

# PALOMAR COLLEGE INSTITUTIONAL REVIEW

**-2005 NON-INSTRUCTIONAL PROGRAMS DATA COLLECTION FORM-**  
*PLEASE READ "2005 NON-INSTRUCTIONAL PROGRAMS GUIDELINES FORM" BEFORE PROCEEDING.*

**Non-Instructional Program Reviewed in this Document: Articulation**

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**1. Progress Report. Review previous year's institutional review.** Describe the progress made on any recommendations or areas of need identified in your previous year's review. Specifically, describe progress made toward current department goals and objectives, and learning outcomes.

- Updated and maintained 650+ articulation agreements
- Completed articulation with all University of California campuses for top 20 majors
- CurricuNet implemented
- All science majors articulated with UC Merced

**2. Provide effective data sources to evaluate this department.** Insert qualitative and quantitative data elements that can be used to evaluate this department—what information do you typically use to document your success and justify expanding your department or budget.

- 135,971 reports printed from assist.org 8/30/2004 – 8/29/2005
- Students seen (despite 100% release time for Articulation)  
128 walk-in; 46 appointments; wrote 124 educational plans
- 192 contacts with the Evaluations Department regarding CSU and UC policies for general education and transferred in course work
- Answer questions daily for counselors regarding articulation issues
- Interaction with the Instruction Office regarding new curriculum, CurricuNet, CSU and UC policies and regulations
- 160 courses, 33 programs and 16 packages of both courses and programs sent through CurricuNet as of the date of this report
- Courses approved for Palomar Associate in Arts Degree (9), CSU G.E (8), UC IGETC (6), new UC Transferable courses (14), new CSU transferable courses (55)
- 279 new articulations for SOCMAR

**3. Program assessment.** Assess needs of your department dictated by changes in staffing, equipment, training, software/technology and facility needs.

- Additional hours (NOHE) for Articulation Officer as a result of increased duties associated with CurricuNet, LDTP, Academic Advising, Palomar catalog clean-up, ASSIST and OSCAR
- Funding for training, conferences and state and local committee commitments which are necessary for articulation

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### 4. List accomplishments department has made in the last year.

- Served on the CurricuNet Team Group to implement the curriculum management software
- Participated in 11 CurricuNet training sessions for faculty and staff
- Articulations agreements updated for all majors at CSUSM, SDSU and UCSD. New agreements with UCLA, Merced, Monterey Bay, Long Beach, USD, National University and Osaka
- Updated and distributed advising sheets for Palomar AA, CSU GE, UC IGETC and UC TCA.
- Made major Catalog revisions for clarity and ease of use
- Renumbered Foreign Language courses
- Developed a course deactivation policy for the Curriculum Committee
- Updated and maintained all agreements in assist.org
- Submitted through OSCAR new curriculum for approval by CSU and UC systems
- PeopleSoft Mentor for Counseling faculty and staff
- Developed and published an articulation flyer to be used for high school students and outreach events
- Participated in the planning for the classified staff retreat
- Served on hiring committee for assessment support specialist
- Serve on High School Counselor committee
- Served on Transfer Day committee
- Member of Matriculation Advisory Committee
- Technology training for students and staff
- Visited Camp Pendleton, Pauma and Escondido educational sites
- Continue to provide articulation, general education, Title IV, and EO 595 information to faculty, Curriculum Committee and staff

### 5. List the department's current goals and objectives. (2-3 measurable goals that are congruent with Palomar College Strategic Planning Goals)

All goals are congruent with Student Success:

- Continue to develop prep for major articulation agreements (CalPoly SLO, Pomona and Fullerton)
- Continue training of faculty in CurricuNet
- Begin training for the implementation of Academic Advising
- Finalize the probation and dismissal policies
- Catalog clean-up of group repeatability
- Renumber Computer Science and Graphic Communications courses
- Work with the CSU system articulating LDTP major prep

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**6. Learning outcome goal and objective.** Identify one learning outcome that has been incorporated in one course in the program and identify a measure for determining whether the learning outcome has been achieved.

Learning Outcome: Define and communicate classroom and college expectations of students that foster shared responsibility for learning outcomes: Increase student awareness and use of student support services.

assist.org is now the primary tool used by faculty, staff and students for major preparation and transfer information to four year state universities. The site has been greatly expanded and updated and is now used as a research and planning tool for high school and college staff and students.

The number of reports requested and downloaded has increased each year for a high of 135,971 for 8/20/2004 – 8/29/2005

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### FEEDBACK & SUGGESTIONS TO INSTITUTIONAL REVIEW COMMITTEE FOR NEXT REVIEW:

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