



"We Guarantee Quality and Excellence"

Palau Community College is an accessible public educational institution helping to meet the technical, academic, cultural, social, and economic needs of students and communities by promoting learning opportunities and developing personal excellence.

## **Continuing Education Three Year Review Template**

### **Service Area**

**Educational Talent Search Program**

### **Period of Three Year Review**

**September 2008 to September 2011**

NAME/TITLE/SIGNATURES:

Completed by \_\_\_\_\_ Date \_\_\_\_\_

Division/Department Head \_\_\_\_\_ Date \_\_\_\_\_

Received by Institutional Research Office on:	date	Name and Initial of receiving personnel

## Purpose:

Program review at Palau Community College is a process that provides an extensive evaluation of academic and non-academic programs on a three year basis. The results of yearly assessments (using the FAMED process) are compiled into the one three year review cycle.

The purpose of program review is to evaluate program sufficiency to allow definite strategies to be developed for major revisions, to provide information for consideration when decisions are made, and to develop recommendations to improve institutional effectiveness.

## Instructions for completing the form:

1. Type your text into the boxes. The text boxes will expand to accommodate the amount of text spaces you need.
2. Individual instructions are included before each section.
3. Submit your completed Program Review in both hard copy and electronic copy format to the Institutional Research Office.
4. Be sure to keep both hard and electronic copies for yourself.

## **Program Review Narrative Summary**

The narrative summary should include the following:

- Summary of each sections –
  1. Detailed summary of Section 1 – Program Profile
  2. Detailed summary of Section 2 – Faculty and Staff
  3. Detailed summary of Section 3 – Student/Clientele’s Information
  4. Detailed summary of Section 4 – Facilities, Vehicles & Equipments
  5. Detailed summary of Section 5 – Program’s Budget and Operating Costs
  6. Detailed summary of Section 6 – Evaluation of Previous Program Review Action Plans
  7. Detailed summary of Section 7 – Program Strengths and Improvement Needs
  8. Detailed summary of Section 8 – Program Action Plans
  9. Detailed summary of Section 9 – Resource Requests
  
- Information to consider and provide in your narrative summary are -
  1. List actions identified in your last program review and/or any other related college plan(s)\*.
  2. What measurable outcomes were achieved due to the actions completed?
  3. Evaluate the success of the completed actions. Did the completed actions lead to improvement of service area goals and objectives?
  4. What modifications do you plan to make to the service area in the future to improve services?
  5. Update major changes/accomplishments since the last review.
  6. Does the service area data indicate overall needs that may require support from the institution? Define these observed needs supported by assessment data and/or any other related college plans.
  7. All resource requests should be tied to assessment data and/or any other related college plans.
  8. What institutional learning outcome/s does your resource request address?
  9. What will be the anticipated outcome if resource request is granted?
  10. Describe the resource request in detail.

Note: \*college plans would be the 15-Year Institutional Master Plan, Technology Plan, any approved program / committee plans.

## Appendix A: Program Review Assessment Data

### SECTION 1: PROGRAM PROFILE

#### Program Mission and Goals

##### Mission Statement:

To increase the number of youth from disadvantaged background to complete high school, and to complete a program of postsecondary education institution of their choice.

##### How the program does support the overall mission of the institution?

The program seeks to meet the learning needs of eligible students from the sixth through twelfth grade, so that they can succeed in achieving a High School diploma and continue to attain post-secondary education to enroll in and earn a degree.

##### Goals 2008 – 2011:

To assist 600 eligible students per year toward graduation in high school and to complete a post-secondary education.

##### Program Outcomes/Goals:

The program outcome relates to specific purpose of Talent Search that is designed to (1) identify and assist individuals from disadvantaged background with potential for education at post-secondary level and to encourage such youths to complete secondary schools and to undertake a program of post-secondary education; (2) to publicize the availability of student financial aid programs available to persons who pursue a programs of education at the secondary education (3) to encourage persons who have not completed programs of education or secondary or post-secondary levels, but who have the ability to complete the program, to re-enter such programs.

**Goal 1.** 80% of non-senior secondary participants will be promoted to next grade level at the end of each academic year.

**Goal 2.** 90% of high school seniors and their equivalents in alternative education programs will graduate from High School or receive a certificate of high schools equivalency during each program year.

**Goal 3.** 100% of college ready program participants will apply for financial aid during each program year for post- secondary education enrollment.

**Goal 4.** 100% of college ready program participants will apply for college admission during each program year.

**Goal 5.** 85% of college ready program participants will enroll in post-secondary education during budget period (or during next fall).

**Program Offerings, Titles and Descriptions:**

To address the needs of the target areas, the PCC TS Project proposes to provide the following services: academic advice and assistance in secondary school and college course selection; assistance in preparing for college entrance examinations; assistance in completion college admission and financial aid applications; guidance on secondary school reentry or entry to other programs leading to a secondary diploma or its equivalent; personal and career counseling; tutorial services; exposure to college campuses as well as cultural events, academic programs, and other sites or activities not usually available to disadvantaged youth; workshops and counseling for parents of students served; and mentoring programs.

**SECTION 2: FACULTY & STAFF**

The Educational Talent Search Program currently employs 6 full-time faculties reporting directly to the Laura S. Mangham, Project Director. The following is a brief description of the full-time faculty, their credentials, accomplishments and professional development activities.

FULL-TIME FACULTY		
Name:	Degrees Held:	Professional Development:

FULL-TIME STAFF		
Name:	Degrees Held:	Professional Development:
Akilina Maech	AS, Education	
Angelio Anthonio	BA, Political Science	
Clara Maile Andreas	MA, Education	
Dilmai Saiske	BA, Political Science	
Jolene Joseph	BBA, Business Mgmt.	
Veronica Kloulechad	BS, Social Service	

List Part-Time Faculty from 2008-2011:

PART-TIME FACULTY		
Name:	Degrees Held:	Professional Development:
Laura S. Mangham	MA, Education	
Korang Ngireblekuu	AS, Education	
Johnson Joshua	AS, Education	
Sarah Rubario	AS, Education	
Aileen Mikel	AA, Liberal Arts	

Veronica Masami	AS, Education	
Natalie Delmel	AS, Education	
Pasquana Iyekar	BA, Education	
Arnedia K. Obeketang	AS, Education	
Judson Butelbai	AS, EEDE	
Delina Remengesau	AS, EEDE	
Lucia Tabelual	BA, Education	
Romson Remoket	AS, Education	
Lorraine Franz	AS, EEDE	
Osamu Ngirchchol	AS, Education	
Yvonne Ruloked	AS, Education	
Joanne D. Udui	AA, Liberal Arts	
Epsie West	AS, EDEE	
Kabidor Taima	AS, Education	
Marvina Tiningrow	AS, Education	
Wandalynn Meyar	AS, EDEE	
Lorida Madris	2 <sup>nd</sup> Yr., Bus. Accting	
Gloria Oseked	AS, Education	
Lady Ngiratkakl	AS, Education	
Enitha Edwards	BS, Theology	
Melanie Yangrelbug	AA, Liberal Arts	
Arlyn Ignacio	BA, Bus. Admin.	
Clara Maile Andreas	MA, Education	
Ulai Tomoichi	MA, Education	
Nancy Camacho	MA, Education	
Sharon Elbelau	AS, Education	
Duane Flowers	MA, Education	
Basilio Deltang	MA, Education	
Obichang Ongklungel	CA, Tourism & Op.	
Cecil Meteolechol	AA, Liberal Arts	
Kalista J. Rafael	AA, Bus. Admin.	
Eric Reklai	AS, Police Science	
Mayleen Ngiriou	AS, Education	
Stephanie Adelbai	CA, Accounting	
Jackline Pedro	BS, History	
Leonora Bates	AA, Liberal Arts	
Cynthia Malsol	MA, Education	
Immaculada Rechuld	BA, Liberal Arts	
Evita Ngirmeriil	AA, Tourism	
Orlando Bolo	BA, Education	
Jerry Sermeno	BA, Engineering	
Irene Francisco	MA, Education	
Julita Tomines	MA, Education	
Myotel Glowly Ngwal	AA, Liberal Arts	
Sngebard Delong	BS, Physical Ed.	
Punssen Imetengel	AS, Gen. Elec. Tech.	
Norma Mersai	AA, Liberal Arts	

Rosemary Osima	AS, History	
Sabina Andrew	AA, Liberal Arts	
Dean Terry	AA, Liberal Arts	
Yutaka Gibbons, Jr.	AA, Liberal Arts	
Yuri Kishigawa	MA, Education	
Juliet Ngotel	BS, Science	
Marites Imperial	BS, Psychology	
Rahelio Ngiraungil	AS, Education	
Happy Gay P. Torres	BS, Agri. Econ.	

### SECTION 3: STUDENT/CLIENTELE'S INFORMATION

Program students/clientele represents a diverse age population.

Educational Talent Search Program			
Age Group:	2008-2009	2009-2010	2010-2011
11-13	332	363	334
14-18	250	224	223
19+	18	13	19

Program students/clientele gender in the last three years:

Educational Talent Search Program			
Gender:	2008-2009	2009-2010	2010-2011
Male	195	235	238
Female	405	365	338

Student/Clientele's Headcount of the program have remained constant in the last three years.

Term:	Headcount:
Summer	394
Fall	144
Spring	62
Annual 2008-2009	<b>600</b>
<b>Annual 2009-2010</b>	
Summer	417
Fall	126
Spring	57
Annual 2009-2010	<b>600</b>
<b>Annual 2010-2011</b>	
Summer	423
Fall	96
Spring	57
Annual 2010-2011	<b>576</b>

Number of Certificates/Diplomas the program has awarded in the last three years.

Term:	No. of Certificates:	No. of Diplomas:
Summer		
Fall		
Spring		
Annual 2008-2009	-0-	<b>64</b>
<b>Annual 2008-2009</b>		
Summer		
Fall		
Spring		
Annual 2009-2010	-0-	<b>67</b>
<b>Annual 2009-2010</b>		
Summer		
Fall		
Spring		
Annual 2010-2011	20	<b>54</b>
<b>Annual 2010-2011</b>		

#### SECTION 4: GOALS/OBJECTIVES/LEARNING OUTCOMES ASSESSMENT

1. Provide assessment information of the program:

Program	Goals/Objectives/ Learning Outcomes Developed	Have goals/objectives/ learning outcomes been assessed?	Has assessment data been analyzed?	Has the data been used for service area improvement?
<b>Year 1</b>	<p>80 % of non-seniors will promote to next grade level at the end of each Academic Year.</p> <p>90% High School seniors and their equivalents in alternative program will graduate from secondary school with a diploma or certificate each year.</p>		<p>100% of non-seniors got promoted to next grade level</p> <p>100% graduated with High School Diploma &amp; G.E.D. Certificates</p>	yes



	<p>100% College Ready will apply for financial aid for each school year</p> <p>100% of College Ready participants will apply to post-secondary during each Project year.</p> <p>85% of College Ready participants will enroll in program of post-secondary education during each project year (or next Fall Term).</p>		<p>100% College Ready students applied for Financial Aid</p> <p>100% applied for post-secondary Institution of t</p> <p>90 % enrolled in Post-secondary</p>	
<b>Year 2</b>	<p>80 % of non-seniors will promote to next grade level at the end of each Academic Year.</p> <p>90% High School seniors and their equivalents in alternative program will graduate from secondary school with a diploma or certificate each year.</p>		<p>100% of non-seniors got promoted to next grade level</p> <p>100% graduated with High School Diploma &amp; G.E.D. Certificates</p>	

	<p>100% College Ready will apply for financial aid for each school year</p> <p>100% of College Ready participants will apply to post-secondary during each Project year.</p> <p>85% of College Ready participants will enroll in program of post-secondary education during each project year (or next Fall Term).</p>		<p>100% College Ready students applied for Financial Aid</p> <p>100% applied for post-secondary Institution of t</p> <p>90 % enrolled in Post-secondary</p>	
	<p>80 % of non-seniors will promote to next grade level at the end of each Academic Year.</p> <p>90% High School seniors and their equivalents in alternative program will graduate from secondary school with a diploma or certificate each year.</p> <p>100% College Ready will apply for financial aid for each school year</p>		<p>100% of non-seniors got promoted to next grade level</p> <p>100% graduated with High School Diploma &amp; G.E.D. Certificates</p> <p>100% College Ready students applied for Financial Aid</p>	

	<p>100% of College Ready participants will apply to post-secondary during each Project year.</p> <p>85% of College Ready participants will enroll in program of post-secondary education during each project year (or next Fall Term).</p>		<p>100% applied for post-secondary Institution of t</p> <p>90 % enrolled in Post-secondary</p>	
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2. Report the program's assessment results from the yearly assessments for this review period.

<b>Year</b>	<b>Goal/Objective/ Learning Outcome</b>	<b>Date of assessment</b>	<b>Assessment results</b>	<b>Strategies to meet objectives</b>
Year 1 (2008-09)	80 % of non-seniors will promote to next grade level at the end of each Academic Year.	August of 2008	100% of non-seniors got promoted to next grade level	Report Cards, Transcript, Tutors Recommendations, and Teachers' Evaluations
	90% High School seniors and their equivalents in alternative program will graduate from secondary school with a diploma or certificate each year	May 2008	100% graduated with High School Diploma & G.E.D. Certificates	Individual Education Plan (IEP). Student evaluation, student progress reports, evaluation, database tracking system.
	100% College Ready will apply for financial aid for each school year	End of each Quarter <ul style="list-style-type: none"> <li>• October</li> <li>• December</li> <li>• February</li> <li>• May</li> </ul>	100% College Ready students applied for Financial Aid	
	100% of College Ready participants will apply to post-secondary during each Project year.	January to May 2009	100% applied for post-secondary Institution of t	

	85% of College Ready participants will enroll in program of post-secondary education during each project year (or next Fall Term).	January to May 2009	90 % enrolled in Post-secondary	
Year 2	<p>80 % of non-seniors will promote to next grade level at the end of each Academic Year.</p> <p>90% High School seniors and their equivalents in alternative program will graduate from secondary school with a diploma or certificate each year</p> <p>100% College Ready will apply for financial aid for each school year</p> <p>100% of College Ready participants will apply to post-secondary during each Project year.</p> <p>85% of College Ready participants will enroll in program of post-secondary education during each project year (or next Fall Term).</p>	<p>August of 2009</p> <p>May 2009</p> <p>End of each Quarter</p> <ul style="list-style-type: none"> <li>• October</li> <li>• December</li> <li>• February</li> <li>• May</li> </ul> <p>January to May 2009</p> <p>August of each year 2009</p> <p>August of each year 2010</p>	<p>100% of non-seniors got promoted to next grade level</p> <p>100% graduated with High School Diploma &amp; G.E.D. Certificates</p> <p>100 College Ready students applied for Financial Aid</p> <p>100% applied for post-secondary Institution of t</p> <p>90 % enrolled in Post-secondary</p>	

Year 3	80 % of non-seniors will promote to next grade level at the end of each Academic Year.	August of 2010	100% of non-seniors got promoted to next grade level	Report Cards, Transcript, Tutors Recommendations, and Teachers' Evaluations
	90% High School seniors and their equivalents in alternative program will graduate from secondary school with a diploma or certificate each year	May 2010	100% graduated with High School Diploma & G.E.D. Certificates	Individual Education Plan (IEP). Student evaluation, student progress reports, evaluation, database tracking system.
	100% College Ready will apply for financial aid for each school year	End of each Quarter <ul style="list-style-type: none"> <li>• October</li> <li>• December</li> <li>• February</li> <li>• May</li> </ul>	100 College Ready students applied for Financial Aid	
	100% of College Ready participants will apply to post-secondary during each Project year.	January to May 2010	100% applied for post-secondary Institution of t	
	85% of College Ready participants will enroll in program of post-secondary education during each project year (or next Fall Term).	January to May 2010  August of each year 2010	90 % enrolled in Post-secondary	

**SECTION 5: FACILITIES, VEHICLES, EQUIPMENTS**

PCC has facilities to accommodate the TS Project. The proposed TS office is located on the main campus behind the Btaches Building and PCC Library. This optimum location provides the project with easy access to resources, information, and guidance.

Facilities (classrooms, labs, shops, clinical sites, etc.) are adequate for student enrollment.

1. Are the current facilities adequate to support program student/clientele's enrollment? Explain your answer.

No.

- A. (Computer Lab) is still crowded that can only accommodate 8 students at a time for 30 minutes daily. Additional time will be allowed if students have very important project to work on at the lab.
- B. Need additional laptops

2. Is the current vehicle/s adequate to support program student/clientele’s enrollment?  
Explain your answer.

No. Our (8) target schools are spread in Koror and a remote village in Babeldaob. TS has only 1 office vehicle to transport staff to and from schools to conduct daily activities, monitor the program services and provide assistance and delivering supplies on daily basis. These are some of the factors encountered due to shortage of supplies to accommodate our students to meet program objectives as required by U.S. Department of Education.

- A. Gas Usages/Price per week that is costly
- B. We need more than 1 office vehicle to serve program participants

3. Are the current equipments adequate to support program student/clientele’s enrollment?  
Explain your answer.

TS office is furnished already with equipment’s and supplies, which will enables it to initiate the project. The project will need to purchase additional laptop, printers, pc computers and consumable & non-consumable supplies needed to further support the project for the next 5 years.

**SECTION 6: PROGRAM’S BUDGET & OPERATING COSTS**

Explain the program’s operating budget and operating costs.

Academic Year:	Operating Budget:	Operating Cost:
2008 – 2009	226,600.00	204,406.00
2009 – 2010	226,000.00	222,904.00
2010 – 2011	226,000.00	230,599.00

Is the current budget adequate to support the program’s purpose and goals? Explain your answer.

The budget of \$ 226, 600.00 is adequate and reasonable to implement the objectives and activities of the PCC Talent Search Project. The cost will continue to provide the high quality of services and utilize to serve (600) participants annually.

**SECTION 7: EVALUATION OF PREVIOUS PROGRAM REVIEW ACTION PLANS**

The evaluation plan for PCC’s TS Project serves as logical extension of the rest of the project’s management plan. The evaluation process is an integral part of a cycle which includes planning,

implementing, and evaluating, then planning again. The evaluation process  
Indicate the status of the previous program review action plans.

Action Plan Activity/Objectives:	Status Complete/Ongoing/Incomplete:	Remarks:
Mission of Service Area	Complete	
Facilities & Equipment a. Privatized Counseling Area b. Computer Lab	Complete  Incomplete	  Need bigger & more space
Methods & Technology a. Upgrade Internet Connection b. Evaluation	 On-going	

### SECTION 8: PROGRAM STRENGTHS AND IMPROVEMENT NEEDS

List and explain service area strengths.

A. TS Program have clear objectives, fixed annual budget, strong community & school partnership and dedicated staff working in collaboration to serve clientele's best interest.

List and explain service area improvement needs.

B. Institutional support  
C. Facilities  
D. Technology

### SECTION 9: PROGRAM ACTIONS PLANS

Based on this program review results, describe the program action plan/s for the next three (3) academic years. Include necessary resources.

Action Plan Activity/Objectives:	How will this action plan improve services?	Needed Resources (if any):	Timeline:
Objective A. 65% of Non-senior participants served each year will complete the current academic year and continue in school for the next academic year, at the next grade level	Help improve the program comprehensive plan of operation and activities to support schools.		Annual

Objective B. 65% of seniors served during the project year will graduate during the project year with a regular secondary school diploma within the standard number of years.			
Objective C. 30% of seniors served during the project year will complete a rigorous secondary school program of study and will graduate during the project year with a regular secondary school diploma within the standard number of years.			
Objective D. 65% of participants, who have graduated with a regular secondary school diploma, during the project year, will enroll in an institution of higher education by the Fall Term immediately following high school graduation or have received notification, by the fall term immediately following high school, from institution of higher education, of acceptance but deferred enrollment until next academic term (e.g. spring term).			

**SECTION 10: RESOURCE REQUEST**

Type of Resource:	Description:	Estimated Amount Requested:	Justification:
Personnel	Salary Increment	\$ 5,000.00	Staff needs salary increment
Facilities	More Space		Computer Lab needs to place in a separate building.
Equipment	Laptops	\$ 15, 000.00	To purchase additional laptop for computer lab.
Supplies		-0-	
Software	Anti-virus	\$ 3, 000.00	All equipment must be safe-guarded with anti-virus to protect laptops/PC



			computers can last long to accommodate students' participants.
Training	Mental & Behavioral Health	\$ 2, 000.00	Workshop will be provide tutors & staff the basic skills of counseling and techniques to identify problems and to improve their counseling skills.
Other	Life Jacket	\$ 3,000.00	Life jackets will be used by participants during cultural field trips to rock island.
Total		\$ 28, 000.00	

**Appendix B: Evidence - Yearly Assessment Data**

**Appendix C: Assessment Tools**

**Appendix D: Service Area Assessment Calendar**