

# 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: Counseling Department**

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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.

The Counseling Department measures growth using student head count measures and by tracking the number of Educational Plans created for students with 15 or more units completed. Data was extracted from the SARS Grid for students assisted during the time period of May 24, 2004 to May 20, 2005. The number of student Educational Plans were taken from the PeopleSoft reports of the same time periods. We continue to address the Counseling Department's primary goal of improving services to all students in our district through one-on-one contact, personal, academic, career, transfer, student orientations at District high schools and outreach to the Latino students.

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.

Data collected for this report is from both SARS and PeopleSoft during the period of May 24, 2004 to May 20, 2005.

Total students assisted	20,304
Total Educational Plans created or updated for students	9,600

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

Increase Counseling staff through replacing retiring faculty and evaluating the College's Faculty hiring priority process.  
Update counselor's computer equipment to maintain currency with technology and web access.  
Increase classified staffing to meet increased demand at the front desk.  
Assess and improve facilities to respond to students' demand.

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

Created a front desk office structure at the Escondido Center.  
Increased the number of student Educational Plans.  
Increased services for Latino students by providing outreach to 750 high risk students.  
Provided Orientation to students at 39 district high schools.  
Continue to provide Cyber-Counseling services to students at Ramona, Mt. Carmel and Poway Centers.  
Recruited 100 new students to the UniversityLink Program.  
Provided the course and training for the Palomar PEERS Program.

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

1. Assist students with the use of technology by creating Educational Plans.
2. Introduce web based resources required for transfer students.

## 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.

Counselors teach goal setting, personal development and the use of technology skills. The measurement of our strategic learning outcome will include the creation of an Education Plan with the declaration of a major or career goal selected by the student.

This Report Prepared By: Jose J. Fernandez 10/24/05  
Name (print and initial) Date

This Report Submitted To: Lynda Halttunen 10/24/05  
Name (print) Date

**FEEDBACK & SUGGESTIONS TO INSTITUTIONAL REVIEW COMMITTEE FOR NEXT REVIEW:** I would suggest each department approve their IR plan as our department has for the year.

**The Counseling department reviewed and approved the IR plan on October 19, 2005.**

\*Note: Your Non-Instructional Program institutional review submission will be posted on IRC password-protected sharepoint site.  
5/23/2006