

PALOMAR COLLEGE INSTITUTIONAL REVIEW 2005 NON-INSTRUCTIONAL PROGRAMS GUIDELINES FORM

Mandate and Purpose of Institutional Review

Institutional Review is defined by the Accrediting Commission for Community and Junior Colleges as “an ongoing process by which the institution evaluates and assesses the effectiveness of its programs and services for students.” At the department level, there are two important reasons why institutional review is valuable:

- Institutional Review allows you to assess and evaluate your department for your own information and purposes. This is an opportunity to develop measurable goals (quantitative) and identify your department’s strengths and weaknesses (qualitative) and describe how they affect the success of the institution. For example, perhaps your department has lost personnel due to retirement. Is that affecting your service capacity? Perhaps your organizational goals or products have changed over the last few years. Do you need to revise employee expertise or training, software, equipment, etc. to keep up with the changes? Institutional review is a systematic approach to making these departmental conversations take place on a regular basis.
- Institutional Review is also one pathway by which the needs and changes in your department can be tied to the planning and resource allocations of the college. Your Vice President will formulate a summary that will go to your Planning Council. After discussion, a report will go to the Strategic Planning Council, and if appropriate, to the Revenue Allocation Committee.

Step 1 Establish your review team. The Department Director establishes a self-study committee to design how the review will be carried out. Meet together and brainstorm. Institutional Review is most effective when all staff are involved at some level because of the expertise and point of view of each person. Remember you need to identify both quantitative and qualitative goals. Some committees include one or more students for their unique perspective. The Institutional Review Committee encourages department-wide participation.

Step 2 Carry out your review. Some departments send out questionnaires to all department employees or clients addressing each point in the review. Find the best way for your department to have meaningful dialogue.

Step 3 Complete Data Collection Form. Your self-study committee can access a blank data collection form on the Institutional Review website at <http://sharepoint.palomar.edu/ir/>. Click on the link on the left side of screen titled “Fall 2005 IR Plans, Forms, Guidelines, & Data” then click on “2005 Non-Instructional Programs Guidelines Form” and “2005 Non-Instructional Programs Data Collection Form” to download and save the forms on your computer.

Step 4 Submit Data Collection Form. The Department Head must submit the review to the Division Vice President by November 4. Also email the document to IRC for posting on the IRC sharepoint.

Schedule for 2005-2006 Palomar College Institutional Review

<u>Date</u>	<u>Task</u>
November 4, 2005	Department Head submits review to Vice President
December, 2005	Vice President submits executive summary to Planning Council
Jan/Feb., 2006	Planning Council reviews summary and reports to SPC
March 1, 2006	SPC reviews Planning Council executive summary and submits feedback and recommendations to Vice Presidents and Department Heads

Note: Your institutional review submission will be posted on IRC password-protected sharepoint website.
Form prepared on 9/28/2005

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The review committee answers the following questions for their department or program:

1. Provide a progress report on your department.

Describe the progress made on any recommendations for new initiatives or areas of need identified in your 2003-2004 Institutional Review.

2. Provide effective data sources to evaluate this department.

The Institutional Review Committee is researching the most effective means to analyze non-instructional departments. What qualitative and quantitative data do you typically use to measure and compare your department's success? Are there measures you use to compare to other departments in your division or similar departments in Community Colleges? What data do you not have that would be helpful in evaluating your department? (i.e. the number of students, employees or clients served; square feet; data records; service hours; expenditures; revenue generated; or two or three years of trend data for each data source.

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

Does your department need additional staff? Does staff need specialized training? Do you need to implement program(s) to ensure staff or clients have the latest knowledge and skills. Does your department require new technology, software, equipment, or special facilities? Are there new functions or tasks that your unit could perform that would benefit the college or students? This is not a required list but is provided for guidance only.

4. What accomplishments has your department made since last year?

List department's accomplishments not identified in item #1.

5. Current goals and objectives.

List two or three measurable goals that are in line with Palomar's Strategic Planning goals listed <http://www.palomar.edu/strategicplanning/mission.htm> Each goal must be accompanied by one or more measurable objectives that can be used to determine when the goal is reached.

The Signatures section at the end of the form is a place for the department reviewer to sign that they have reviewed the available data for this department, completed the form and submitted it to the Vice President.

The feedback box provides an area for reviewers to give recommendations and input to the Institutional Review Committee to help improve the process in the next review cycle.

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