

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: Evaluations and Records Office/Enrollment Services

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.

No review was conducted last year.

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.

We keep statistics (copies attached) related to the amount of degrees and certificates evaluated and awarded, evaluation processes performed, and the number of transcripts processed and money collected (through mail and fax).

	Total 03-04	Total 04-05	% CHG
Associate in Arts Degrees			
Approved	1202	1199	-0.25%
Denied	444	417	-6.08%
Total	1646	1616	-1.82%
Certificates of Achievement			
Approved	398	437	9.80%
Denied	86	75	-12.79%
Total	484	512	5.79%
Certificates of Proficiency			
Approved	112	114	1.79%
Denied	17	25	47.06%
Total	129	139	7.75%
CSU GE Certifications			
Full	616	638	3.57%
Partial	351	322	-8.26%
Total	967	960	-0.72%

*Note: Your Non-Instructional Program institutional review submission will be posted on IRC password-protected sharepoint site.
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IGETC Certifications							
Yes					163	174	6.75%
No					20	14	-30.00%
Partial					1	0	-100.00%
Total					184	188	2.17%
Veteran Evaluations					588	503	-14.46%
Course Equivalency Requests					250	305	22.00%
Prior Credit Evaluations					472	475	0.64%
SocNav/SocMar Evaluations					109	103	-5.50%
TOTALS					4,829	4,801	-0.58%
					2003-04	2004-05	%CHG
Total Transcripts Processed:					31,259	29,859	-4.48%
Total Fees Collected:					\$60,396.40	\$71,028.12	17.60%

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

We are in the process of obtaining a document imaging system, which would necessitate the need for workload reassessment in the Records Office and training for others. We are also preparing to implement the PS Academic Advising module, and current staff are becoming involved in training and with set-up, and this may require some overtime or backfill of positions. There are still several conversion-problem projects pending, which may require some temporary help.

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

We are continuing to make progress on the Catalog Clean-Up Project in preparation for setting up Academic Advising. The Course Repetition Process is running pretty smoothly now, but is still very time-consuming. The Probation and Dismissal group has finalized changes to the policy and procedures, and we hope to implement the changes for Fall 2005. We have been able to stay current on our daily workloads while moving forward with cross-training of staff.

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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)

Goals for Student Success:

1. Develop and implement an institution-wide plan that includes strategies to improve retention (course completion) and persistence (semester-to-semester attendance and completion). Includes program completion.
2. Develop protocols for maximizing efficient use of technology for communicating with students.
3. Enhance the faculty advising program through the use of technology.

Objective: Implementing Academic Advising is the major objective. Also, obtaining and implementing a document imaging system will enable easier access to student records at remote sites as well as interfacing to the Academic Advising module.

This Report Prepared By: Linda Cox/Herman Lee 10/24/05
 Name (print and initial) Date

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

FEEDBACK & SUGGESTIONS TO INSTITUTIONAL REVIEW COMMITTEE FOR NEXT REVIEW: