

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 Services: Assessment And School Relations

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.

- A full service Assessment Center is now available at the Escondido Center. It is staffed by an Assessment Technician and provides all services available at the San Marcos Campus.
- COMPASS, computerized Assessment and Orientation, is now available at San Marcos, Escondido, Ramona, Mt Carmel and Poway campuses.
- There has been a drastic increase in the number of assessment/orientation sessions held at San Marcos and Escondido. These include two Saturdays a month, evening sessions once a week at 5:00, the first Monday each month at 6:00. The availability of many day/time choices makes it more convenient for our new students to schedule an appointment to fit their needs.
- COMPASS, on the internet, was used at five of our high schools for the STARS Program. The number of schools who have agreed to use it this year has greatly increased.
- Palomar PEERS Ambassador Program has been reinstated with an emphasis on recruitment at district high schools and retention when students begin classes at Palomar. PEERS also participate in many community events.
- Communication with local high school personnel has increased to reflect a positive image of Palomar College's programs and services.

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.

- There has been an increase of 7% in the number of students who have been assessed for English, reading and math placement at Palomar College since last year.
- We have increased the number of high schools who participated in the 2005 STARS program by two schools to a total of 37. Three more have been added for 2006 and more are expected.
- We expect to increase the number of PEER Ambassadors by 50% this semester. Participation in school/community events is expected to increase from approximately 150 held during spring, 2005 semester.
- Proctoring services for students enrolled in distance learning for other colleges has increased. This is a community service offered free of charge and greatly appreciated. This establishes a positive image for Palomar and many of these students enroll in Palomar classes.

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

- The San Marcos staff has decreased by a 45% staff employee due to opening the Assessment Center at the Escondido Center.
- Increase in the number of high school STARS students and schools cause a problem in limited staffing at the San Marcos campus when current staff is at the high schools. The addition of short term employees, in the spring, would be greatly appreciated.
- Updating of equipment and technology is needed on a regular basis.
- New technology is needed for all school relations activities at the high schools to promote Palomar College: PowerPoint, wireless technology, etc.
- Additional materials are needed to distribute in the community are needed when we represent Palomar at community events.
- The 33 computers at San Marcos and the 18 computers at Escondido used for Assessment and Orientation need to be upgraded and repaired on a regular basis.
- Licensing and purchasing of COMPASS units need to be included in each year's budget.
- Orientation packets, copying of materials included in the packets need to be included in each year's budget.

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

- Reinstatement of the Palomar PEERS Program.
- Increase in number of students who are assessed using COMPASS/ASSET from 7705 to 7731; number of scheduled session from 230 to 291.
- Increase in participants in the STARS Program, from 2162 to 2312.
- Increase in number of high schools who participate in the STARS Program from 35 to 37. We have already had 3 additions for 2006 and expect more.
- Increase in number of presentations at high schools and community events by PEERS and Assessment staff from approximately 150 held during spring, 2005.
- Full service Assessment Center opened at Escondido Center, including 1 full time Assessment Technician and eighteen computers.
- COMPASS is now offered at San Marcos, Escondido, Ramona, Mt Carmel and Poway campuses.
- COMPASS over the Internet was administered at five of our high school campuses.
- UniversityLink Program continues to be of great interest/value to recent high school graduates with approximately 100 recent high school graduates completed the COUN 101 required class in fall 2004.
- High School Counselors' event is now held in the fall.
- Parent Orientations & UniversityLink nights continue to be successful with increased attendance.

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

- Continue using COMPASS and increase number of high schools and education centers where it will be available.
- Place Palomar PEERS at all district high schools to encourage students to attend Palomar as a 1st choice college assisting them to transfer to competitive universities. Serve as mentors to enrolled/at risk students to assist with retention.
- Continue to increase number of students who are assessed and attend orientation. Develop programs that assist in registration and the difficult transition from high school to college.

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.

Students are assessed for English, reading and math using COMPASS, a computer base assessment; students then view an electronic Orientation to College and submit an electronic supplemental matriculation form. These students will demonstrate a basic level of competency in using technological resources in completing computer based inventories related to instructional preparedness.

This Report Prepared By: Diane McAllister 10/24/05
 Name (print and initial) Date

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

FEEDBACK & SUGGESTIONS TO INSTITUTIONAL REVIEW COMMITTEE FOR NEXT REVIEW: