

Santa Rosa Junior College

Program Resource Planning Process

Dean II Arts and Humanities 2017

1.1a Mission

The Arts and Humanities Cluster includes the departments of Art/Art Gallery, Communication Studies, Music, Theatre Arts/Summer Repertory Theatre, Interdisciplinary Studies in Philosophy, Humanities and Religious Studies. Starting Fall semester of 2015, this cluster includes the Study Abroad program focusing on the outgoing students.

The Arts and Humanities Cluster at Santa Rosa Junior College is strongly committed to student learning and success. Many of the courses serve as the foundation for General Education at SRJC and promote creativity, intellectual curiosity, critical analysis and ethical development. The cluster has a strong commitment to serving the needs of our diverse local community including seniors, emerging populations, veterans and re-entry students.

The cluster is slowly but thoughtfully increasing the number of online course offerings with great success. Art 2.1 has been approved for online and will be offered for the first time during Fall 2016 and Art 2.2 is in the process for online approval. The Art Department is developing a number of new courses, including cartooning, intermediate digital photography and Latin American and Mexican art history.

Philosophy is experimenting with short term (8 weeks) hybrid Critical Thinking courses. The Chair of the Philosophy program is working toward the development of increasing the number of hybrid programs in the department.

The cluster Dean is working toward the establishment of a multi-disciplinary creative lab, that would provide space for art, printmaking, graphic design and animation students.

In order to provide the most effective education, the cluster Dean is committed to faculty development, fundraising and continued community outreach including forming partnerships with appropriate educational organizations and industry.

1.1b Mission Alignment

The Arts and Humanities Cluster mission aligns with the district mission of providing lower division academic education, including transfer, career technical education, and basic skills courses.

Faculty, staff and administrators of the cluster are dedicated to academic excellence, and the incorporation of innovative teaching techniques in the classroom in order to support effective student learning.

The cluster has a deep commitment to inspire student engagement and create learner-centered environments.

Long range plans include the development of multi-disciplinary programs.

For example, a 3D Design and Innovation program, which will include the departments of engineering, computer studies, business and art. Significant majority of the Department Chairs support the idea of the addition of a Design Department in the future.

A new faculty has been hired for the position of digital art/printmaking in 2015, and this faculty will add new knowledge base to the art department and will allow the development of a digital illustration certificate program.

A new faculty position in the Humanities has been hired and this faculty will work toward the development of new courses and programs. This faculty member will take over the guiding of the discipline area after the retirement of the senior faculty member.

The cluster is in the process of hiring a full time philosophy faculty member. (The committee forwarded two finalists forward. Unfortunately, both of them declined the job offer. The search will

resume during Fall 2016).

1.1c Description

The Dean's Office for the Arts and Humanities Cluster serves faculty and students in the departments of Art, Communication Studies (Speech, Film/Media and Journalism), Music, and Theatre Arts (including Summer Repertory Theatre) at the Santa Rosa campus. The Office also oversees the Robert F. Agrella Art Gallery. Since the Fall 2015 semester the Dean also oversees the Study Abroad program.

The Dean's Office is deeply committed to community outreach and the increased promotion of the significant creative and intellectual cluster accomplishments. Already established relationships with the Sonoma County Office of Economic Development, ArtQuest, Sonoma State University and Creative Sonoma. The Dean is also serving on the Boards of the Triton Museum and was recently voted into the Luther Burbank Center for the Arts Board. . The Dean received special CTE funding for organizing a regional workshop on creativity and innovation in the Fall of 2015.

The Dean's Office has a strong interest in developing alternative funding sources including grants, partnerships and scholarships. Recently wrote a National Science Foundation grant and co-wrote a National Endowments for the Humanities grant. Presently working on a U.S. State Department grant to increase funding for the Study Abroad program. Requested funding for the joint West Coast faculty development project with Chaos Pilot.

The Dean of Arts & Humanities is deeply involved with the Burbank Theater remodelling project, working closely with the architects, the Project Director, faculty and staff.

This year with the leadership of the cluster Dean the Study Abroad committee focused on more effective program marketing. For the first time, offered two Summer Study Abroad tracks including the first CTE focused one (Administration of Justice).

The strategic goals include:

1. Support and promote excellence in the creative arts and humanities by providing for faculty and staff cutting edge information via workshops, conferences, special events and visiting scholars. At the moment, the Dean is in discussions with Corel software to provide demonstrations of digital painting and digital illustration to faculty.
2. Engage students and spark intellectual curiosity in learner-centered environments by incorporating a variety of teaching methodologies, including team-based learning, adoptive technologies, relevant real-world assignments, and creating effective student focused learning paths.
3. Increase effective outreach in our diverse local community in order to increase student enrollment, retention, completion and promote faculty/student excellence. This year the Dean established relationships with ArtQuest, Triton Museum, Sonoma State University, Sonoma County Office of Economic Development, the Burbank Center for the Arts, and Creative Sonoma.
4. Diversify revenue sources to support our core mission by pursuing grants, partnerships and private donor support. Encourage and assist creative entrepreneurial efforts that benefit faculty, staff and/or students.
5. Increase the cluster's global focus. Work on continuing development of international partnerships, faculty and student exchanges and facilitate the development of short term faculty exchanges.

1.1d Hours of Office Operation and Service by Location

Hours of operation: Monday – Friday 8:00 a.m. to 5:30 p.m. (August – May)

New Dean for 2017-18: Kerry Loewen

Phone: 707-524-1519

Administrative Assistant: Anita Rich

Phone: 707-524-1538

Location: Bailey Hall

1.2 Program/Unit Context and Environmental Scan

GENERAL OVERVIEW

The leadership of the Arts & Humanities cluster changed on July 1, 2014. This development provides much needed stability, and a new, creative perspective for the dedicated faculty and staff of the cluster. The new Dean is deeply dedicated to community outreach and the promotion of existing and new programs within the Cluster.

GENERAL TRENDS

It is expected that demand for general education/transfer courses will remain high. As the Student Success Act is implemented, it is anticipated that more students will complete Educational Plans and TMC requirements for transfer to a CSU. Those students who are UC bound or plan to transfer to private schools may not complete TMCs as requirements are different. All programs in SRJC Arts have either eliminated repeatable courses or have developed a transition plan in conjunction with the SRJC Curriculum Committee.

The photography program received CTEA funds for 2013-14 so that the full time instructor can revitalize the program and develop a commercial photopgraphy certificate program. The progress review took place during the Spring 2015 semester. The faculty member created a program outline and most courses in the program are already in existance.

Programs in Journalism, Digital Audio and Digital Filmmaking have received CTEA funds in 2015.. These have helped to make their programs both transfer-oriented and relevant to those students who wish to graduate from SRJC and moved directly into the job market. Active advisory boards now offer an industry perspective for these specific programs.

The Theatre Arts/SRT programs completed the development of an Advisory Board, an industry Advisory Board meeting has taken place, so this discipline area become engaged with CTEA. As curricula is rewritten, certificates and majors will be reviewed in order to offer students the best possible choices. The program received \$60,000 in CTE funding for Burbank lighting systems and received \$10,000 equipment funding for new curtains for Burbank. In 2015, the department received \$35,000 to replace an old van that is used to carry props and students.

Top leadership of the college identified the Burbank Auditorium as the first building to be remodelled under Measure H. One of our goals will be to support this effort, establish substitute theater spaces for two years, create a program responsive to the construction reality.

Plans for the future include more interdisciplinary work with the Clusters of Science and Business. The Dean with a team of interested faculty completed work on an NSF proposal that will combine the arts, technology and sciences. Partners include California Community Colleges Doing What Matters, Information Communication Technologies and Digital Media, College of Marin and industry partner Cube Learning. Funding decision is expected in April of 2016.

The Dean of the cluster worked closely with Art History faculty on a National Endowments to the Humanities grant titled, "Unweiling Islam".

2.1a Budget Needs

The budget for the cluster Dean's Office is \$265,149.76 or .19 percent of the district total. The Dean's Office Budget primarily pays salaries for the dean and the administrative assistant. The grand total of the salaries of management, department chairs, and classified plus benefits is \$255,787.

Departments are dependent on supplemental funds that come from the dean's discretionary fund.. The Dean's budget has supported the art/sculpture lab assistant position since the Fall 2014. The Dean also provided compensation for department chair and staff ancillary participation in the Burbank renewal project.. This office offset costs for two concerts. The dean's office supported staffing with STNC personnel for Theatre Arts Promotions Specialist, a position that has been vacant since 2010

This office transferred \$975 to compensate summer Study Abroad instructors for allied duties.

The Arts and Humanities Dean respectfully requests

- Travel funds of about \$5000 in order to participate in discipline-appropriate conferences and and workshops.
- An increase of \$15,000 in supplemental funding to support faculty and staff development and cluster operations.
- Increase of the Communication Studies administrative assistant position from 62.2 to 100 percent..
- Increase the summer Study Abroad program to \$8000--the maximum compensation for instructional allied duties (mainly recruiting students).
- Re-hire of a Theatre Arts Promotions Specialist

The Dean's Office will continue to search for external sources of funding.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0000	ALL	04	07	\$10,000.00	To maintain and repair equipment in art, theater and music
0000	ALL	08	07	\$35,000.00	Increase the administrative support from 50%-100%
0001	Santa Rosa	08	07	\$0.00	Establishment of a "creative computer lab" multi-disciplinary lab in Doyle. It would be available for students of digital art/printmaking, animation, theater technology, graphic design, digital photography and multimedia design
0001	Santa Rosa	03	07	\$500.00	Compensation for administrative services for the Study Abroad consortium
0001	ALL	03	07	\$7,412.00	Increase adjunct base hourly object code (1430) to the maximum compensation for summer Study Abroad instructors recruiting students.
0002	ALL	07	07	\$15,000.00	Increase in Dean's discretionary budget. Departments have come to depend on the Dean's Office to supplement basic needs which leaves no budget for the Dean to sustain new initiatives or assist with programs that are in need of equipment since Instructional Equipment funds are not available.
0003	ALL	02	04	\$5,000.00	Travel funds to participate in workshops and conferences and also to support faculty/staff travel if necessary.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant III	40.00	12.00	1. Coordinates complex administrative tasks within assigned department or area; initiates changes in procedures as needed.2. Interprets and explains District policies and procedures.3. Composes and keyboards reports, correspondence, memos, forms, agendas, faculty evaluations, meeting minutes, directories, and tables; proofreads documents for accuracy, completeness, and conformity to established formats; creates complex original draft correspondence; designs and creates brochures, forms, flyers and other marketing and information materials.4. May train faculty in preparation of curriculum outlines; coordinates and prepares curriculum documents according to Title 5 and District guidelines.5. Coordinates activities for a variety of meetings, conferences, committees, and special projects; attends meetings, takes notes and prepares minutes. This individual is working full time, but only 50% for the Dean of Arts

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean II	40.00	12.00	Dean II, Arts and Humanities -Participates in educational planning and policy development - Primary contact with assigned department chairs, directors and coordinators - Works with assigned departments on short and long term program planning, review and evaluation - Supervises the development of schedule of classes, monitors enrollments - Assists with recruitment - Evaluates department chairs within the cluster - In consultation with departments within the cluster, prepares and monitors program budgets. - Facilitates resolutions for student, faculty or staff complaints - Serves on committees as required

			<ul style="list-style-type: none"> - Prepares reports as needed for presentations - Represents the District on local, regional and statewide instructional committees and meetings - Other duties as assigned
--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
N/A	0.00	0.00	

2.2d Adequacy and Effectiveness of Staffing

.ART: Since there is no full time sculpture instructor to supervise and maintain the facility and equipment, it is completely supervised by adjuncts and students. Filling this position has become a priority for not only the Cluster but also the Environmental Health and Safety Office led by Doug Kuula. A minimum of 19 (prefer 25 hours) hours per week is necessary to keep equipment functioning safely and to supervise students who are enrolled in classes. A lab technician will allow the instructor to focus on teaching and supervise the shop area much more effectively - similar to what happens in Ceramics, Photography and Printmaking. The Arts and Humanities Dean funded 2 STNC Instructional Assistants to the Art Sculpture and 3D classes for 19 hours/week in the spring 2014 semester, to benefit the students and for safety and maintenance of equipment. **The Arts and Humanities Dean is committed to funding the STNC positions again for the fall 2015 semester, but a permanent funding source should be established for this crucial instructional and safety support need.**

We are grateful that the Art Department received two new full time faculty positions in 2014. One Studio Art faculty scheduled to work mainly on the Petaluma campus, the other a Digital Art/Printmaking faculty position is located at the Santa Rosa campus.

ART GALLERY: Art classes require use of the Art Gallery. An Exhibit Specialist was funded out of the Dean's discretionary budget for 10 hours/week for both fall 2013 and spring 2014. The Art Gallery moved to reduced hours (approximately 50 percent fewer hours) for spring 2014 and was staffed through reassignment of the Printmaking assistant, and volunteer faculty, staff and administrators who took turns supervising the Art Gallery to preserve access for students.

The Arts and Humanities Dean was able to secure funding to bring the Exhibit Specialist STNC hours back up to 19/week for the 2014-2015 academic year, and in addition was able to identify funding for STNC Administrative Assistant(s) I to supervise the Art Gallery for the entire 2014-2015 academic year. The Dean suggests funding for student workers to guard the gallery during open exhibit times.

It should be noted that the Art Gallery represents the only chance many SRJC students have to visit an Art Gallery and see visual art in person. Many area high schools bring students on field trips to the Art Gallery, and area retirement communities such as Oakmont and Paulin Creek bring busloads of visitors to the Gallery.

COMMUNICATION STUDIES This department supports Forensics, Journalism, Digital Journalism, and Digital Media. Due to the increased sophistication of technologies used and thusly, the increased demands upon these disciplines, there is exponentially more demand upon the administrative assistant for this department. Not to mention the expectations of the increasingly popular May film festival that is hosting independent film directors from all over

the world. These added duties have increased demands upon the administrative assistant position exponentially. The position needs to be increased to 100 percent.

FASHION STUDIES This department is now under the aegis of the Theatre Arts Department. Although the Arts and Humanities cluster gladly welcomes the addition of this discipline, the added responsibility was unfortunately not accompanied by commensurate funding.

MUSIC: The Administrative Assistant Study recommended a 75 percent position but in reality, a full time Administrative Assistant is needed due to the increased demands of four new music majors and rapidly increasing enrollments. A permanent position of .725 percent was secured but there is still a need for increased support. This was increased to .75 percent which allowed for a flexible work schedule including some summer hours. The Dean's Office has tried to supplement these hours at the beginning and end of the semester and the Music Department requested an even greater increase in these hours because the work is left undone. During the 2014-15 academic year this position remained at .75 percent. This continues to represent an inadequate amount of coverage for this complex department, and the Dean's office continues to need to fund additional hours for the AA to complete work outside the established schedule. During the 2015-16 academic year the Dean's budget funded an STNC, since the Admin II (75%) retired.

THEATRE ARTS/SRT: The Box Office Technician .475 percent classified position needs more hours. The administrative assistants in both SRT and Theatre Arts continue to work in conjunction with this Box Office Technician but the amount of work involved balancing receipts in excess of a \$500,000 requires effective oversight. This position involves selling tickets and supervising students during the day and the Box Office is also open at night during performances. The presently allocated nineteen hours a week is not enough.

This year, the Dean's office and the Theatre Arts department funded support to temporarily increase the Box Office technician's hours so that she could enter some Music Department events into the online ticketing system. The Box Office receives frequent phone calls from the public regarding music concerts. The level of customer service provided through this technician offers a significant value added feature to SRJC's public presence. There is not enough data yet to indicate the potential of this project and the Dean's office strongly supports funding this project for a full year in order to gauge the impact.

The VP of Academic Affairs provided some very welcome and much appreciated one time funding of \$2,500 in the spring 2014 semester for an STNC Promotions Specialist for Theatre Arts. The permanent classified Promotion Specialist hire has been in limbo since 2010.

FACULTY REASSIGNED TIME:

Within the Santa Rosa programs, there are three faculty who will receive reassigned time in 2014-2015: Art Gallery Director Renata Breth, (10 percent); ; SRT Artistic Director (100 percent) and Theatre Arts Artistic Director (20 percent). Department Chair Leslie McCauley receives an additional 5 percent as a CTE coordinator for theater technology along with three instructors--Brian Antonson for Media, Anne Belden for Journalism, and Lyra Bobo for Fashion Studies. The latter three instructors receiving five percent as CTE coordinators (Only 2.5 percent was drawn from the A&H Dean's discretionary fund.).

Hiroshi Fushigami ceramics instructor went on a semester long sabbatical effective Spring 2015. Deborah Kirklin art studio faculty is on sabbatical during the Fall 2016 semester. Dr. Heidi Saleh will be going on sabbatical during Spring 2017 along with Art Department Chair/faculty Staphanie Sanchez.

STUDY ABROAD

The committee with the leadership of the Dean and the approval of the VPAA, reconfigured the Summer Study Abroad offerings - one of the trips having a CTE component. The group also used the SA budget to provide marketing materials for the program. .

ADMINISTRATIVE LEADERSHIP: A new dean has been hired starting June 26, 2017. The new dean will be revising the PRPP to envision the direction of the cluster.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	02	01	Study Abroad administrative summer sup. salary	administrative aid	Classified

2.3a Current Contract Faculty Positions

Position	Description
	See Departmental PRPPs

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
	0.0000	0.0000	0.0000	0.0000	See Departmental PRPPs
Art	7.7400	42.0000	10.4900	58.0000	
Communication studies	9.3400	47.0000	19.8000	53.0000	
Music	4.5700	51.0000	8.9600	51.0000	
Philosophy, Humanities & Religion	3.6000	49.0000	3.4000	51.0000	
Theater Arts	2.8000	47.0000	5.9800	53.0000	

2.3c Faculty Within Retirement Range

See Departmental PRPPs

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

2013-2014 Academic Year:

One full time faculty position was approved for the Cluster in the 2013-2014 academic year. This position was the Director of Instrumental Music. The position description was modified so that the new faculty member will have responsibility for all three instrumental ensembles: Symphonic Band, Jazz Band, and Symphonic Orchestra. Putting a full time faculty member in charge of all three should result in stronger recruitment, which is of concern at this time.

2014-2015 Academic Year

The cluster received three new full time faculty positions, one in Humanities, one in Studio Art (this position is assigned mainly for the Petaluma campus), and one in Digital Art/Printmaking, a replacement for a retiring faculty member.

2015-2016 Academic Year Projectins of Faculty Need

Fashion Design - 1 faculty - this growing CTE area has no full time faculty support. At the moment the discipline has 1.3 FTEF. Would like to request an additonal 1.0 FTEF.

Theater Technology - 1 faculty

Philosophy - 1 faculty (religion)

Communication - Media/film instructor - 1 faculty

3D Digital Design/Sculpture - 1 faculty

Religious Studies - 1 faculty

Speech Communication - 1 faculty

Journalism - 1 faculty

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Santa Rosa	01	01	Art: Digital Design/Sculpture	In response to technological changes the Computer Science, Engineering, Business and Art Department leadership will develop a multidisciplinary 3D Digital Design program incorporating 3D printing. This individual will have a strong background in technology, program development along with a deep understanding of traditional sculptural principles.
0001	ALL	02	01	Mass Communication/Film	This position would help to assess SLO's in Media 4, 10, 14, 15 and the proposed Media & Culture course.
0001	Santa Rosa	02	01	Theatre Arts: Technical Theatre/Stagecraft	Technical Theatre is a crucial and essential part of producing theater shows. Currently, the job is split amongst adjuncts, classified staff, professional experts, and independent contractors without a full-time anchor to supervise them. Vital position for the continued success of the THAR program.

2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

Fully mediated classrooms in Santa Rosa have been installed across the cluster. The number of mediated classrooms is still inadequate. Note: With the bond measure H , work has resumed on the planning for a new Barnett building, but due to state rules it moved down lower on the project list.. Ultimately, it will be the location for the Communication Studies department. The Burbank Auditorium has been selected as the first building for remodeling. We have the year 2016 to make plans and arrangements for the Theater and Communication move. The construction is expected to start in June 2017.

Mediation of a second Forsyth classroom is urgently needed, and could be used for non-music classes as scheduling allows. **This work is in progress.**

In spring 2014, Garcia 835/855 was minimally remodeled to make room for SRT to use, as they are no longer permitted to use the Tauzer Gymnasium due to the restoration of summer KAD classes in that building. The partial remodel allows SRT to consolidate many of its production and rehearsal functions in one location that is very conveniently located as close to Burbank auditorium as it could be.

Further remodeling of Garcia 835/855 will allow for approximately a 45-seat classroom. Mediation of this room could create an additional classroom that would give many disciplines a much needed option for expanding the impacted morning class meeting time. 835 could be remodeled to accommodate the dying facilities needed by the Theatre Arts department and SRT.

Some classrooms still need basic mediation to serve our students and bring SRJC classrooms into the 21st century. The absence of technology creates a challenging situation for instructors who teach in these classrooms. As the world increases its dependence on technology and students become increasingly more savvy, it is critical that instructors have access to the necessary teaching tools to teach students the skills they will need in the workplace.

The small computer lab in Analy (second floor) was upgraded. The computer equipment was over eight years old, the printer is close to fifteen years old. With the addition of the new digital art/printmaking faculty position, the lab will be used not only by digital arts students but digital printmaking students too.

The cluster Dean started to work on establishing a multi-disciplinary creative computer lab space in Doyle that would serve, digital art/printmaking, animation,digital photography, film, graphic design and animation students.

The cluster Dean is working with Theater art faculty to establish the equipment list for the Burbank remodel.

2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	Santa Rosa	04	01	Multicable for stage lighting - various lengths	0	\$0.00	\$5,000.00	James Newman	Burbank Aud.	James Newman
0002	Santa Rosa	01	01	Terabyte Computer Hard Drives	5	\$320.00	\$1,600.00	Brian Antonson	Doyle Media Lab	Brian Antonson
0007	Santa Rosa	01	01	Rehearsal Furniture package (wood & metal)	1	\$5,000.00	\$5,000.00	Laura Downing-Lee/James Newman	214	Laura Downing-Lee/James Newman
0008	ALL	04	01	Sound cabling for Burbank Brand: Soundcraft	1	\$1,999.00	\$1,999.00	Laura Downing Lee/ James Newman	Burbank	Laura Downing Lee/ James Newman
0010	Santa Rosa	04	01	ETC Source Four Lighting Instruments	50	\$350.00	\$17,500.00	James Newman	Burbank Auditorium	James Newman
0011	Santa Rosa	06	07	Paint thinner cans with lids for paint disposal	25	\$25.00	\$625.00	Alison Hinnenberg	714	Jason Escher/Deborah Kirklin
0014	Santa Rosa	04	01	High Output LED color changers	12	\$1,200.00	\$14,400.00	James Newman	Burbank Auditorium	James Newman
0015	Santa Rosa	04	01	Microphones - replacement package various	1	\$1,600.00	\$1,600.00	James Newman	Burbank Auditorium	James Newman
0016	Santa Rosa	04	07	Specialized locks for sculpture equipment	6	\$200.00	\$1,200.00	Michael McGinnis	760	Stephanie Sanchez
0018	Santa Rosa	04	07	Wenger Diva acoustic shells, Plan VI	1	\$156,000.00	\$156,000.00	Jody Benecke	Burbank Auditorium	Mark Anderman
0020	Santa Rosa	04	07	Retractable stage curtain	1	\$100.00	\$100.00	Jody Benecke	105	Mark Anderman
0022	Santa Rosa	04	07	Lockable wardrobe cabinet	1	\$400.00	\$400.00	Laura Downing-Lee	214	Laura Downing-Lee
0023	Santa Rosa	01	01	Maint. of Digital Audio software and hardware	1	\$6,000.00	\$6,000.00	Mark Anderman	136 and 150	Mark Anderman

2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	ALL	00	00		0	\$0.00	\$0.00			

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0000	Santa Rosa	02	07	Urgent	Remodel of Burbank Theater		\$0.00	The 75 years old building needs a complete interior overhaul. It was selected as the first remodel using Measure H funds.
0000	Santa Rosa	04	07	Urgent	Analy	Painting of studio spaces and fi spaces.	\$0.00	NA

2.5b Analysis of Existing Facilities

Two of the buildings in this Cluster, Analy and Burbank, are the oldest on campus, built by the WPA in the 1930s. They are in need of remodeling and updating. A detailed study has been completed regarding Burbank and while some improvements (like the ramp at the front of the building) have been made, others remain. These requests are being considered by the District Accessibility Committee.

The Burbank Auditorium has been selected as the first building for remodeling using Measure H funding. The goal is to complete the work by the college centennial celebration. The cluster Dean and the Theater Department faculty will continue to work closely with the Project Director and the architectural team to create the most efficient and beautiful learning space for our students.

More performance space is needed for the Music Department. Many of the concerts are scheduled in Newman but the end of the semester concerts all take place in Burbank and this space is seriously overscheduled. A recital hall is needed for the Music Department and is specifically referenced in the Space Allocation Sequencing Report. A remodel of room 105 in Forsyth would be a fairly easy and relatively inexpensive temporary measure. It is hoped that some concerts will be held in Ellis Auditorium in Petaluma.

Restroom facilities used by staff and students in Emeritus and Analy, Burbank and Forsyth used are all in need of remodeling.

3.1 Develop Financial Resources

The Dean of Arts and Humanities participated in teams that completed and submitted the following grants and proposals:

- "Creative Bridges & Multicultural Connections" to National Endowments for the Humanities (NEH) in August 2014.
- Innovation Award grant proposal.
- NSF grant proposal with a multi-disciplinary science and art focus. The funding decision is expected by April of 2016.
- CTE funding for a multidisciplinary workshop to be held at the SRJC campus on the subject of creativity and innovation.
- Newman Foundation. The project was going to bring a Pulitzer award winning photographer on campus.

- National Endowments to the Humanities in 2016, titled "Unweiling Islam".
- State Deaprtment for a Study Abroad grant.
-

3.2 Serve our Diverse Communities

Careful attention is paid to this issue during hiring processes for both full time and adjunct faculty positions as well as classified positions within the cluster. Applicants are asked to describe their experiences working with a diverse population on the written application. Questions are also asked during the interview process in order to assess sensitivity to diversity.

Certain faculty within the cluster are deeply committed to diversifying the curriculum. Classes in multicultural and world theatre and world history have been developed over the past 5-10 years. The Theatre Arts Department pays special attention to the selection of plays and presents at least one play per year that has a multicultural focus. Preparing for these shows usually involves networking with the community.

The Art Gallery also contributes to a greater understanding of cultural diversity both on campus and out in the local community. All exhibits in the Art Gallery have been documented and archived on the college website. The Art Department completed the development of a Cartooning and Sequential Art course and an Applied Photography Certificate program.

Randolph Newman Cultural Enrichment Grants provided multicultural opportunities for students and faculty. Art Instructor Deborah Kirklin curated a show in the Art Gallery featuring the art of Eduardo Carrillo. A very well-know Chicano artist, there is a permanent exhibit of his work at the Crocker Gallery in Sacramento. This was a highly successful show with a beautiful catalog developed in conjunction with a consortium. In The Newman Grant also funded the Roberto Chavez Exhibit. The 2015 theatre season started with the performance of "American Night, The Ballad of Juan Jose". The 2016 Theeater season is a special treat for the community. The shows include: "Almost Maine", "Mary Poppins", "Emotional Creatire" and the 400th year mark of Shakespeare's death with the Twelfth Night, a traditionally staged production with all the roles played by male actors.

3.3 Cultivate a Healthy Organization

The Administrative Assistant for the cluster has been encouraged to attend workshops and lectures that will enhance her knowledge and skills. She has become an expert with CATS,

Convergence and the Project Learn Sharepoint site. She continues to be involved in cross-training others.

All classified employees in the Cluster are encouraged to participate in staff development activities and everyone was invited to the Cluster Leadership Series. Cross training is definitely encouraged and administrative assistants freely share systems that have been developed. The most recent example of this is what occurs in the Emeritus Service Center regarding orientation of new faculty. Administrative assistants shared their strategies for new faculty orientation.

While classified staff would like to attend more staff development opportunities and PDA activities, increasing workload often makes that very difficult. Attention must be paid to creating these opportunities without overwhelming those who are expected to attend.

The cluster dean regularly incorporates faculty and staff development ideas into any and all grant proposals submitted.

3.4 Safety and Emergency Preparedness

3.5 Establish a Culture of Sustainability

There has been a continuing effort to develop intradepartmental and cross-cluster initiatives to promote sustainability but much more could be done.

- In an effort to “go green,” faculty and staff from this Cluster have been at the forefront. A PDA workshop was held entitled "Making a Difference: One Instructor at a Time." Panelists included two psychology instructors, a philosophy instructor, and an art instructor. It was facilitated by the Dean.
- An additional PDA workshop was held and as more instructors have implemented these ideas, the Cluster has become more sustainable. All offices are now tracking paper use and limits have been imposed on local copiers. Those who use the Copy Center for extensive handouts have been alerted by their chairs and the Dean is committed to encouraging this further in the absence of any district tracking system.
- Over the past four years, there has been a remarkable reduction in paper use and graphics costs in departments across this Cluster. Faculty, chairs and administrative assistants have worked very hard to reduce these expenses. In an analysis completed in March 2012, the following percentages of reduction were noted by departments; Art was the highest, reducing its graphics costs by 72%. Theatre Arts was at 66%, Music at 52% with Communication Studies close behind at 51%
- All departments now have shared folders where syllabi are stored and most faculty distribute syllabi and handouts either through the portal or post them on CATE or Moodle.

The Dean's Office has encouraged this and appreciates the effort of the Distance Ed Department to have course shells available for all faculty. Many faculty in the Cluster have participated in Moodle trainings.

- Now that SRJC is an AASHE member, the Dean regularly accesses the website and searches for information and best practices.
- The Burbank remodelling project will be sustainable to a large degree with a goal of silver LED certification.
- The Arts & Humanities newsletter is published only in digital form.

4.1a Course Student Learning Outcomes Assessment

The Arts and Humanities Cluster is deeply committed to student learning and student success.

The Dean's Office oversees the Cluster Curriculum Technical Review Committee. The Dean co-chairs this committee and it meets twice monthly. The new Dean of Arts and Humanities also serves on the college wide Class Size Advisory Committee, Chairs the Study Abroad committee.

As of August 2014, Communication Studies, Journalism, Media Studies, and Interdisciplinary Studies all (100%) completed their SLO assessments. The other discipline areas are committed to complete the work by October 2014.

A number of courses within the cluster are up for six year reviews. The appropriate department chairs have been notified.

More specific data about SLOs and assessments are contained in departmental PRPPs.

Effective March, 2015 the cluster completed all SLO assessment - 100%! Evaluation is an ongoing process at the cluster. Student outcomes take a great many unique forms in the fine arts and performing arts including performances and portfolio presentations.

4.1b Program Student Learning Outcomes Assessment

This Cluster is deeply committed to student learning and student success. Majors now exist in every department in the Cluster.

During the 2013-14 academic year a Digital Journalism program has been developed and is now going through the college curriculum approval process.

In the 2012-13 academic year, the revisions of two majors were approved by the Chancellor's office. They are Journalism and Theatre Arts.

In 2015 new courses were created in Religious Studies, Humanities and Theatre Arts. The Art Department faculty started work on a course on cartooning, based on the San Jose State University model.

Digital Journalism CTE degree program has been approved by the Chancellor's Office in 2016.

One transfer model major's revisions were approved by the Chancellor's office -- Communication Studies.

The film discipline area is working on the TMC for film. This work is expected to be completed in 2016.

The tentative information on the requirements for the Graphic Design TMC were received in 2016. The majority of the TMC graphic design courses come from the Art Department.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	See departmental PRPPs	N/A	N/A	N/A

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
N/A																
See dept PRPPs																

4.2b Narrative (Optional)

All departments offer courses and programs that meet various aspects of the institutional learning outcomes. When analyzed holistically, the cluster offers courses that fulfill every single institutional learning outcome.

The second strategic goal for the cluster states:

"Engage students & spark intellectual curiosity in learner-centered environments by incorporating a variety of teaching methodologies, including team based learning, relevant real-world assignments, and creating effective, student focused learning paths".

Faculty and staff of the Arts & Humanities cluster are dedicated to student success and effective teaching methodologies. The cluster is now offering increased numbers of online courses, and experimenting short (8 weeks long) course offerings.

The cluster Dean is committed to increased faculty and staff involvement in technological and educational trends.

The Art Department is working on a new course in cartooning. The Dean envisions a full program of cartooning and animation in the Art Department. Animation "a moving art form" is generally located in the Art Departments of colleges and universities, and is an MFA (Master of Fine Arts) discipline.

5.0 Performance Measures

5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

Schedule development is a high priority for the cluster. Careful attention has been paid to schedule development by chairs in consultation with their departments. Frequent analysis is done in conjunction with the cluster dean. Every effort is made to offer a wide variety of classes at various times and locations. Without sacrificing the quality of the programs that students need. Enrollment efficiency and productivity are examined every semester.

The District data collection of "Hits after Closed" shows significant demand for online classes. To meet this demand, the Dean has encouraged the development of more online and hybrid classes.

There is a need for ongoing faculty training in the areas of online teaching. There are proven techniques that will allow faculty to effectively create online student communities. Online course development should be a team effort between the content expert, instructional designer, visual/multimedia designer and computer programmer. The college should consider incorporating adaptive methodologies into online learning, meaning taking into consideration the various learning styles when designing online course offerings.

5.2a Enrollment Efficiency

5.2b Average Class Size

5.3 Instructional Productivity

5.4 Curriculum Currency

All active courses in the Cluster now have SLOs and curricula is current

The Dean's office encourages the development of new curriculum, especially those with a contemporary, digital focus.

The new digital art/printmaking faculty will inject contemporary techniques into this previously traditional program.

The sculpture area will also need to be brought into the 21st Century. While faculty is doing excellent job teaching traditional skills, the Dean is concerned about the lack of contemporary equipment and technology and forward looking curriculum in these classrooms.

The Dean is intent on inspiring and leading faculty to develop more contemporary, industry responsive curriculum, making sure that our course offerings are relevant and useful.

5.5 Successful Program Completion

Certificate Programs exist in Art (Photography) and Theatre Arts (Costuming, Acting, Makeup, Stagecraft and Theatre Management).

The development of Digital Illustration and Digital Painting certificates will be discussed in the near future.

Majors are offered in Art, Art History, Music (Instrumental, Jazz Studies, Vocal or Instrumental), Theatre Arts, Communication, Journalism, Philosophy, Humanities and Religious Studies.

Departments have been urged to develop strategies encouraging students to complete the paperwork for certificates and majors. Theatre Arts deserves special commendation for its effort in this regard.

5.6 Student Success

5.7 Student Access

See Departmental PRPPs for specific data.

5.8 Curriculum Offered Within Reasonable Time Frame

5.9a Curriculum Responsiveness

5.9b Alignment with High Schools (Tech-Prep ONLY)

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

The new dean needs to assure that the Art/Animation major moves through the advisory committee stage and is submitted to Curriculum Office for Chancellor approval in Fall 2017.

5.11a Labor Market Demand (Occupational Programs ONLY)

- The Theater Department completed the establishment of an Industry Advisory Board with a focus on theater technology and hosted the first Board meeting during the Spring 2015 semester.
- According to the California LMI, film/video editing between now and 2022 will grow 3%, Presently, the median wage is \$46,280.
- Photographers earn a median salary of \$28,490 and the job growth outlook is 4%. Broadcast & Sound Engineering technicians have a median salary of \$41,200 with a projected growth rate of 9%.
- Theatrical costum/fashion designers earn a median income of \$65,529 with an expected growth rate of 14.9%. Actors have a median wage of \$53,000 with an 11.7% growth rate.
- Designers earn a median wage of \$58,000 with a 10% projected growth rate.

5.11b Academic Standards

All departments are encouraged to engage in conversations regarding academic rigor and standards of discipline excellence. The Cluster Tech Review Committee has recommended (and many departments have responded favorably) to increasing the Recommended Levels of Preparation for a GE Transferable Course to "Eligibility for English 1A." Standards and rigor regarding writing assignments for these courses are also carefully analyzed by the Cluster Technical Review Committee.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	Santa Rosa	06	07	Improve District ability to collect revenue by increasing attendance at Arts events.	Deploy Box Office Pilot program to determine value of increasing staffing of the Theatre Arts Box Office from 45% to 100% position.	2014-2015 and 201Academic Year	Dean left unexpectedly in December 2016. The new dean will document progress and establish new goals for 2017-18.
0000	ALL	07	06	Increase revenue source for Arts & Humanities programs.	Seek funding for worthwhile educational and creative projects. Create grant proposals, form partnerships and reach out for private donor support.	Ongoing	
0000	ALL	05	05	Establish a long-term relationship with patrons and donors in support of Arts programs at SRJC.	Cultivate a trusting, positive relationship with the SRJC foundation.	2013-2014 academic year	
0000	ALL	03	05	Increase local, regional, national and international partnerships.Global focus.	Increase the diversity of the college community and provide short term international faculty exchanges.		
0000	ALL	02	01	Inspire the design and development of cutting edge curriculum	Update and generate new coursework that is contemporary and relevant.		
0000	ALL	06	07	Promote outstanding student and faculty work on campus, in the community, locally and regionally.	Increased visibility for our students, faculty and the impressive work we are doing.		
0000	ALL	04	07	To complete the Burbank Theater remodel for the 100 year anniversary.	Work closely with theater faculty, the project director and the architectural team	2016-18	
0000	ALL	02	02	To increase the visibility and effectiveness of the Study Abroad program.	Work closely with the consortium members and the Study Abroad committee.	2015- present	
0000	ALL	04	07	The establishment of a multi-disciplinary "creative lab" for students of digital art/printmaking, animation, graphic design, multimedia design, theater technology, digital photography and film.	Provide cutting edge, industry standard hardware and software.		
0000	Santa Rosa	04	07	To continue the guidance and support work on the Burbank Theater	To provide an updated, contempray theater facility for the students, faculty and the community at large.	2018	
0001	Santa Rosa	04	07	Strengthen classified staffing in key areas to ensure safety and vitality of courses.	Improve safety of Sculpture and 3D Design art classes by staffing 18 hours of instruction with an instructional assistant trained in use of associated equipment.	2015-2016 academic year	

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
Santa Rosa	<p>Data analysis was developed using information from PRPP website.</p> <p>The cluster is generally healthy, but the Dean's Office needs to work towards inspiring faculty to create more up-to-date curriculum and increase the openness towards the use of technology. Faculty is doing an excellent job of providing traditional, basic information and techniques.</p> <p>We will need to increase our online an hybridcourse offerings along with providing support for faculty training in online course development.</p>
ALL	<p>Course sections added strategically at both campuses. In discussion with Chairs, we increased the variety of course offerings at the Petaluma campus. for Spring15. This included additional Philosophy, Communication and Art courses. We are also adding a digital music course on the Petaluma campus. We are offering a robust Summer 16 program. with a strong online focus.</p>
Santa Rosa	<p>Data analysis was developed using information from PRPP website.</p>
Santa Rosa	<p>The cluster is doing a wonderful job providing transfer, General Education focused courses in the arts and humanities. The future challenge is to update the programs, inspire faculty to incorporate new technologies and support faculty in the creation of effective online courses.</p>

6.2b PRPP Editor Feedback - Optional

—

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	Santa Rosa	06	07	Improve District ability to collect revenue by increasing attendance at Arts events.	Deploy Box Office Pilot program to determine value of increasing staffing of the Theatre Arts Box Office from 45% to 100% position.	2014-2015 and 201Academic Year	Temporary increase to box office assignment and/or STNC worker to handled marketing and outreach.
0000	ALL	07	06	Increase revenue source for Arts & Humanities programs.	Seek funding for worthwhile educational and creative projects. Create grant proposals, form partnerships and reach out for private donor support.	Ongoing	Grant funding/private funding. Dean's time Project partner time, completed four grant proposals so far.
0000	ALL	05	05	Establish a long-term relationship with patrons and donors in support of Arts programs at SRJC.	Cultivate a trusting, positive relationship with the SRJC foundation.	2013-2014 academic year	Chair and dean time A survey has been generated to help identify future work trends for SRT.
0000	ALL	03	05	Increase local, regional, national and international partnerships.Global focus.	Increase the diversity of the college community and provide short term international faculty exchanges.		Dean's time International Director's time and funding for travel. The first Communication faculty going on a short term (2 weeks long) teaching/recruiting trip to Denmark Spring 2017.
0000	ALL	02	01	Inspire the design and development of cutting edge curriculum	Update and generate new coursework that is contemporary and relevant.		Faculty time, Dean time
0000	ALL	06	07	Promote outstanding student and faculty work on campus, in the community, locally and regionally.	Increased visibility for our students, faculty and the impressive work we are doing.		New cartooning course has been completed. and Art 2.1 and Art 2.2 converted to online format.
0000	ALL	04	07	To complete the Burbank Theater remodel for the 100 year anniversary.	Work closely with theater faculty, the project director and the architectural team	2016-18	Measure H funding,, faculty time, dean time, project director time
0000	ALL	02	02	To increase the visibility and effectiveness of the Study Abroad program.	Work closely with the consortium members and the Study Abroad committee.	2015- present	50% classified support, dean's time, faculty time, SA budget
0000	ALL	04	07	The establishment of a mult-disciplinary "creative lab" for students of digital art/printmaking, animation, graphic design, multimedia design, theater technology, digital photography and film.	Provide cutting edge, industry standard hardware and software.		Had a number of meetings with a variety of stakeholders and developed a planning diagram.
0000	Santa Rosa	04	07	To continue the guidance and support work on the Burbank Theater	To provide an updated, contempray theater faculty for the students, faculty and the community at large.	2018	Bond funded
0000	ALL	00	00	NOTE- goals carried forward - new dean may modify			
0001	Santa Rosa	04	07	Strengthen classified staffing in key areas to ensure safety and vitality of courses.	Improve safety of Sculpture and 3D Design art classes by staffing 18 hours of instruction with an instructional assistant trained in use of associated equipment.	2015-2016 academic year	18 hours long-term STNC position needs to be converted to a 25 hour classified position.