TWO UPDATE – 2015-16

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
b1.	Computer Upgrade - Six (6)-to-Eight (8) upgraded desktop computers for student-athlete study lab (would gladly accept surplus units in good working condition).	1	Objective 5.4	Improve efficiency/capability of athletics study lab for student athletes.	\$10,000 if new; unknown for surplus.	One time	Annual operational supplies budget will not support this purchase.
b2.	Porta-Phone System - All-in-one sideline communication headset system for football. Total of five sets (two for press box, three for field).	2	Objective 5.4	Current system is five years old and outdated. Often inoperable due to wireless technology for scoreboard and timing system interference at various venues.	\$5,500	One time	Annual operational supplies budget will not support this purchase.

c. Budget for 4000s (per unit cost is <\$500 supplies) Enter requests on lines below.

PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING
Academic Department Resource Requests
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Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
c1.	Bledsoe Axiom-D Knee Braces Custom-fitted as protective equipment for offensive and defensive linemen (football).	1	Goal 2	Safety item for interior line play in football. Custom fitted to individual participants; each pair expected to last for two seasons of competition. Will reduce the frequency of major knee injuries in the football program.	\$4,500	Annual	Not currently funded. Item considered to be required protective equipment for the safety of select group of football players and borne out of Athletic Equipment budget.
c2.	Expendable Supplies Augmentation Equipment management operation requires augmentation to budget for expendable supplies: field paint, industrial strength laundry detergent, socks, swimsuits, spandex shorts, baseballs and softballs.	1	Goal 5	Standing equipment management budget has not been augmented to maintain pace with rising costs and increased units of various expendable supplies as noted.	\$4,500	Annual	Limited amount of the athletic equipment budget no longer meets the annual needs to cover cost of expendable supplies (400010 08350).

PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING

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c. Budget for 4000s (per unit cost is <\$500 supplies) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
c3.	Uniforms for Cheerleading Program Purchase and replacement funding to provide for cheerleading uniform and associated supplies.	2	Goal 5	The Athletics Program has never been provided with specific budgeting to support the cheerleading program, which has essentially the same annual requirements of any other athletic team.	\$2,500	Annual	Not currently funded. Replacement of lost, obsolete or damaged uniforms has been borne by the existing Athletic Equipment account (400010 08350) with no consideration of augmentation since program moved to the Athletic Program in 2008.

d. Budget for 5000s (printing, maintenance agreements, software license etc.) Enter requests on lines below.

PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING
Academic Department Resource Requests
YEAR TWO UPDATE – 2015-16

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
d1.	Charter Transportation for large teams in addition to football (specifically: baseball, softball, soccer, swim/dive, track & field)	1	Goal 5	Student and employee welfare as it regards safety and efficiency for mandatory travel to sanctioned athletic events. In a survey of 17 CCCAA peer-institution programs (those with 16-or-more sport teams) initiated by the Athletic Department in August of the current year (complete results/analysis available), Palomar College ranked 13 th in its average number of annual charter trips to competition sites. Of the four schools with fewer trips, none incur charter travel to home football games (without its own facility, Palomar hosts football contests at Escondido High School.	\$15,000	Annual	General operations budget 5000010 60100 cannot support this much-needed enhancement at current budgeting level.
d2.	Replecement of per diem funding and lodging expenses for student athletes and staff members on mandatory athletic road trips.	2	Goal 1	Reasonable expense to nourish student athletes, coaches and support staff on extended travel days/nights for intercollegiate competition.	\$35,000	Annual	Annual funding from district department cost center 5000010 has been appropriated for this purpose in the past.

PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING

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d. Budget for 5000s (printing, maintenance agreements, software license etc.) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
d3.	Software Licensing Fees – Establish annual maintenance and licensing fund to address rising costs for photographic (game video), computer and communication systems.	3	Objective 5.4	Up-dated video, computer and communication apparatus is crucial to instruction and contest preparation, as driven by competition among peer programs. Existing equipment requires periodic maintenance and annual payment of rights usage fees affecting various sport programs.	\$5,000	Annual	Required existing licensing and upgrades create strain on available district operational funding.
d4.	Officiating Expense Increase - Budget enhancement to address increase in overall officiating fees from 2012-13 levels to 2013-14 levels.	4	Goal 2	CCCAA and regional fees for officiating have increased approximately 15 percent over the past two years, including required assigned line judges in men's and women's volleyball.	\$2,500	Annual	Yes, but increase in unavoidable expenditure not available in current budget allocation.

e. Classified staff position (permanent/contract position requests unique to this discipline) Enter requests on lines below.

PALOMAR COLLEGE ACADEMIC PROGRAMS – PROGRAM REVIEW AND PLANNING

Academic Department Resource Requests

YEAR TWO UPDATE – 2015-16

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
e1.	Certified Athletic Trainer – Program is in dire need of an additional permanent certified athletic trainer (.45, 10-month position acceptable). Continues to fill this position on a part-time hourly basis, which eliminates the opportunity to meet the need of personnel continuity and efficiency.	1	Goal 4	Provide appropriate athletic training/sports medicine coverage for all athletic contests as required by the governing body (CCCCAA Bylaw 9); daily practice sessions and compliant non-traditional season events. Increase the personal welfare and safety conditions for participating student athletes; minimize the district liability exposure; reduce the need to initiate expensive overtime hours of current athletic training staff.	Unknown	Annual	None; new position. Top-priority hire for the Athletic Program for seven years; meeting a health/safety need and position required to meet legal and/or regulatory mandates are the top priority factors in the established Student Services staffing plan.
e2.	Sports Information Specialist Increase allowable hours, enhance employment status of Sports Information	2	Goal 4	Important position for the efficient and successful operation of the intercollegiate athletic program. Positioned to bring	Unknown	Annual	None

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e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
	Specialist.			recognition and recruitment interest to participating student athletes. Contributions include administration of the department website; cultivation of regional, state and national media contacts and industry-related outlets, bringing appropriate notoriety of the institution through the endeavors of the intercollegiate athletic program. Contest operations include management of statistical data, specific to CCCAA Bylaw 4.3.3, which is a required and specifically dated task under the penalty of sanction; scores reporting and record keeping. Serves as department historian and key member of the Athletic Hall of Fame Committee. Current hourly restrictions and lack of benefits have long been inappropriate for this position, which, in effect, is currently recognized as working out of class.			
e3.	Athletic Administrative Assistant Creation of entry-level position to serve as administrative assistant to the Director	3	Goal 4	Increase general operations and event coverage capability of the department to better meet the needs of the intercollegiate	Unknown	Annual	None

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e. Classified staff position (permanent/contract position requests unique to this discipline) *Enter requests on lines below.*

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
	of Athletics.			athletic program as based on its current scope. Administrative oversight a CCCAA requirement for all home athletic events. Would put Palomar College athletic operations on par with peer programs in the state.			

f. Classified staff position (temporary and student workers position requests unique to this discipline) *Enter requests on lines below.*

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
f1.	Short-Term Hourly Budget Enhancement of the short-term hourly	1	Goal 1	This is a trade-off based on the acceptance or non-acceptance of item e.1.	\$10,000	Annual	Requested as augmentation to

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f. Classified staff position (temporary and student workers position requests unique to this discipline) Enter requests on lines below.

Resource	Describe Resource Requested	Prioritize these requests 1,2,3, etc.	Strategic Plan 2016 Goal/ Objective Addressed by This Resource (Link)	Provide a detailed rationale for the requested resource. The rationale should refer to your discipline's plan, analysis of data, SAO assessments, and/or the College's Strategic Plan	Estimated Amount of Funding Requested	Will this be one-time or on-going funding?	Is resource already funded (in part or in full)? If so, name source. Why is that source not sufficient for future funding?
	budget (230010), also used for necessary overtime-hour compensation of classified staff personnel.			If the department is to function without permanent staffing, it will require additional funding for temporary part-time and overtime-hours in the areas of athletic training, equipment/facilities operations.			existing 230010 compensation cost center.
f2.	Student Tutorial Assistance Employ part-time hourly student tutors, specifically assigned to meet the needs of student athletes, as supervised by the academic athletic counselor.	2	Goal 1 Objective 1.1	Specifically intended to improve the academic performance, retention and transferability of participating student athletes. Funding request based on two (2) student tutors assigned for three days per week, three hours per day at \$10 per hour for 20 weeks (10 weeks in each of the fall and spring semesters).	\$3,600	Annual	None currently; requested as augmentation for stated specific purpose to the existing 230010 compensation cost center.

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STEP II. Prioritize Resource Requests. Now that you have completed Step I, prioritize all of your resource requests as one group; not prioritized within each budget category. This means you could have your #1 priority in technology, your #2 priority in short-term hourly, and your #3 priority in equipment, etc. If you actually have five (5) requests in each of the six (6) budget categories, you would end up with 30 prioritized requests. **IPC will not consider requests that are not prioritized.** Note that all funding allocated by IPC is one-time and must be spent within the defined timeline.

Priority Number for all Resource Requests in Step I	Resource Item Requested	Fund Category	Discipline goal addressed by this resource	Strategic Plan 2016 Objective Addressed by this Resource*	Provide a detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)	Amount of Funding Requested (include tax, shipping, benefits, etc.)
1.	Wascomat Model DXSM665C	5000	Goal 5	District.	Current equipment has had a long and extended life, based on the requirement frequent repairs beyond warrantee. Efficient operation of this equipment critical to the athletics operation both in terms of volume capability and proper care of apparel and soft goods.	\$10,000
2.	Charter Transportation for large teams in addition to football (specifically: baseball, softball, soccer, swim/dive, track & field)	5000	Goal 5	District	Student and employee welfare as it regards safety and efficiency for mandatory travel to sanctioned athletic events. In a survey of 17 CCCAA peer- institution programs (those with 16-or-more sport teams) initiated by the Athletic Department in August of the current year (complete results/analysis available), Palomar College ranked 13 th in its average number of annual charter trips to competition sites. Of the four schools with fewer trips, none incur charter travel to home football games (without its own facility, Palomar hosts football contests at Escondido High School.	\$20,000
3.	Annual Football Equip. Reconditioning and Certification	5000	Goal 5	District	Annual liability insurance requirement to insure that protective equipment meets industry safety standards and insures the district's best effort to provide reliable protective equipment and a safe environment for students participating in the intercollegiate football program.	\$7,000
4.	Replecement of per diem funding	5000	Goal 1	District	Replace former budget to Reasonable expense to nourish and lodge student athletes when necessary for extended travel days/nights for intercollegiate competition.	\$35,000
5.	Bledsoe Axiom-D Knee Braces	5000	Goal 2	District.	Safety item for interior line play in football. Custom fitted to individual participants; each pair expected to last for two seasons of competition. Will reduce the frequency of major knee injuries in the football program	\$4,500
6.	Aggregate	5000	Goal 1, 5	District	Aggregate (note itemized list) athletic training/sports medicine items	\$25,126.07

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Priority Number for all Resource Requests in Step I	Resource Item Requested	Fund Category	Discipline goal addressed by this resource	Strategic Plan 2016 Objective Addressed by this Resource*	Provide a detailed rationale for each item. Refer to your goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If item is already funded, name the source and describe why it is not sufficient for future funding.)	Amount of Funding Requested (include tax, shipping, benefits, etc.)
	Athletic Training Items (see a.2 above)				specific to the daily safety and welfare of participating student athletes	
7.	Smithco MVP Utility Cart	5000	Goal 5	District	Utility vehicle for equipment/facility operations and specific to maintenance and preparation for baseball and softball infields	\$11,500
8.	Porta-Phone System	2	Objective 5.4		All-in-one sideline communication headset system for football. Total of five sets (two for press box, three for field). Current system is five years old and outdated. Often inoperable due to wireless technology for scoreboard and timing system interference at various venues.	\$5,500

STEP III. Contract Position Requests. Prioritize all contract positions you feel are needed to achieve your goals, plans and strategies. Include all requests for Classified, CAST, and Administrator positions that either replace a vacancy due to retirements, resignations, lateral transfers, etc., or any new positions. You may request up to ten (10) positions and they must be prioritized to be considered by IPC. Please note that only these position requests will be prioritized by IPC when developing the annual Staffing Plan for Instruction. (Do not include faculty positions.)

Priority Number for Contract Position Requests	Position Title/Category Requested	Fund Category	Discipline goal addressed by this resource	Strategic Plan 2016 Objective Addressed by this Resource*	Provide a detailed rationale for the each position. The rationale should refer to your discipline's goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If position is already funded, name the source and describe why it is not sufficient for future funding.)	Amount of Funding Requested (include benefits)
1.	Sports Information Specialist Increase allowable hours, enhance employment status of Sports Information Specialist.	Classified Compensation	Goal 4	District	Important position for the efficient and successful operation of the intercollegiate athletic program. Positioned to bring recognition and recruitment interest to participating student athletes. Contributions include administration of the department website; cultivation of regional, state and national media contacts and industry-related outlets, bringing appropriate noteriety of the institution through the endeavors of the intercollegiate athletic program. Contest operations include management of statistical data, specific to CCCAA Bylaw 4.3.3, which is a required and specifically dated task under the penalty of sanction; scores reporting and record keeping. Serves as department historian and key member of the Athletic Hall of Fame Committee. Current hourly restrictions and lack of benefits have long been inappropriate for this position, which, in effect, is currently recognized as working out of class.	Unknown
2.	Student	23000	Goal 1	SSI	Part-time temporary budget enhancement to employment hourly student	\$3,600 annually

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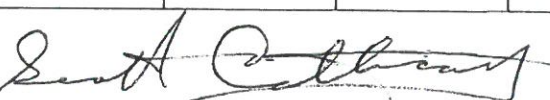
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Priority Number for Contract Position Requests	Position Title/Category Requested	Fund Category	Discipline goal addressed by this resource	Strategic Plan 2016 Objective Addressed by this Resource*	Provide a detailed rationale for the each position. The rationale should refer to your discipline's goals, plans, analysis of data, SLOACs, and the Strategic Plan. (If position is already funded, name the source and describe why it is not sufficient for future funding.)	Amount of Funding Requested (include benefits)
2.	Student Tutorial Assistance	23000	Goal 1 Objective 1.1	SSI	Part-time temporary budget enhancement to employment hourly student tutors, specifically assigned to meet the needs of student athletes, as supervised by the academic athletic counselor. Specifically intended to improve the academic performance, retention and transferability of participating student athletes. Funding request based on two (2) student tutors assigned for three days per week, three hours per day at \$10 per hour for 20 weeks (10 weeks in each of the fall and spring semesters).	\$3,600 annually


Department Chair/Designee Signature


Date


Division Dean Signature


Date

Student Services District Board Policies and Administrative Procedures			
Area	BP/AP	Title	Suggested Revise
Institutional	BP 5000	Student Responsibility	* Change title to "Student Rights and Responsibilities" * Review student focus/insert student focus
Enrollment Services	BP 5010 AP 5010	Admissions and Concurrent Enrollment	* Needs review and updating
Enrollment Services	AP 5011	Admission and Concurrent Enrollment of H.S. & Other Young Students	* Needs review and updating
Enrollment Services	AP 5012	International Students	
Enrollment Services	AP 5013	Students in the Military	* Needs review
Enrollment Services	BP 5015 AP 5015	Residence Determination	* Needs review and updating
Enrollment Services	BP 5020 AP 5020	Nonresident Tuition	* Needs review and updating
Fiscal Services	BP 5030 AP 5030	Fees	* Shift to Fiscal Services
Enrollment Services	AP 5031	Instructional Material Fees	* Needs review and updating
Enrollment Services	BP 5035 AP 5035	Withholding of Student Records	* Needs review and updating
Enrollment Services	BP 5040 AP 5040	Student Records, Directory Information and Privacy	* Needs review and updating
Enrollment Services	BP 5045 AP 5045	Student Records: Challenging Content and Access Log	* Needs review and updating
Counseling Services	BP 5050 AP 5050	Matriculation	* Needs review and updating
Enrollment Services	BP 5052 AP 5052	Open Enrollment	* Needs review and updating
Enrollment Services	BP 5055 AP 5055	Enrollment Priorities	* Needs review
Enrollment Services	AP 5070	Attendance	* Needs review
Enrollment Services	AP 5075 BP 5075	Course Adds and Drops	* Needs review
Counseling Services	BP 5110 AP 5110	Counseling Services	* Needs review
Counseling Services	BP 5120 AP 5120	Transfer Center	* Needs review

Enrollment Services	BP 5130 AP 5130	Financial Aid, Veterans' & Scholarship Services	* Needs review
Counseling Services	BP 5140 AP 5140	Disability Resource Center (DRC)/Disabled Students Programs and Services (DSPS)	* Needs review
Counseling Services	BP 5150 AP 5150	Extended Opportunity Programs and Services (EOPS)	No review needed
Counseling Services	AP 5160	GEAR UP Program	* Needs review
Counseling Services	AP 5170	TRIO Program	* Needs review
Health Services	BP 5200 AP 5200	Health Services	Review completed
Health Services	BP 5210 AP 5210	Communicable Disease	Review completed
Counseling Services	BP 5300 AP 5300	Student Equity	* Needs review from Olga Diaz
Student Affairs	BP 5400 AP 5400	Associated Student Government (ASG)	Review completed
Student Affairs	BP 5410 AP 5410	Associated Student Government (ASG) Elections	Review completed
Student Affairs	BP 5420 AP 5420	Associated Student Government (ASG) Financial Management	* Needs review
Student Affairs	BP 5500	Standards of Conduct	At P&P
Student Affairs	BP 5510	Off-Campus Student Organizations	No review needed
Student Affairs	AP 5520	Student Discipline Procedures	* Needs review
Student Affairs	BP 5530	Student Rights and Grievances	At P&P
Institutional	AP 5550	Speech: Time, Place and Manner	At P&P
Institutional	BP 5570 AP 5570	Solicitors on Campus	* Being reviewed and revised
Enrollment Services	AP 5610	Voter Registration	* Need review
Athletics	BP 5700 AP 5700	Athletics	Review completed
Police Department	BP 5757 AP 5757	Parking	* Needs review
Fiscal Services	BP 5800	Bookstore	* Shift to Fiscal Services
Police Department	BP 5900 AP 5900	Prevention of Identity Theft in Student Financials	* Needs review

Indicates complete

Not Student Services

STUDENT SERVICES PLANNING COUNCIL**Role**

- Develops, implements, evaluates and revises Student Services' plans and initiatives, both short- and long term.
- Develops, reviews, and updates the process (qualitative and quantitative elements and instrument) and establishes the timeline for the 2-year Institutional Program Review and Planning (IPR&P) cycle for Student Services.
- Reviews and summarizes IPR&P documents and utilizes them to develop and guide recommendations for priorities for Student Services, including budget, staffing needs, equipment, technology, facilities, and other resources essential to support Student Services and the success of students.
- Utilizes the District's Strategic Plan and the Annual Implementation Plan to guide and outline its goals, tasks and actions to be accomplished in the academic year.
- Make recommendations relevant to any matters or issues that impact Student Services and/or by request from SPC.
- Provides guidance, direction, and oversight to these committees:
 - Academic Review Committee
 - Student Equity Committee
 - Registration Committee
 - Scholarship Committee
 - Campus Police Committee
 - Matriculation and Transfer Committee
 - Financial Aid & Appeals Committee

Convenes a subcommittee to review and update the process (qualitative and quantitative elements and instrument) and timeline for requesting full-time positions and to prioritize each year's list of full-time positions for discussion and endorsement by SSPC, forwarding the recommendation to SPC as information.

Products

- Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities
- Progress report on Strategic Plan and AIP
- Annual goals and accomplishments
- Full-time Position Priority Recommendations

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Second and Fourth Wednesday of the month from 9:30 a.m. to 11:00 a.m.

Chair

Vice President, Student Services

Members

- Dean, Counseling Services
- Director, Career Services
- Director, Transfer Center
- Director, Health Services
- Director, Athletics
- Director, Enrollment Services
- Director, Student Affairs
- Chair, Counseling (or designee)
- Chief of Police
- One EOP&S Faculty Member

- One DRC Faculty Member
- One Faculty representative appointed by Faculty Senate from Instructional Areas
- One Faculty representative who is also on the Faculty Senate
- Research Analyst
- Two Classified Unit Employee representatives appointed by CCE/AFT (one from Student Services)
- One Student representative appointed by ASG
- One Confidential and Supervisory Team representative from Student Services appointed by CAST
- One Palomar Faculty Federation representative appointed by PFF
- One Faculty representative from the Pride Center, appointed by the Faculty Senate

Approved by SPC 5-07-02
Latest Revision 02-03-15

Linkages to Other Initiatives

Initiative	Description	PC Allocation 2016-17
SSSP	To increase student success by providing students with core SSSP services to assist them in achieving their educational and career goals.	\$2,784,146
NCSSSP	To provide core services to students enrolled in courses in the following noncredit areas: * Elementary and Secondary Basic Skills * English as a Second Language * Short-Term Vocational * Workforce Preparation	\$183,723
SEP	To support the disproportionate impact groups as identified in our SEP.	\$1,535,920
BSI	To provide resources to assist students in acquiring college-level reading, writing, mathematics, critical thinking and study skills.	\$177,000
AEBG	To identify the educational needs of adults and to support the effective provision of services.	\$524,586 to PC of \$2,502,639 to Region X from Consortia
Workforce	To support students transitioning from unemployment, to community college and back to work.	\$2,072,000