

# Santa Rosa Junior College

## Program Resource Planning Process

### Older Adults Program 2017

#### 1.1a Mission

It is the mission of the Older Adults Program to provide quality educational courses within the area of noncredit for Older Adults. It is the department's intent to enhance the lives of our active senior students, offer exceptional service and continually improve our methods of operation.

#### 1.1b Mission Alignment

The Older Adults Program is consistent with the District's mission to promote personal and professional growth and cultivate joy at work and in lifelong learning.

#### 1.1c Description

The Older Adults Program offers courses in the noncredit area of older adults. The older adults' courses are specifically designed for active older adults and provide an opportunity for personal development, group interaction and skills for increased mental, emotional and physical well-being during the later years. The program's six courses include: Creative Arts, Autobiographical Writing, Discussion Group, Fitness, Musical Experience and Matter of Balance.

Courses are held at senior centers, retirement communities, Petaluma Campus and the SRJC Southwest Center. The courses follow the academic year or are offered in shorter durations. Interested individuals either go directly to the class location to register or register online.

#### 1.1d Hours of Office Operation and Service by Location

The Older Adults Programs office is open Tuesday, Wednesday and Thursday, normally from 8:30 am until 2:30 pm and is located in Romm 1322, Bailey Hall, West Wing, at the Santa Rosa campus. The faculty teach at off campus sites located throughout the District.

### 1.2 Program/Unit Context and Environmental Scan

IMPACTS ON THE OLDER ADULTS PROGRAM

The Older Adults Program addresses the needs of Sonoma County's fastest growing demographic, i.e. active older citizens.

The focus for many students at this point in their life is the integration of their life-experiences and keeping their minds active and their bodies alert. Oddly, at this point in their lives many of these students take these classes, in part, because it is necessary for them to re-enter the workplace.

In fall 2013 program resumed offering summer courses with 19 sections and in fall 2013 the program offered 29 sections.

Growth continued in spring 2014 with the Older Adults Program expanding to 53 sections, and will continue to expand through the summer and fall 2014 terms.

In 2013/14 twenty eight (28) instructors teach courses at twenty one (21) locations throughout the community.

Growth continued in spring 2015 with the Older Adults Program expanding to 79 sections, and will continue to expand through the summer and fall 2015 terms.

In 2014/2015 thirty three (33) instructors teach courses at thirty two (32) locations throughout the community.

For spring 2017 forty-four (44) instructors are teaching 134 classes at 42 locations throughout the community. Over 4,100 older adults (duplicated count) are being served during the spring 2017 semester.

The lead Older Adults Program Coordinator hours have increased to 19 hours each week, and the second Coordinator hours have been increased from 7 hours to 15 each week. The lead program Coordinator continues to oversee all duties within the program. Effective Spring 2014 the OAP was under the temporary supervision of the Dean III, Curriculum and Educational Support Services. Effective 7/1/14 this change was finalized.

During 2017-18, to support for additional growth in the Older Adults Program, a request will be made for a third part-time coordinator to be added during the 2017-18 year. Initial hours to be eight (8) hours per week.

## 2.1a Budget Needs

The below information describes the negative impact the budget cuts have had through spring 2016.

1. As this program has transitioned from one supervising administrator to another to another, the 4000 and 5000 budgets for classroom materials and printing of instructor prepared handouts have been reduced to bare bones.

2. Budget Needs

- a. Mileage: The mileage budget is used to monitor the off-campus sites and conduct instructor evaluations. Both the number of instructor teaching for the program and the number of locations have been steadily increasing in recent terms.

b. Graphics/Printing: Some facilities do not allow our instructors to use their copier to make copies, so the instructors pay for the copies out of pocket. When this occurs, there needs to be a graphics budget to cover legitimate copies. In addition, the program needs to prepare and distribute class flyers, program brochures and class registration forms.

c. Supplies: Over the years as the program was reassigned from one administrator to another the budget for operating supplies got dropped and lost along the way. Adequate budget needs to be put in place to cover these annual expenses.

d. A student worker to help with paperwork and messages.

e. a full-time program coordinator who is assigned on a 12 month basis. This program provides over 300 classes at 35 different sites per year and is run by a part-time Unit B faculty member who works only a partial year.

f. a third part-time coordinator working eight hours per week initially to help with increased workload and also to be trained to take over when one of the two existing coordinators retire, which is anticipated to happen sooner than later.

g. as the program has continued to grow no funds have been added to the adjunct faculty account. The 2016-17 fiscal year will end with there being a deficit of approximately \$13,000 in this account.

### 3. Cost Savings Measures

The coordinator is frugal in supply, phone, paper and graphics costs, e.g. using the back sides of paper, and reducing the number of copies. Currently faculty pay for the costs of their copies out of pocket.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	03	05	\$18,000.00	Part-Time Coordinator, 8 hours per week
0002	ALL	03	05	\$20,000.00	Augment Adjunct Faculty Budget to cover actual annual costs
0003	Santa Rosa	03	05	\$5,000.00	Printing - To cover costs of handouts (seniors tend not to use online resources for their classes)
0004	Santa Rosa	03	05	\$6,000.00	Student Worker. None currently assigned
0005	Santa Rosa	03	05	\$9,000.00	Supplies
0006	Santa Rosa	03	05	\$3,000.00	Millege - To cover necessary travel between sites
0007	Santa Rosa	03	05	\$500.00	Postage
0008	Santa Rosa	03	05	\$300.00	Telephone
0009	Santa Rosa	03	05	\$75,000.00	Full-Time Program Coordinator; Salary and Benefits

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
None	0.00	0.00	

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
None	0.00	0.00	

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Worker	0.00	0.00	Responding to requests from instructors for information or for making copies of class materials. Responding to inquiries from the public about types, locations and hours of classes.

			Filing program documents as needed. Mailing out program and class information as needed. Maintaining contact lists of actual and potential students; actual and potential instructors; actual and potential class locations. Providing general assistance to the program coordinators.
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## 2.2d Adequacy and Effectiveness of Staffing

Currently the program lead Coordinator maintains all areas of operation. The program is expanding therefore additional Administrative Assistant support is needed.

A student worker is needed to assist the lead coordinator with daily tasks of filing, preparing flyers, handling collection and distribution of documents and handling telephone calls.

As the program continues to grow and more classes are added with more instructors to evaluate at more locations to visit another part-time, eight-hours-per-week coordinator is needed to help with the work load.

A full-time coordinator or director is also needed for this program. The current reassigned time of a Unit B faculty member is limited to not more than 23 hours per week and then only for the time period for which faculty are typically teaching.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	03	05	None	Part-Time Coordinator, 8 hours per week	Classified
0002	Santa Rosa	03	05	None	Student Worker	Student
0003	Santa Rosa	03	05	None	Older Adults Program Director	Classified

## 2.3a Current Contract Faculty Positions

Position	Description
None	Currently the Older Adults Program has only adjunct faculty.

### 2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Older Adults	0.0000	0.0000	6.0000	100.0000	All instructors and the coordinator of the Older Adults Program are part time, Unit B, faculty.

### 2.3c Faculty Within Retirement Range

As of Spring 2016, 33 of 39 adjunct faculty are 55+ years old.

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

All faculty in the program are adjunct. The Unit B adjunct faculty pool has decreased over the last couple of years due to college-wide budget cuts. The Older Adults Program is increasing its course offerings and therefore effort will be made to increase the instructor pool during the coming year.

### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0000	ALL	03	05	None - Older Adults Program	Faculty are all Unit B, adjunct faculty

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



### 2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	ALL	03	05	None	0	\$0.00	\$0.00			

### 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	03	05	None	0	\$0.00	\$0.00			

### 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0000	ALL	03	05	3+ Yr			\$0.00	None

## 2.5b Analysis of Existing Facilities

The Older Adults Program operates off-campus. Partnerships are created through Use of Facility Contracts with senior centers and retirement communities. The Program uses rooms at these facilities rather than utilizing campus facilities. This is a plus as there is no rent charged as of this writing, May 2017. One Senior Center (Santa Rosa) is requiring our students to individually pay a facility use or membership fee for each class in order for them to attend the class. If this practice becomes more prevalent throughout the county it will disenfranchise those seniors who cannot afford to pay a fee for each time they go to class.

## 3.1 Develop Financial Resources

Not Applicable. The Older Adults Program is funded by non-credit FTES and generates more revenue than it costs to operate. There are no plans for developing outside or additional funding sources at this time.

## 3.2 Serve our Diverse Communities

The Program promotes sensitivity to diversity in its philosophy of respect for all individuals. In effect the Older Adults Program is designed to meet the unique needs of a special population in our county. It seeks to support seniors in living meaningful lives and keeping them competent and involved contributors to our larger community.

The Older Adults Program serves our diverse community through engagement, collaboration, partnerships with host facilities and innovation.

The Older Adults Program instructor application requires a statement describing the applicant's demonstrated experience in understanding and being sensitive to diverse backgrounds.

## 3.3 Cultivate a Healthy Organization

There are no classified staff currently working in the Older Adults Program.

NOTE: The Unit B faculty do not have a professional development requirement.

## 3.4 Safety and Emergency Preparedness

There is a Safety Leader assigned to the Bailey Hall building, which is where the program coordinators are located.

### 3.5 Establish a Culture of Sustainability

The coordinator recycles paper and uses the back sides of paper to reduce the number of copies.

### 4.1a Course Student Learning Outcomes Assessment

All six courses in the Older Adults Program have student learning outcomes. The learning assessment projects have begun, faculty has begun to determine how they will assess their classes. The Older Adults Program is continuing to develop assessment procedures.

### 4.1b Program Student Learning Outcomes Assessment

All courses in the Older Adults Program have student learning outcomes. The program is in the process of creating assessment policies for SLO's at the program level.

The Older Adults Program does not offer certificates or degrees.

### 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	SE 501	Spring 2015	Spring 2015	Fall 2015
Course	SE 502	Spring 2015	Fall 2015	Fall 2015
Course	SE 504	Spring 2015	Spring 2015	Fall 2015
Course	SE 505	Spring 2015	Fall 2015	Fall 2015
Course	SE 507	Spring 2015	Fall 2015	Fall 2015
Course	SE 581	Spring 2015	Spring 2015	Fall 2015

### 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
OA 501 Creative Arts for Older Adults				X			X			X	X	X	X	X	X	
OA 502 Autobiographical Writing			X				X	X	X	X	X	X	X	X	X	
OA 504 Matter of Balance				X		X		X	X		X			X		X

OA 505 Discussion Grup				X			X	X	X	X	X	X	X	X	X	
OA 507 Exercise & Stress Reduction				X		X	X	X		X	X					
OA 581 Musical Experience							X	X	X	X		X	X		X	

## 4.2b Narrative (Optional)

The Older Adults Program addresses the institutional learning outcomes through the activities and content covered in the courses.

## 5.0 Performance Measures

NA

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

Because the courses are held at other facilities, the availability of rooms is a critical piece of when courses are offered. Currently most of the courses are offered during the day Monday through Friday. This is the preferred time by the majority of seniors.

There is a good distribution of courses in Santa Rosa, Rohnert Park, Petaluma, Sonoma, Sebastopol and Healdsburg areas. There are fewer courses in the outlying areas.

The program has only 6 courses, however within each course outline there is a lot of flexibility for topics. For example, the sections of the SE 505 Discussion for Older Adults include, history, spanish, meditation, art history etc.

### 5.2a Enrollment Efficiency

The formula for enrollment efficiency is the percentage of seats filled at first census based on class limit. Because the Older Adults Program is housed at off-campus facilities, the assigned rooms have varying sizes and can change. It has been the past practice to make the class limit for all the sections a generic "50" in order to accommodate the maximum sized room.

Because of this past practice, applying the college's enrollment efficiency formula does not provide accurate information.

The program requires a minimum of 20 enrolled students in each section and an average of 15 in regular attendance. If a section has less than 20 students enrolled it is cancelled.

## 5.2b Average Class Size

In Spring 2017 the average class size in the Older Adults Program was 30.8 students.

## 5.3 Instructional Productivity

**Although there are numbers listed below "productivity" is not a relevant metric for this department. All classes are held off campus and sometimes in facilities that are large meeting halls. This influences the number of students and the size of the class.**

The Older Adults Program instructional productivity for 10-11 was an average of 19.95%.

The Older Adults Program instructional productivity for 09-10 was an average of 17.03%.

The Older Adults Program instructional productivity for 08-09 was an average of 16.33%.

The Older Adults Program instructional productivity for 07-08 was an average of 19.10228%.

Older Adults	2008 SU	2008 FA	2009 SP	2009 SU	2009 FA	2010 SP	2010 SU	2010 FA	2011SP
FTES	193.609	314.734	355.093	202.271	184.531	203.4	123.68	157.5	194.73
FTEF	11.991	18.919	21.91	11.8674	10.537	12.3026	6.4203	7.9998	9.319
Ratio	16.1475	16.6358	16.2068	17.04426	17.5126	16.5330	<b>19.2629</b>	<b>19.6879</b>	<b>20.8960</b>

The above 2010-11 figures are from Datamining (3-01-12 copy of fteftrends.xls)

**The Spring 2017 data from EMS indicates that the FTES/FTEF ratio is 16.1**

## 5.4 Curriculum Currency

As of Spring 2017, all of the Older Adult Program courses have been updated and approved by the Curriculum Committee.

## 5.5 Successful Program Completion

Not Applicable - The program does not offer a certificate or major.

## 5.6 Student Success

Not Applicable - The program does not offer a certificate or major.

## 5.7 Student Access

All classes are open to "older adult" students as defined in the non-credit program regulations related to classes for Older Adults.

## 5.8 Curriculum Offered Within Reasonable Time Frame

As a normal practice, five of the six Older Adults courses are offered each term. The OA 504 class, Matter of Balance, has special requirements for the instructor and can be offered when an instructor can be found that meets these special requirements.

## 5.9a Curriculum Responsiveness

Adding short courses will be explored to respond to the requests of active seniors for courses shorter than a full semester course.

The program is also looking for bilingual instructors so that more classes may be offered to the Spanish speaking members of the community.

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

Not Applicable.

## 5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

Not Applicable.

## 5.11a Labor Market Demand (Occupational Programs ONLY)

Not Applicable.

## 5.11b Academic Standards

Yes. Instructors follow the official Course Outline of Record when teaching their respective courses; and are engaged in dialoge, exchanging ideas through the program coordinator.

## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	03	05	Adequate staffing to ensure we meet the community's needs and stay compliant.	Added 3 hours per week of assistant coordinator time.	2016-17	3 hours per week added effective fall 2016.
0002	ALL	02	05	Expand the number of class offerings.	Return to former locations where classes were offered before program reductions.	2016-17	Spring 2017 at 44 locations. Will be returning to Santa Rosa Senior Center in fall 2017.
0003	ALL	03	05	Adequate staffing to ensure we meet the community's needs and stay compliant.	Evaluate the needs for program coordination and develop a recommendation for the VPAA as to alternatives for meeting this staffing need.	2016-17	\$65,000 per year plus 20% benefits costs.
0004	ALL	03	05	Expand offerings to include classes for the Spanish speaking part of our community. Recruit more bilingual instructors.	Serve additional parts of the community.	2016-18	Added a bilingual instructor, more coordinator time, and new sites for classes. Also, participated in a Job Fair in fall 2016 and in active planning for one on 6/6/17 focused on life-long learning instructors.

## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
ALL	<p>Due to the State budget crisis, the Older Adults Program offered only 14 courses in Fall 2012 and Spring 2013 sessions. It was suspended again for the summer 2013 session. During Fall 2013 the program offered 29 courses. Starting with Spring 2014 the college supported growth for this program and for the Spring 2014 the number of classes increased to 53. By Fall 2014 this number had grown to approximately 60 classes. For Fall 2015 the number of classes offered grew to be 70. For Fall 2016 the anticipated number of class offerings is expected to exceed 100 classes. By Spring 2017 the program has grown to 134 classes at 44 locations. A duplicated count of over 4,100 older adults participated in these classes.</p> <p>a. Courses offered will focus on instruction designed to help active seniors maintain their health, safety and cognitive skills.</p> <p>b. Noncredit progress is measured by the number of classes offered, number of sites at which classes are offered and the duplicated count of student participation.</p> <p>c. The courses will continue to follow the academic year.</p> <p>d. We plan to explore offering courses in a less-than-full semester time frame.</p> <p>e. We plan to explore the idea of offering classes to older adults in the Spanish speaking parts of the community. Having SRJC continue to offer courses for older adults makes sense for the following reasons:</p> <ol style="list-style-type: none"> <li>1. The older adult population in the District continues to grow and although this population is not our prime target audience per the State Chancellor's Office, the Program for Older Adults is still recognized as a valid non-credit educational program per Title 5</li> <li>2. A Our offering of classes for Older Adults generates a fair amount of non-credit FTES for a modest FTEF (Unit B) cost; and maintains a SRJC presence in the community.</li> </ol>

## 6.2b PRPP Editor Feedback - Optional

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### 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	03	05	Adequate staffing to ensure we meet the community's needs and stay compliant.	Add a second assistant coordinator at 8 hours per week.	2016-17	\$18,000 per year
0002	ALL	02	05	Expand the number of class offerings.	Return to former locations where classes were offered before program reductions.	2016-17	Additional adjunct instructors and program coordinator and Dean of Curriculum time.
0003	ALL	03	05	Adequate staffing to ensure we meet the community's needs and stay compliant.	Evaluate the needs for a full-time program coordinator and develop a recommendation for the VPAA as to alternatives for meeting this staffing need.	2016-17	\$65,000 per year plus 20% benefits costs.
0004	ALL	03	05	Expand offerings to include classes for the Spanish speaking part of our community.	Serve additional parts of the community.	2016-17	Additional bilingual instructors, more coordinator time, and new sites for classes.