

# **Santa Rosa Junior College**

## **Program Resource Planning Process**

### ***Adult Education 2018***

#### **1.1a Mission**

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#### **1.1b Mission Alignment**

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#### **1.1c Description**

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

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## 1.2 Program/Unit Context and Environmental Scan

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### 2.1a Budget Needs

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### 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
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### 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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### 2.2b Current Management/Confidential Positions

<b>2.2b Current Management/Confidential Positions</b>	Hr/Wk	Mo/Yr	Job Duties
Position			

### 2.2c Current STNC/Student Worker Positions

<b>2.2c Current STNC/Student Worker Positions</b>  Position	Hr/Wk	Mo/Yr	Job Duties
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### 2.2d Adequacy and Effectiveness of Staffing

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### 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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### 2.3a Current Contract Faculty Positions

Position	Description
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### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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### 2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

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### 2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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## **2.4d Non-Instructional Equipment and Technology Requests**



**2.5a Minor Facilities Requests**

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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**2.5b Analysis of Existing Facilities**

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**3.1 Develop Financial Resources**

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**3.2 Serve our Diverse Communities**

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**3.3 Cultivate a Healthy Organization**



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### **3.4 Safety and Emergency Preparedness**

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### **3.5 Establish a Culture of Sustainability**

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### **4.1a Course Student Learning Outcomes Assessment**

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#### 4.1b Program Student Learning Outcomes Assessment

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#### 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

<b>4.2a Key Courses or Services that address Institutional Outcomes</b>  Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7

#### 4.2b Narrative (Optional)

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#### 5.0 Performance Measures

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

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## **5.2a Enrollment Efficiency**

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## **5.2b Average Class Size**

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## **5.3 Instructional Productivity**

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#### **5.4 Curriculum Currency**

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#### **5.5 Successful Program Completion**

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#### **5.6 Student Success**

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#### **5.7 Student Access**

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**5.8 Curriculum Offered Within Reasonable Time Frame**

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**5.9a Curriculum Responsiveness**

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**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)**

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**5.11b Academic Standards**

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





Rank							
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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
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