

Santa Rosa Junior College

Program Resource Planning Process

Petaluma Academic Affairs 2017

1.1a Mission

1.1b Mission Alignment

1.1c Description

1.1d Hours of Office Operation and Service by Location

1.2 Program/Unit Context and Environmental Scan

2.1a Budget Needs

SRJC Petaluma Academic Affairs continues to expand its course offerings with no corresponding increase in district funds. Expanded science offerings in Physics, Chemistry, and Biology are expensive classes to run with addition needs in facilities, science lab coordination, science lab instructional assistance, instructional equipment, and supplies. In order to have increased flexibility in meeting instructional needs in a timely manner, Petaluma Academic Affairs is requesting a small contingency budget. In addition, a small travel/professional development budget for the Dean of Instruction is needed in order to stay current with best practices in community college education initiatives. On-going maintenance of equipment is also requested.

In addition, SRJC Petaluma is perfectly poised to become a lead campus in student leadership development. Our growth has stabilized and our faculty and staff are strong and well poised to take SRJC to the next level of student engagement. With multiple learning communities focused on Social Justice issues (Gateway to College, Connections, and Puente) and new structural support for these initiatives with the Intercultural Center, we need to support our faculty in their professional development to join these initiatives.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0000	Petaluma	02	01	\$2,000.00	micro 5, Bio 2.1 supplies (ongoing cost, not startup)
0000	Petaluma	02	01	\$800.00	chem supplies
0000	Petaluma	02	01	\$800.00	Physics supplies
0000	Petaluma	02	01	\$275.00	Art Guest Speakers
0000	Petaluma	02	01	\$500.00	Cinema Series increased in hourly wage for graphic designer
0000	Petaluma	02	01	\$500.00	3-D printer supplies all departments
0001	Petaluma	02	01	\$3,000.00	Create Instruction contingency budget

0001	Petaluma	02	01	\$1,500.00	Increase Dean's travel budget
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2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant II, College Skills	16.00	10.00	Provide administrative support to the College Skills/Tutorial Department: in recruitment
Administrative Assistant III (2)	40.00	12.00	Provide administrative support to Instructional and Student Services Deans
Coordinator, Science Labs	40.00	11.00	Coordinate Life Science/Microbiology lab activities
IA Senior, College Skills	10.00	10.00	Assist with College Skills program
IA Senior, Tutorial	20.00	12.00	Assist in Tutorial Center
IA Senior, Tutorial	25.00	12.00	Assist in Tutorial Center: in recruitment
IA Senior, Tutorial (3)	12.80	10.00	Assist in Tutorial Center: in recruitment
Scheduling Technician/Senior	40.00	12.00	Support for schedule development/production of class schedule/coordinates facilities use
Science Lab Instructional Assistant, Biology	27.50	11.00	Provides Biology lab support (27.5 hours for 10 months, 20 hours for summer)
Science Lab Instructional Assistant, Chemistry	25.00	10.00	Provides chemistry, Physics, Wastewater lab support, STNC conversion approved by August 2017 Board

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean II, Instruction and Enrollment Management, SR	40.00	12.00	Lead administrator for SRJC Petaluma Academic Affairs, scheduling, academic computing, strategic enrollment management plan, marketing and outreach

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STNC - Art Model (5)	4.00	5.00	Support instructional program
STNC - Large Lecture Readers (9)	49.00	8.00	Provide assistance to program faculty teaching large lecture sections
STUDENT - KAD - FWS	3.00	3.00	Provide assistance to the KAD program faculty
STUDENT - Life Science (2)	14.00	4.50	Provide assistance to Lab Coordinator
STUDENT - Tutorial Center (5)	36.00	10.00	Provide tutoring in Petaluma Campus Tutorial Center
STNC - IA PALS (9)	0.00	0.00	May be converted to Student Employees
STNC-Instructional Facilitator Writing Center	13.00	10.00	May be converted to Classified
STUDENT-Earth and Space Science	4.00	7.00	Provide assistance to Lab Coordinator
STUDENT-Tutorial Center-FWS	0.00	0.00	Provide tutoring in Petaluma campus Tutorial Center

2.2d Adequacy and Effectiveness of Staffing

Tutorial Services – This facility has been understaffed since its inception. It now has almost 700 students using its services during a semester. A hiring of three new part-time regular Instructional Assistants (IAs) during 2011-2012 provided qualified, dependable, regular tutors to help anchor the center and provide guidance for student and STNC tutors. However, the cost of hiring the three new IAs (i.e., re-allocation all Petaluma District STNC tutor money and some student tutor money for the newly created IA positions), coupled with an unplanned evisceration of BSI funds (i.e., 40% cut of 2010-2011 funding), left a vacuum in available funding to hire both STNC and student tutors during 2012-2013. As a result, the Petaluma Tutorial Center was forced to cut its hours of operation by 29% during fall 2013; these hours have not been restored. Increasing the number of paid hours of our part-time IAs is crucial for the long-term health of the Petaluma Tutorial center. The Tutorial Center's Instructional Assistant positions frequently turnover due to the minimal amount of hours offered; for example, for Fall 2017 we are currently hiring 3 out of 5 IA positions. These positions are key to student success at SRJC Petaluma and require experience tutors knowledgeable in multiple subjects such as chemistry and calculus.

The hiring of a part-time, regular administrative assistant in 2011-2012 for the Tutorial Center, though also cutting into the number of hours for tutors, has provided an organized office to keep track of all the students, student tutors, STNC's, and classified staff – something that had been lacking for many years. Petaluma's Tutorial Center currently shares an AA II with the College Skills Department; with more AA II support we could do more outreach and allow the IA's to tutor more students rather than support the office functions.

The faculty to classified staff ratio for College Skills at the Petaluma Campus is far more unbalanced when compared with the Santa Rosa Campus. Petaluma has one full-time faculty member and six adjunct teaching credit classes and noncredit labs. Likewise, the Tutorial Center is coordinated by the one full-time faculty member (about 50% of their load), one part-time regular administrative assistant (16 hours/week) and five part-time regular instructional assistants (tutors). With 20 employees (classified, STNC, and student), the level of supervision and oversight is grossly inadequate. Therefore, we are requesting a Coordinator classified position for the day-to-day operation of the Tutorial Center.

The Writing Center: The District funds about 3 hours/per day of Writing Center coverage 3 days per week. The doors are not open enough for students to see the Writing Center as a reliable resource. Student Equity has funded STNC support for the Writing Center; however, Student Equity is not a reliable funding source, we have to continually reapply. Increasing District support of the Petaluma Writing Center would increase the program's stability and usage, which in turn would increase its FTES generation.

Academic Affairs Administration: The current workload of the Dean of Instruction is larger than other cluster deans given that this position wholistically supports an entire campus. It is a challenge to develop new instructional programs, including fund development, given the current workload. A second instructional Dean could allow the Academic Affairs department be more proactive in creating new programs/offerings to meet student need.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Petaluma	02	01	Change to time Base	IA Senior; .32 to .40/217 day, tutorial	Classified
0002	Petaluma	02	01	Classified Employees New	AAII-tutorial (60%)	Classified
0003	Petaluma	01	02	Classified Employees New	IA Senior, Writing Center (13 hourswk x 46 weeks)	Classified
0004	Petaluma	01	02	Classified Employees New	IA, ESL tutoring 50%	Classified
0005	Petaluma	02	01	Classified employees New	Vet Tech SLIA 50%	Classified
0006	Petaluma	02	01	Student Employees	Cisco Networking Tutor	Student
0007	Petaluma	02	01	Management New	Dean II, Instruction	Management
0008	Petaluma	02	01	Change to Time Base	IA Senior; .32 to .40/217 day, tutorial	Classified

2.3a Current Contract Faculty Positions

Position	Description
Art (Studio) (1)	Started F15 (Tenure Year 3)
Anthropology (1)	
Business Office Technology (1)	
chemistry (1)	On loan from SR campus until F19. Sabbatical F17
Communication Studies (3)	Mike Traina 40% Petaluma Film Fest/Cinema Series + Department Chair 56%; (two Faculty Tenure Year 4)
Computer Studies	One Network Technology; one ITSupport
College Skills (1)	Started S17(Tenure Year 1). Coordinates Tutorial Center
Counseling (5)	One 50% Puente, one 20% EOPS (one Tenure Year 4). One retirement expected S18

DRD (2)	One started F15 (Tenure Year 3)
Earth and Space Science (2)	One Astronomy 36% Department Chair; one Geology/Geography/Environmental Studies
English (5)	One 20% Puente; one Department Chair 93% (One Tenure Year 3; one start F17 Tenure Year 1)
Fire Technology (1)	Start S15 (Tenure Year 3)
History (1)	Sabbatical S18
Kinesiology, Athletics & Dance (2)	One 20% Faculty Development Coordinator+ 5% Program Coordinator+10% Delegated Chair duties (One Tenure Year 2)
Librarian (3)	One 37% Department Chair (One Tenure Year 2)
Life Science (2)	One 3% Delegated Chair duties + 20% NSF grant; one started F16 (Tenure Year 2)
Mathematics (4 + 1 vacant)	One 80% Department Chair and teaching in Santa Rosa; one started S15 (tenure Year3); one started F17 (Tenure Year 1); in recruitment F17
Psychology (2)	
Sociology (1)	Started F17 (Tenure Year 1)
Work Experience (.5)	One started F15 50% assigned to Petaluma (Tenure Year 3)
World Languages (2)	One Spanish; one Italian Study Abroad F17 and Sabbatical S18 and teaches 75% at SR campus
Total 2014/15	36 Faculty (2.774 FTEF less reassign time/leaves)
Total 2015/16	40.5 Faculty (3.659 FTEF lessreassign time/leaves); 12 (30%) in tenure review
Total 2016/17	42.5 Faculty (4.9 FTEF les reassign time/leaves including 5 serving as Department Chair); 16 (38%) in tenure review

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Agriculture & Natural Resources	0.1000	10.6000	0.8700	90.1000	0.97
American Sign Language	0.0000	0.0000	0.8000	98.8000	0.81
Animal Health	0.1000	13.4000	0.6700	87.6000	0.77
ANTHRO	1.0200	60.5000	0.6700	39.7000	1.68
ART	1.4300	56.0000	1.1300	44.3000	2.56
Astonomy	0.6100	58.2000	0.4300	41.7000	1.04
BAD	0.7300	45.6000	0.8700	53.8000	1.61
BBK	0.0000	0.0000	0.1400	97.4000	0.14
BIO	1.2600	54.2000	1.0900	46.6000	2.33
Business General	0.2000	42.6000	0.2700	57.1000	0.47
CHEM	1.0000	65.4000	0.5300	34.9000	1.53
CHLD	0.2000	24.7000	0.6100	74.8000	0.81
Communication Studies	0.6200	98.0000	0.0000	0.0000	0.63
Computer Studies	2.1400	78.8000	0.5800	21.3000	2.71
COUN	0.0000	0.0000	1.1900	99.8000	1.19
CSKLA	1.0000	21.1000	3.7200	78.8000	4.72
ECON	0.0000	0.0000	0.2000	100.0000	.20
Engineering	0.0000	0.0000	0.1000	100.0000	0.10
ENGL	3.3800	42.4000	4.5100	56.5000	7.97
ENVS	0.4100	98.0000	0.0000	0.0000	0.42
Food and Nutriton	0.2800	21.9000	1.0000	78.1000	1.28
GEOG	0.0000	0.0000	0.2000	100.0000	0.20
GEOL	0.5300	100.6000	0.0000	0.0000	0.53
HIST	1.4300	63.5000	0.8000	35.6000	2.25
Humanities	0.0000	0.0000	0.2000	100.0000	0.20
ITAL	0.2700	98.7000	0.0000	0.0000	0.27
JOUR	0.0000	0.0000	0.2700	98.7000	0.27
KFIT	0.4100	36.5000	0.6800	60.9000	1.12
Kins Lecture	1.2700	60.3000	0.8300	39.7000	2.10
LIR	0.0000	0.0000	0.1400	98.0000	0.14
MATH	3.0000	32.5000	6.1900	67.1000	9.23
MEDIA	0.8700	68.2000	0.4100	31.9000	1.27
MICRO	0.4700	50.2000	0.4700	50.2000	0.93
Music	0.0000	0.0000	0.4700	99.3000	0.47
Petaluma Total	28.0000	43.3000	36.3900	56.3000	64.64 total FTEF
PHIL	0.0000	0.0000	0.8200	98.4000	0.83
Physics	0.3300	101.0000	0.0000	0.0000	0.33
Political Science	0.6200	59.9000	0.4000	38.8000	1.03
PSYCH	2.0300	70.9000	0.8100	28.2000	2.86
RELS	0.0000	0.0000	0.2000	100.0000	0.20
SOC	0.0000	0.0000	0.4000	100.0000	0.40
SPAN	0.8000	58.4000	0.5600	40.9000	1.37

SPCH	1.4000	70.0000	0.6000	30.0000	2.0
Waste Water Treatment	0.0000	0.0000	0.6800	100.9000	0.67
Water Treatment	0.0000	0.0000	0.3700	99.6000	0.37

2.3c Faculty Within Retirement Range

Over the next three years, we can reasonably expect about two SRJC Petaluma faculty to retire or leave the campus for other reasons. For 2016/17, two of the 21 departments formerly represented by one or more full-time faculty in residence in Petaluma (ESL and Business Administration) remain unfilled by contract faculty, and nine of the 21 (43%) will be represented by only one regular full-time faculty in residence on the Petaluma campus. A retirement or resignation within any of those with only one full-time faculty member could seriously impact the well-being of those instructional programs if the position was not replaced.

An emerging challenge are the number of Petaluma faculty in residence serving as department chairs, which is currently five of the 42 in residence. The inclination by departments to insist that department chairs reside in Santa Rosa has the potential of creating a faculty staffing crisis in Petaluma given that each department chair assignment is for three years. In 2016, Petaluma lost the teaching load of the English and the Math department chair.

Thus, over the next several years, in order to sustain the academic programs SRJC students deserve and have come to expect on the Petaluma campus, it will be critically important to carefully assess and if needed make the case for replacement of departing faculty in core disciplines, address the issue of Petaluma faculty elected as department chairs, and grow the overall number of regular faculty positions in key emerging disciplines across the campus.

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

For 2017/18, we will need to request a full-time positions in Mathematics, Counseling, and English. SRJC Petaluma had to cancel/not offer 9 sections of Math in Fall of 2015 due to a shortage of Math faculty, which occurred even when we had 4 full-time math faculty in residence. In Fall 2016, we will have 2 full-time math faculty in residence (1 position in recruitment and one serving as department chair). The statewide demand for math instructors has caused the adjunct pool to be extremely unstable and constant recruitment of adjuncts is not meeting the need.

The Counseling department needs a full-time position to support the addition of the Connections learning community in Petaluma, as well as Veteran students. In addition, we are expecting a retirement of a full-time English instructor by the end of Spring 2017; we will need a retirement replacement in order to staff classes.

We have additional needs for a Business Administration position to replace the position vacated in 2011/12 when a split load faculty who taught largely in Petaluma retired. The campus needs an anchor faculty in this very popular and well enrolled major. Furthermore, the Social Sciences discipline would like to request a split History/Political Science faculty member because 100% of our Political Science courses are taught by adjuncts or traveling Santa Rosa faculty and our History department needs a strengthened, culturally competent presence.

SRJC Petaluma is increasing our ESL classes and students served due to the outreach efforts of our ELL Outreach Coordinator and the revised ESL pathway. Petaluma previously had two full-time ESL faculty who retired without replacement. As a Hispanic Serving Institution, we must serve the needs of our community. In 2016/2017 we were unable to staff ESL classes due to a shortage in the adjunct pool.

Emerging Needs

An emerging need for next year's faculty staffing cycle is a Computer Studies: Network Security position. As SRJC, and the Petaluma campus in particular, moves forward with the addition of a new program in Computer Security that includes AS Majors, Certificates of Achievement and Skills Certificates, as well as a series of "stackable certificates," the addition of another full time faculty member to teach and manage the program will be necessary. The envisioned AS CTE majors

currently in development include 36+ Technical Course units and 22+ GE units for both System Administrator and Network Administrator Majors.

SRJC Petaluma is ready to have a full-time Chemistry faculty assigned to the Campus. We have increased the course offerings and are preparing for a building project that will increase our Chemistry labs. We will need an anchor faculty member to assist with the facilities planning process and increase our Chemistry program.

For the future, several disciplines are on the SRJC Petaluma faculty "watch list." These include (in alpha order) Child Development, Administrative Justice, Water Treatment/Wastewater, Philosophy, and Library/Learning Resources.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Petaluma	01	02	Counseling	
0002	Petaluma	01	02	ESL	
0003	Petaluma	01	02	Chemistry	
0004	Petaluma	01	02	Computer Studies: Networking	

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

Although the Phase II and Phase III expansion/renovation was completed 9 years ago, we are still playing catch-up to outfit existing program offerings. At the time of expansion, there was little remaining bond funds to cover classroom furniture; consequently what was purchased (tab arm chairs and student desks) are static (they do not roll), inflexible (they do not bend), and offer a small writing surface, all of which creates barriers to learning and negatively impacts student health. SRJC Petaluma faculty are requesting flexible furniture to meet the needs of their dynamic and engaging instructional styles. In addition, faculty are requesting the ability to create student group work zones in classrooms; therefore, there are several requests for mobile whiteboards.

In addition our Phase II and III additions are now 8 years old, the age at which most of the technology needs replacing. A significant request for replacement of technology was put forward in the 2017 Institutional Technology Group (ITG) budget proposal, covering needs in Ellis Auditorium, PC 630 the Psychology Lab, as well as a media refresh in all the classrooms which includes replacement of all screens and whiteboards. In addition, the ITG budget request for 2017 also includes a mobile laptop cart to create computerized classrooms in Call Building (Behavioral Sciences and English).

Instructional equipment requests are based on instructor rationale and justification as well advisory board recommendations. Consequently, instructional equipment not only meets the needs of the instructional program, but also addresses recommendations from industry and the community at-large. Instructional equipment for 2017 has been requested for the following programs: Biology, Math, Art, Geology, Agriculture, Kinesiology, Digital Filmmaking, Computer Studies (CISCO Networking), and multiple classrooms on campus that need new furniture.

2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	Petaluma	02	01	Art display Call Building	1	\$4,000.00	\$4,000.00	Claudia McCain	Call Upstairs	CW
0000	Petaluma	02	01	Temp/Humidity and sunlight data loggers with WiFi	8	\$500.00	\$4,000.00	David Kratzmann	Biodiversity	CW
0000	Petaluma	02	01	Plaster casts	2	\$500.00	\$1,000.00	Claudia McCain	PC 321	CW
0000	Petaluma	02	01	PC 205 and 207 16' textured whiteboards PC 658 ins	2	\$4,500.00	\$9,000.00	Bic Ha Dovan	PC 205 207	CW
0000	Petaluma	02	01	Compound Microscope	1	\$1,200.00	\$1,200.00	Kirsten Swimstrom	PC 313	CW
0000	Petaluma	02	01	Table drawer table top	1	\$3,000.00	\$3,000.00	Steven Kessler	PC 317	CW
0000	Petaluma	02	01	Drawing Props	1	\$500.00	\$500.00	Claudia McCain	PC 321	CW
0000	Petaluma	02	01	PC 658 Student desks	32	\$500.00	\$16,000.00	Libby Simas	PC 658	CW
0000	Petaluma	02	01	Hand tampers (8 at \$40 each)	8	\$40.00	\$320.00	David Kratzmann	Dig	CW
0000	Petaluma	02	01	Wildlife Cameras	6	\$1,000.00	\$6,000.00	David Kratzmann	Biodiversity	CW
0000	Petaluma	02	01	4x4 white board faculty offices	2	\$250.00	\$250.00	Kat Valenzuela	Faculty Offices	CW
0000	Petaluma	02	01	Outdoor Scale	1	\$500.00	\$500.00	David Kratzmann	Garden	CW
0000	Petaluma	02	01	PC 126 Student Desks	37	\$500.00	\$18,500.00	Campus	PC 126	CW
0000	Petaluma	02	01	PC 123 Student Desks	42	\$500.00	\$21,000.00	Campus	PC 123	CW
0000	Petaluma	02	01	PC 124 Student Desks	38	\$500.00	\$19,000.00	Campus	PC 124	CW
0000	Petaluma	02	01	PC 698 Student Desks	46	\$500.00	\$23,000.00	Campus	PC 698	CW
0000	Petaluma	02	01	Black out shades	1	\$3,500.00	\$3,500.00	Nikona Mulkovich	PC 697	CW
0000	Petaluma	02	01	Blinds for interior windows	1	\$3,000.00	\$3,000.00	Michael McKeever	PC 645	CW
0000	Petaluma	02	01	PC 321 Tables & Umbrellas outside	2	\$2,000.00	\$4,000.00	Claudia McCain	PC 321	CW
0000	Petaluma	02	01	Rock Garden	1	\$4,000.00	\$4,000.00	David Kratzmann	Campus	CW
0000	Petaluma	02	01	PC 639 Student Desks	70	\$500.00	\$35,000.00	Campus	PC 639	CW
0000	Petaluma	02	01	Gateway to College Lounge furniture	1	\$2,400.00	\$2,400.00	Vanessa Shannon	PC 228	VLS
0000	Petaluma	02	01	Tutorial Center chairs that tilt	50	\$500.00	\$25,000.00	Carlos Valencia	Tutorial Center	CW
0000	Petaluma	02	01	Laser Cutter	1	\$5,000.00	\$5,000.00	David Kratzmann	PC 211	CW
0000	Petaluma	02	01	Greenhouse	1	\$25,000.00	\$25,000.00	David Kratzmann	Garden	CW
0000	Petaluma	02	01	Aquaponics System	1	\$1,000.00	\$1,000.00	David Kratzmann	Garden	CW
0000	Petaluma	02	01	Environmental scanning electron microscope	1	\$50,000.00	\$50,000.00	David Kratzmann	PC 211	CW
0000	Petaluma	02	01	Benchtop XRD or XRF(xray diffraction)	1	\$50,000.00	\$50,000.00	David Kratzmann	PC 211	CW
0000	Petaluma	02	01	3D sand box	1	\$6,000.00	\$6,000.00	David Kratzmann	PC 211	CW
0000	Petaluma	02	01	Small scale solar sysem	1	\$25,000.00	\$25,000.00	David Kratzmann	PC 211	CW
0000	Petaluma	02	01	Dell Latitudes Laptop	14	\$1,150.00	\$16,100.00	Kirsten Swimstrom	PC 313	CW
0000	Petaluma	02	01	Laptop for PC 805 cardio coach V02 analyser	1	\$1,000.00	\$1,000.00	Tara Jacobson	PC 805	CW
0000	Petaluma	02	01	Mediate PC 808 w large display and instruct statio	1	\$15,000.00	\$15,000.00	Tara Jacobson	PC 808	CW
0000	Petaluma	02	01	Body Bar Club package: weights and rack	1	\$1,200.00	\$1,200.00	Tara Jacobson	PC 808	CW
0000	Petaluma	02	01	Storage solution for equipment	1	\$5,000.00	\$5,000.00	Tara Jacobson	PC 808	CW
0000	Petaluma	02	01	VR goggles	2	\$5,000.00	\$10,000.00	Mike Traina	PC 246	CW
0000	Petaluma	02	01	Small Laptop computers	18	\$500.00	\$9,000.00	Michael McKeever	PC 645	CW

0000	Petaluma	02	01	Cisco Routers model 4321	10	\$1,300.00	\$13,000.00	Michael McKeever	PC 645	CW
0000	Petaluma	02	01	2 in 1 Laptop computer	1	\$1,000.00	\$1,000.00	Michael McKeever	PC 645	CW
0000	Petaluma	02	01	Raspberry pi and ancillary add-ons	25	\$100.00	\$2,500.00	Michael McKeever	PC 645	CW
0000	Petaluma	02	01	Cisco 2500 Series Wireless Controller	1	\$600.00	\$600.00	Michael McKeever	PC 645	CW
0000	Petaluma	02	01	Tracking Video Camera and bluetooth mic	1	\$1,400.00	\$1,400.00	Michael McKeever	PC 645	CW
0000	Petaluma	02	01	PC 130 Student Desks	2	\$750.00	\$1,500.00	Claudia McCain	PC 130	CW
0000	Petaluma	02	01	2 TB hard drives (4@\$140)	1	\$560.00	\$560.00	Brian Antonson	PC 246	CW
0000	Petaluma	02	01	Batteries and chargers, SD Cards, Power cables	1	\$400.00	\$400.00	Brian Antonson	PC 246	CW
0000	Petaluma	02	01	Audio Boom Kits	5	\$1,000.00	\$5,000.00	Brian Antonson	PC 246	CW
0000	Petaluma	02	01	Tripods	3	\$700.00	\$2,100.00	Brian Antonson	PC 246	CW
0006	Petaluma	02	01	Low-end light kits	6	\$250.00	\$1,500.00	Brian Antonson	PC246	CW

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

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Petaluma	01	02	PC 644 electricity and networking cable for 5 stud	1	\$15,000.00	\$15,000.00	CW	644	Catherine Williams
0002	Petaluma	01	02	PC 658 white boards on side	1	\$1,000.00	\$1,000.00	CW	658	Catherine Williams

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Petaluma	01	02	Urgent	Install white board on side walls	PC 658	\$1,000.00	
0002	Petaluma	01	06	Urgent	Chair rails Multiple classrooms	PC 693,697,229,230,243	\$15,000.00	
0003	Petaluma	01	02	Urgent	Electricity and networking cable for 5 stud	PC 644	\$15,000.00	
0004	Petaluma	01	02	Urgent	New paint and flooring PC 229 and 230	PC229 and 230	\$15,000.00	
0005	Petaluma	01	02	Urgent	Key to faculty stairs	Call Building	\$15,000.00	
0006	Petaluma	01	02	Urgent	Testing Center	TBD	\$50,000.00	to reduce impact on open lab
0007	Petaluma	01	02	Urgent	Childcare center	TBD	\$20,000.00	To increase access for students

2.5b Analysis of Existing Facilities

A thorough analysis of SRJC Petaluma has been completed through the Bond Measure H Facility Master Plan process and can be accessed on that website.

Although the Phase II and Phase III expansion/renovation tripled the square footage of the Petaluma Campus, there remains significant need in order to complete SRJC Petaluma as a comprehensive Liberal Arts and Sciences campus. Our current facilities can only support introductory Chemistry and Biology courses; by expanding our facilities SRJC Petaluma could help the district by offering more high demand STEM classes. SRJC Petaluma is requesting the following additional lab classrooms:

* **Chemistry:** a second lab is needed to satisfy district demand for CHEM 1A

* **Biology:** a third lab is needed to offer either Physiology and introductory Anatomy (ANAT 40) classes or Biology majors class: Plant (BIO 2.2) and Animal biology (BIO 2.3).

* **Anthropology:** a new/remodeled lab is needed with adequate storage and access to water with large seating capacity. The Anthropology Department is expanding its course offerings and is consistently a high demand discipline. Biological Anthropology and its corresponding lab class are popular choices to satisfy the General Education Life Sciences requirement. In addition, Mesoamerican Origins has been an important cultural bridge for Latino students. In 2017 SRJC Petaluma will be offering two new Anthropology courses: Ancient People and Society and Forensic Anthropology, which will be taught by the District's only Full-time Faculty with specialization in Forensic Anthropology: Michelle Hughes Markovicz. SRJC Petaluma has developed an impressive store of bones and instructional equipment, which is currently being stored in temporary cabinetry in a classroom too small for our Anthropology classes.

* **Agriculture:** a new lab is needed with storage and access to water. The Veterinary Technology program offers classes on both the Santa Rosa and Petaluma Campuses (rotating day and night offerings); however, neither campus has provided the program with a classroom home. Consequentially, the lead faculty member has equipment stored in 5+ sites, with many items being unused due to lack of classroom space (for example dental tables for mock surgeries). Petaluma Campus would serve as a good home for the Vet Tech program because our Vet Tech classes consistently yield strong enrollment, we are proximal to the local large animal Vet Hospital, and the lead faculty is developing use of a nearby private ranch for instruction. A new Vet Tech lab could also be shared by Plant Science classes because the two disciplines currently share microscopes and other supplies.

* **Art:** a drawing painting lab is needed in a new location to allow Jacobs to be consolidated for Student Services.

* **Mahoney Library Learning Commons and Tutorial Center:** Currently our academic supports are spread throughout the Petaluma Campus: the Tutorial Center is in Doyle Hall, the Writing Center is in the Call Building, and our Reference Desk is tucked away in Mahoney. SRJC Library Services would like to partner with these academic support systems to provide a "sticky" place to support learning activities. The transition of library space to include a learning commons is a reflection of a major integration of the library mission into the academic context of the College. The Learning Commons would include shifting the tucked away Reference Desk into a centralized "Genius Bar" surrounded by shared learning spaces which can be staffed with tutors. We have identified underutilized space in the library as students move to accessing information from online databases and away from print materials.

* **Student Garden & Outdoor Classroom:** Our full-time faculty members are transforming SRJC Petaluma into an indoor/outdoor learning environment. We are seeking funds to (a) further build the Student Garden as a demonstration classroom for Geology, Agriculture Science, and cross-discipline discussions of food systems. We would purchase a greenhouse, rainwater catchment system, build an aquaponics system, and install a small scale solar system (\$50,000), and build a multidisciplinary outdoor classroom/meeting space with sunprotection (\$40,000).

* **Childcare Center:** SRJC Petaluma students have consistently expressed the need for an onsite childcare center. Providing childcare would increase access for students who couldn't otherwise attend in person

and benefit the local economy with workforce development. We have developed community partnerships and are currently working to leverage internal resources. The funds would be used to prepare a site for a modular building and purchase furniture. The childcare site would partner with Child Development Department as a learning environment for students.

3.1 Develop Financial Resources

3.2 Serve our Diverse Communities

3.3 Cultivate a Healthy Organization

3.4 Safety and Emergency Preparedness

3.5 Establish a Culture of Sustainability

4.1a Course Student Learning Outcomes Assessment

The Petaluma Campus supports student learning through facilitation of department-level courses and programs. Though not directly involved in creating, assessing, or using course- or program-level student learning outcomes for program improvement, the Petaluma Campus does offer a wide variety of programs and services that support the achievement of institutional learning outcomes (see 4.2a). Further, the Petaluma Campus Dean of Instruction participates with the Academic Affairs Council in the annual program review process and is actively involved in the review of those majors and certificates located exclusively on the Petaluma Campus.

4.1b Program Student Learning Outcomes Assessment

As noted in section 4.1a, the Petaluma Campus supports student learning through facilitation of department-level courses and programs. Though not directly involved in creating, assessing, or using course- or program-level student learning outcomes for program improvement, the Petaluma Campus does offer a wide variety of programs and services that support the achievement of institutional learning outcomes (see 4.2a). Further, the Petaluma Campus Dean of Instruction participates with the Academic Affairs Council in the annual program review process and is actively involved in the review of those majors and certificates located exclusively on the Petaluma Campus.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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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
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4.2b Narrative (Optional)

INSTRUCTIONAL PROGRAMS

The Petaluma Campus in concert with other instructional areas (Clusters, Library, Counseling, etc.) ensures that institutional learning outcomes are addressed in curricular offerings, service delivery and staff training programs.

5.0 Performance Measures

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

5.2a Enrollment Efficiency

5.2b Average Class Size

5.3 Instructional Productivity

5.4 Curriculum Currency

5.5 Successful Program Completion

5.6 Student Success

5.7 Student Access

5.8 Curriculum Offered Within Reasonable Time Frame

5.9a Curriculum Responsiveness

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

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5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

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5.11a Labor Market Demand (Occupational Programs ONLY)

–
5.11b Academic Standards

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6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Petaluma	01	01	1.0 Develop and implement an enrollment management and growth plan for SRJC Petaluma, including short- and long-term strategies, increased efficiency, and outreach and marketing	1.1 Develop/expand, market, offer, and evaluate outcomes for (a) Transfer Track, (b) Jump Start 2.0 Transfer Track Reserved, (c) day vs evening classes, and (d) SRJC Petaluma Top Majors	2016-2017	Ongoing collaboration with SSU to finalize partnership MOU and cover letter to propose a 4-year completion program at SRJC Petaluma. Added Social Justice major, Digital Media Audio certificate, Yoga Teacher certificate, built 3 year pathways for HSI; Established Transfer Track as a second template for Petaluma Campus, presented outcome data to DCC/IM, Academic Senate, and AAC.Connections students and facilitated faculty collaboration.
0001	Petaluma	01	01		1.2 Maximize enrollment opportunities by analyzing impact of 3 different templates on room use efficiency, exploring student demand for day vs evening classes, and increasing evening classes if needed.	2016-2017	Developed with OIR a website to help us analyze room use efficiency with enrollment data, worked with Department Chairs to modify the existing schedule to maximize productivity.
0001	Petaluma	01	01		1.3 Create with lead faculty webpages for degrees and certificates.	2016-2018	This project was placed on hold while the District considered software that pulls our schedule rotations out of SIS.
0001	Petaluma	01	06		1.4 Identify and promote retention strategies for faculty.	2016-2019	Continued study of Guided Pathways and student retention/completion best practices; co-chair of the Academic Senate/Administration Guided Pathways workgroup.
0001	Petaluma	01	06		1.5 Build pool of available faculty to assist in staffing classes	2016-2019	Ongoing, participated in District-wide efforts, especially advocating for math faculty.
0002	Petaluma	01	01	2.0 Explore and strengthen CTE presence at SRJC Petaluma	2.1 Explore development of other CTE programs that support local industry demand, including Digital Audio; identify resources and facilities needed to expand STEM and health programs. Pursue CTE funding sources.	2016-2018	Secured Strong Workforce Funds to build out the recording studio. Digital Audio classes will begin Spring 2018. Petaluma's Measure H project was funded by the Board, an architectural firm was selected, and the programming phase is complete.
0002	Petaluma	01	01		2.2 Connect current CTE programs to local industry to build partnerships, identify training opportunities for staff, and build internship opportunities for students.	2016-2019	Ongoing, linkage of services with Contract Ed, Student Equity office, and Work Experience.
0003	Petaluma	04	01	3.0 Expand STEM offerings at SRJC Petaluma.	3.1 Collaborate with facilities master planning group and departments to develop a plan to expand STEM facilities at SRJC Petaluma.	2016-2019	Petaluma's Measure H project was funded by the Board, an architectural firm was selected, and the programming phase is complete.
0003	Petaluma	02	03		3.2 Identify resources and facilities needed to expand STEM and health programs	2016-2018	Facilitated dialogue with STEM department chairs, dean, and faculty to discuss STEM opportunities in Petaluma. Identified next steps for Fall 2018.

0004	Petaluma	03	01	4.0 In cooperation with on and off-campus constituent groups, develop and implement a plan that will increase student enrollment in ESL credit and non-credit courses at SRJC Petaluma	4.1 Collaborate with ELL Outreach Coordinator and ESL department to implement outreach/marketing activities for ESL	2016-2018	Petaluma Administration facilitates a regular ESL/ELL coordination meeting where incoming ESL students and their placement tests results are compared to instructional offerings. ESL offerings are tailored to meet demand.
0004	Petaluma	03	01		4.2 Strategically redevelop an enrollment growth and management plan for ESL, including short- and long-range goals, outreach and marketing strategies	2016-2018	Ongoing through communication with outreach and instructional partners.
0004	Petaluma	02	01	5.0 Promote a culture of Career and Major exploration and development for students starting with recruitment and through goal achievement.	5.1 Work with faculty and staff to encourage students to focus on their goals and major choices based on interests	2016-2019	This dialogue is ongoing and primarily supported by the District's exploration of Guided Pathways model.
0005	Petaluma	01	01		5.2 Promote Work Experience, internships and service learning/volunteer opportunities	2016-2018	Ongoing. Supported Work Experience Department by facilitating a retreat to envision their rebranding into a Career Center.
0005	Petaluma	01	06		5.3 Examine District procedures and systems for a systematized approach to career/major exploration for undecided students; explore implementation of Guided Pathways.	2016-2018	Continued study of Guided Pathways and student retention/completion best practices; co-chair of the Academic Senate/Administration Guided Pathways workgroup.

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
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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
0000	Petaluma	01	01		3.2 Identify resources and facilities needed to expand STEM and health programs, support Measure H Petaluma project.	2017-2018	Existing resources
0001	Petaluma	01	01	1.0 Develop and implement an enrollment management and growth plan for SRJC Petaluma, including short- and long-term strategies, increased efficiency, and outreach and marketing	1.1 Develop/expand, market, offer, and evaluate outcomes for (a) 4-year degree completion partnerships, (b) majors and certificates that can be completed in whole at SRJC Petaluma, (c) Transfer Track, (d) integration of online offerings with F2F instruction, and (e) Guided Pathways model.	2017-2018	Existing resources
0001	Petaluma	01	01		1.2 Rebuild SRJC Petaluma Instruction website to promote degree/transfer programs, certificates, faculty, and study support services.	2017-2018	Existing resources
0002	Petaluma	02	03	2.0 Explore and strengthen CTE presence at SRJC Petaluma	2.1 Pursue and implement categorical funding to support existing and new certificate offerings on campus.	2017-2018	Existing resources
0002	Petaluma	02	03		2.2 Connect current CTE programs to local industry to build partnerships, identify training opportunities for staff, and build internship opportunities for students.	2017-2018	Existing resources
0003	Petaluma	01	01	3.0 Expand STEM offerings at SRJC Petaluma.	3.1 Collaborate with STEM department chairs and cluster dean to develop a meeting with Petaluma faculty and STEM faculty to discuss Education Master Plan.	2017-2018	Existing resources