

**INSTITUTIONAL REVIEW
CAREER TECHNICAL AND EXTENDED EDUCATION
PART C-2 - NONINSTRUCTIONAL**

PROGRAM/ DEPARTMENT	PROGRESS/ACCOMPLISHMENTS	PROGRAM/DEPARTMENT GOALS
<p>Extended Education</p>	<p>Previous Goals</p> <ol style="list-style-type: none"> 1. Conduct a needs assessment in communities where the center and sites are located. (Progress: Completion delayed pending review of roles of Centers and Sites.) 2. Analyze the offerings over the past three years; note deficiencies in course offerings; and recommend the addition of specific courses at specific center/sites. (Progress: Extensive analysis of the course offerings has occurred by charting classes requested and those received. Additionally, all fall 05 and spring 06 classes meeting CSU transfer requirements have been placed on a grid, thereby showing where corrections need to be made. Dialogue for needed classes continues with the division deans and department chairs.) 3. In dialogue with appropriate groups, identify “selling points” for the center and sites. (Progress: A presentation was made to Chairs and Directors to explore “branding” of the center/sites. Dialog continues.) <p>Accomplishments</p> <p>Escondido</p> <ol style="list-style-type: none"> 1. Surveillance cameras installed Escondido Parking lots 2 and 3. 2. EC parking lots repaved, giving the center more “curb appeal.” 3. EC lobby reconfigured to better serve students. 4. Emergency procedures unique to EC developed and distributed. 5. The District is in the process of converting the north wing into six state-of-the-art classrooms for non-credit instruction. 6. ESC-703 and ESC-602 converted to labs for EME. 7. New faculty office built in the EME suite. 	<p>To provide comprehensive scheduling options to improve accessibility and timely program completion at the center and sites by:</p> <ol style="list-style-type: none"> 1. staggering GE courses that meet CSU requirements to give students optimum scheduling opportunities at the center and sites. 2. meeting with counselors at Mt. Carmel, Poway, Ramona and Fallbrook high schools to determine needs of graduating seniors. <p>Institutional Goal: Teaching and Learning Excellence</p> <p>To improve the learning environment at the Escondido Center/sites by:</p> <ol style="list-style-type: none"> 1. developing a plan to phase in ceiling-mounted LCDs in the Escondido Center classrooms. 2. requesting adequate instructional equipment for all locations. 3. completing the Escondido Center 800 wing and ensuring that the six new classrooms are adequately equipped for effective non-credit instruction. 4. converting ESC-402 into a wet lab suitable for the full array of science classes; lab will have new cabinets, sinks, electrical outlets at all work stations, and a compressed air system.

	<ol style="list-style-type: none"> 8. ESL reception counter remodeled to better serve students. 9. Class meeting pattern changed by 15 minutes to allow faculty and students adequate drive-time from the San Marcos campus. 10. Scheduling of classes has become more efficient as management continues to work with deans and department chairs. 11. With the hiring of a Maintenance Technician II, a Custodian I, and a Custodian II, the Facilities Department is now fully staffed – for the first time in over five years. 12. An aggressive marketing campaign was implemented to improve use of Center and Sites. 13. Worked with Noncredit Programs to develop a CNED Basic Skills class for the military’s MHSP program at Camp Pendleton. 14. Upgraded computers at all sites. 15. Increased spending for marketing and implemented an aggressive marketing campaign at all sites. 	<ol style="list-style-type: none"> 5. removing ESC-701 from the classroom inventory and converting this space and the adjacent facilities storage area to a suite of faculty offices. <p>Institutional Goal: Organizational and Professional Development To enhance the knowledge and build morale of front-line staff by:</p> <ol style="list-style-type: none"> 1. providing semi-annual admissions training session for all center/site staff. 2. inviting President Deegan to an Escondido staff meeting. 3. inviting President Deegan to tour Mt. Carmel site. 4. inviting V.P. Cuaron to tour Camp Pendleton site. <p>Institutional Goal: Facilities Improvement To enhance the outside appearance and security of the Escondido Center by:</p> <ol style="list-style-type: none"> 1. installing Palomar College signature banners in parking lot 1. 2. evaluating the effectiveness of security cameras installed in lots 2 and 3 and determining whether there is a need for a camera in parking lot 1. <p>Institutional Goal: Resource Management To broaden the level of services at the Escondido Center by: requesting courier service five days a week; determine cost of additional service and look for funding sources.</p>
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<p>Workforce and Community Development</p>	<ul style="list-style-type: none"> • Obtained license and renewed certification for distributing Command Spanish within our District – delivered program to over 50 students during the first two years • Obtained C.E.U. authorization for Psychology professional - new police psychology certificate program to be offered in Spring 2006 • Expanded the Venture travel classes adding at least two new international travel and educational learning opportunities and at least two new local day trip opportunities each semester • Took over the administration of the Youth Orchestra and Youth Chorale programs and did so with some measurable profit during the first year • Launched a Venture summer youth program, “College For Kids” to meet the needs of the community with the return to the traditional school year for elementary and junior highs - launched in June 2004 with 300+ students then expanded in the summer of 2005 with over 900 students • Expanded hours of operation for ACT Center to accommodate additional needs for the Transportation Security Administration (TSA) testers – we did this and then closed the ACT Center in January 2005 because the center was not recovering its costs • Researched actual indirect costs on campus prepared proposal for Fiscal Services, after a nearly two-year discussion, the indirect cost was reduced for our programs • Prepared procedures and new contract forms for hiring contract trainers for Human Resources • Conducted 8 on-site training contracts for 200+ employees • Offered CBET ESL classes to over 1,000 adults • Conducted 9 fee-based professional development classes training over 143 individual • Conducted 6 non-credit Customer Service Academy classes serving 158 students (FTES for campus) 	<p>Budget Goals California English School (CES) 59,381.00 Workforce & Community Development (WCD) <u>1,538,412.00</u> Total: \$1,597,793.00</p> <p><i>Student Success – Facilitate student learning and goal attainment by providing comprehensive educational programs and services in diverse, accessible formats and locations.</i></p> <p>CES Objectives: Contributing to student success by recruiting students from non-English speaking countries who are considered friendly to the United States. CES assists international students with intensive English as a Second Language instruction, enabling students to pass the TOEFL exam and then encouraging them to transfer to Palomar College as for-credit international students.</p> <p>CES Goals:</p> <ul style="list-style-type: none"> • 15 students for Fall 2005 and 20 students for Spring 2006 • Continue to encourage CES students who pass the TOEFL exam to transfer to Palomar College – historically CES has averaged one-third from each class transferring. <p>Community Development Objectives: Contributing to student success by offering a wide variety of not-for-credit workshops and seminars for personal and professional enrichment.</p> <ul style="list-style-type: none"> • Expanding our youth programming, providing an opportunity to build new skills and fill in the educational gaps not met by public, private and home schools. Introducing the campus to our community’s youth and encouraging them to
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	<ul style="list-style-type: none"> • Conducted 1,203 Venture classes for 7,647 attendees • Offered intensive ESL classes at the California English School for 50 international students 	<p>enroll at Palomar College for their on-going educational needs.</p> <ul style="list-style-type: none"> ○ 1 Charter School enrichment programs Fall 2005 ○ 3 Charter Schools enrichment programs Spring 2006 ○ 100 home school students attending enrichment programs via Venture Spring 2006 ○ 10 new Trades & Industry courses for High School students Venture Spring 2006 ○ 1,000 registrations College for Kids Summer 2006 <ul style="list-style-type: none"> • Expanding profitable certificate programs for professional development via Venture offerings <ul style="list-style-type: none"> ○ Motorcycle Safety Program – add a 3rd specialty range ○ Research the addition of an ATV Safety Program (Fallbrook property) ○ Pilot the new Policy Psychology Certificate Program ○ Converting and adding courses for deaf students Spring 2006 Venture <p>Workforce Development Objectives: Contributing to learner’s success by offering contract training for employees in the workplace, enabling them to be more productive employees.</p> <p>Workforce Development Goals:</p> <ul style="list-style-type: none"> • 5 new companies partnering with us for contract training • 800 learners advancing ESL skills (CBET program) • 50 learners advancing ESL via workplace learning • 20 learners advancing Spanish via workplace learning
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