

Santa Rosa Junior College

Program Resource Planning Process

Petaluma Academic Affairs 2018

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 continues to expand its course offerings while reducing the Petaluma Academic Affairs operational budget more than 36 percent in the past two years. Expanded offerings in Physics, Chemistry, Biology, Art, and Music are expensive classes to run with additional needs in facilities, science lab coordination, science lab instructional assistance, instructional equipment, and supplies. Thanks to support from Categorical funds and the District, Petaluma Academic Affairs has successfully

consolidated multiple STNC positions into permanent classified positions in the past year. Therefore, while Petaluma enrollments are the lowest levels due to a strong economy our staffing needs are currently satisfied, we expect the staffing needs to increase when the economy falters. During last year's budget reductions, Petaluma Academic Affairs was able to reduce spending without impacting instructional programs. This year, with an additional 25 percent budget reduction mandate, Petaluma Academic Affairs had to cut into the basic supply funds for multiple departments, such that the District is not supporting the classes it operates on the Petaluma Campus in addition, the District no longer provides any operational funds for the Instructional Dean, leaving this leadership position the least funded in the District. The cost of these cuts will mean less flexibility and responsiveness to faculty initiatives and less connection with our community. In 2018, Petaluma Campus will seek to meet these instructional costs by relying on investment returns from the Friends of Petaluma Campus Trust endowment as well as on Petaluma Campus' meager contingency funds. In other words, Petaluma Campus is turning to donations to support classes that provide apportionment for the general fund. Regarding budget requests, Petaluma Academic Affairs needs to reinstate basic operations funds for supplies for multiple disciplines as well as fund its Instructional Dean position.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Petaluma	02	01	\$2,000.00	micro 5, Bio 2.1 supplies (ongoing cost, not startup)
0001	Petaluma	02	01	\$800.00	chem supplies
0001	Petaluma	02	01	\$800.00	Physics supplies
0001	Petaluma	02	01	\$500.00	Cinema Series increased in hourly wage for graphic designer
0001	Petaluma	02	01	\$1,300.00	Restore Communications STNC for Graphic Design (cut in budget)
0001	Petaluma	02	01	\$1,500.00	Art Figure Drawing Models
0001	Petaluma	02	01	\$240.00	Kad Yoga Alliance Supplies
0002	Petaluma	02	01	\$275.00	Art Guest Speakers
0002	Petaluma	02	01	\$500.00	3-D printer supplies all departments
0002	Petaluma	02	01	\$3,000.00	Create Instruction contingency budget
0002	Petaluma	02	01	\$1,500.00	Restore Dean's Travel Budget
0002	Petaluma	02	01	\$84.00	Restore CS Travel for Faculty
0002	Petaluma	02	01	\$275.00	Restore ESS Field Trips
0002	Petaluma	02	01	\$75.00	Restore Fire Technology Supplies
0002	Petaluma	02	01	\$50.00	Restore Social Science Supplies
0002	Petaluma	02	01	\$100.00	Restore Work Experience Supplies
0002	Petaluma	02	01	\$1,000.00	Tutorial Student Employees
0002	Petaluma	02	01	\$1,000.00	Restore Deans Supplies

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	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, Tutorial (Abigail)	20.00	12.00	Assist in Tutorial Center
IA Senior, Tutorial (Rafael)	25.00	12.00	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	11.00	Provides chemistry, Physics, Wastewater lab support, STNC conversion approved by August 2017 Board
IA Senior, Writing Center (Rafael 25% 10mos, BSI)	10.00	9.00	Assists in Writing Center
IA Senior Tutorial and College Skills (Rocio)	22.80	11.00	Assists in Tutorial Center and College Skills
IA Senior, tutorial(Danielle 31.5% 171 days)	12.50	10.00	Assist in Tutorial Center
IA Senior Tutorial (Abigail)	13.10	10.00	Assist in Tutorial Center
IA Senior tutorial (in recruitment)	20.00	10.00	Assist in Tutorial Center

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. 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. We are requesting multiple Instructional Aid Senior positions to increase hours of service and to meet increasing student demand across multiple disciplines. These positions are key to student success at SRJC Petaluma and require experience tutors knowledgeable in multiple subjects such as chemistry, calculus, ESL, and writing. "

Over the next three years, we can reasonably expect between three and five SRJC Petaluma faculty to retire or leave the campus for other reasons. For 2018/19, three of the 21 departments formerly represented by one or more full-time faculty in residence in Petaluma (Counseling, ESL, and Business Administration) remain unstaffed by contract faculty, and eight of the 21 (38%) 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.

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	Classified Employees New	IA Senior-tutorial(100% 11 mos)	Classified
0001	Petaluma	02	01	Student Employees	Petaluma Tutorial Center	Student
0002	Petaluma	01	02	Classified Employees New	IA, ESL tutoring 50%	Classified
0002	Petaluma	02	01	Classified employees New	Vet Tech SLIA 50%	Classified
0002	Petaluma	02	01	Student Employees	Cisco Networking Tutor	Student
0002	Petaluma	02	01	New Classified Position	Coordinator, Tutorial Center (100% 11 Mos)	Classified
0002	Petaluma	02	01	Classified Employees New	IA Senior, Writing Center (100% 11 mos)	Classified

2.3a Current Contract Faculty Positions

Position	Description
Art (Studio) (1)	Started F15 (Tenure Year 4)
Anthropology (1)	Sabbatical F18
Busiiness Office Technology (1)	
chemistry (1)	On loan from SR campus until F19. Sabbatical F19
Communication Studies (3)	Mike Traina 40% Petaluma Film Fest/Cinema Series + Department Chair 56%; on Sabbatical F18 and S19; one OUr House LC 20%; One Family Leave F18
Computer Studies	One Network Technology; one ITSupport
College Skills (1)	Tenure Year 2
DRD (2)	One started F15 (Tenure Year 4)
Earth and Space Science (2)	One Astronomy 36% Department Chair; one Geology/Geography/Environmental Studies
English (5)	One 20% Puente; one Our House LC 20%; one Department Chair 93% (One Tenure Year 4; Tenure Year 2; one Sabbatical F18
Fire Technology (1)	Start S15 (Tenure Year 4)
History (1)	
Kinesiology, Athletics & Dance (2)	One 20% Faculty Dvelopment Coordinator+ 5% Program Coordinator+10% Delegated Chair dutites on Sabbatical F18
Librarian (3)	One Tenure Year 3; one Sabbatical F18
Life Science (2)	One 3% Delegated Chair duties + 20% NSF grant; one started Tenure Year 3
Mathmateics (4 + 1 vacant)	One Tenure Year 4; one Tenure Yar 2; one Tenure Year 1
Psychology (2)	
Sociology (1)	Tenure Year 2
Work Experience (.5)	One 50% assigned to Petaluma (Tenure Year 4)
World Languages (2)	One Spanish; one Italian and teaches 75% at SR campus
Total 2016/17	42.5 Faculty (4.9 FTEF les reassign time/leaves including 5 serving as Department Chair); 16 (38%) in tenure review
	42.5 Faculty (4.13 FTEF lessreassigne time/leaves including 4 serving as Department chair); 11 in Tenure Review

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Agriculture & Natural Resources	0.7800	31.2000	1.7400	69.2000	
ANTHRO	1.0200	60.5000	0.6700	39.7000	
ART	2.2600	44.2000	2.8800	56.4000	
BAD	1.9800	44.8000	2.4200	54.7000	
BIO	3.7700	53.0000	3.3800	47.5000	
CHEM	0.9500	19.2000	4.0200	80.7000	
CHLD	0.6000	42.3000	0.8100	57.1000	
Communication Studies	5.0100	51.2000	4.7100	48.2000	
Computer Studies	4.2100	83.9000	0.7800	15.5000	
COUN	0.2000	6.4000	2.9300	94.0000	
CSKLA	2.0000	23.4000	6.5800	45.3000	
Engineering	0.0000	0.0000	2.2500	99.6000	
ENGL	7.8900	53.5000	6.6900	45.3000	
ENVS	3.4000	70.7000	1.3700	28.5000	
ESL	0.0000	0.0000	3.1600	100.2000	
Health Science	1.0000	48.3000	1.0700	51.6000	
HIST	1.4300	63.5000	0.8000	35.6000	

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
KAD	2.8200	44.1000	3.6000	56.2000	
LIR	0.0000	0.0000	0.2700	98.0000	
MATH	6.6700	42.7000	8.9200	57.1000	
Music	0.0000	0.0000	1.4000	99.5000	
Petaluma Total	56.6400	44.4000	70.4600	55.2000	TOTAL
PHIL	0.0000	0.0000	2.6500	98.7000	
Political Science	0.6200	59.9000	0.4000	38.8000	
PSYCH	7.9100	81.0000	1.7600	18.0000	
RELS	0.0000	0.0000	0.2000	100.0000	
SOC	0.0000	0.0000	0.4000	100.0000	
Waste Water Treatment	0.0000	0.0000	0.6800	100.9000	
Water Treatment	0.0000	0.0000	0.3700	99.6000	
Work Experience	0.0000	0.0000	0.0000	0.0000	
World Languages	2.1300	38.1000	3.4300	61.3000	

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

SRJC Petaluma is in dire need of a retirement-replacement full-time Counselor. SRJC is a Hispanic Serving Institution and serves a growing Latino student population - we need culturally competent Counselors to provide culturally relevant services for first generations students. SRJC Petaluma has experienced decreased funding for adjunct Counselors, so our ability to adequately staff relying on part-time faculty is impaired. Our student to Counselor ratio exceeds 1000:1 in Petaluma, far afield from best practice recommendations for case loads. The District has relied on categorical grants to fund Counselor positions, an unsustainable model that has been tapped out. In 18/19 for the first time, the Petaluma Connections learning community will be run with two teaching faculty because there was no counselor available to pair with the learning community.

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.

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, History, Political Science, and Water Treatment/Wastewater,

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	
0005	Petaluma	01	02	History	
0006	Petaluma	01	02	Political Science	

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.

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 2016/2017 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. We have identified a classroom in our science wing (celebrating Anthropology as a physical and cultural science) and need funds to build cabinetry, install a lab sink, and replace the broken flooring.

\$100,000 One Time

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.

\$400,000 One Time

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 rainwater catchment system, build an aquaponics system, and install a small scale solar system (\$25,000), (b) install a forensic anthropology dig site that would include geologic strata analysis (\$15,000), and (c) build a multidisciplinary outdoor classroom/meeting space with sunprotection (\$40,000).

\$80,000 One Time

The Cisco Certified Network Associate certificate programs uses team based learning to develop the skills students will need in the work environment. We have installed 5 networking racks with servers that will support 5 teams of students, we would use the funds to purchase hexagonal desks to facilitate the learning groups.

\$25,000 One Time

The field of cyber security rapidly changes about every 6 months. We would like to create an endowment for our full-time faculty members in computer networking to attend trainings once every two years. These trainings are provided by private companies, such as Global Assembly, and typically cost \$5,000 per training. This amount exceeds our current professional development awards for faculty.

\$5,000 Annual/Ongoing

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.

\$200,000 One Time

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Petaluma	02	01	Chairs for Tutorial	1	\$2,317.00	\$2,317.00	Catherine Williams	PC 247	CW
0002	Petaluma	02	01	Art Patio table and shade	1	\$2,000.00	\$2,000.00	Claudia McCain	PC 321	cw
0003	Petaluma	02	01	Student Desks for PC 697	56	\$600.00	\$33,600.00	Catherine Williams	PC 697	CW
0004	Petaluma	02	01	Ellis Projector	1	\$90,000.00	\$90,000.00	Mike Traina	PC 310	CW
0005	Petaluma	02	01	Sociology Gamification	1	\$1,000.00	\$1,000.00	John Stover	PC 698	CW
0006	Petaluma	02	01	Student Desks for PC 639	70	\$500.00	\$35,000.00	Catherine Williams	PC 639	CW
0007	Petaluma	02	01	Student Desks for PC 698	51	\$600.00	\$30,600.00	Catherine Williams	PC 698	CW
0008	Petaluma	02	01	Student Desks for PC 124	40	\$500.00	\$20,000.00	Catherine Williams	PC 124	CW
0009	Petaluma	02	01	Student Desks for PC 244	51	\$500.00	\$25,500.00	Catherine Williams	PC 244	CW
0010	Petaluma	02	01	Student Desks for PC 691	35	\$500.00	\$17,500.00	Catherine Williams	PC 691	CW
0011	Petaluma	02	01	Student Desks for PC 692	48	\$500.00	\$24,000.00	Catherine Williams	PC 692	CW
0012	Petaluma	02	01	Student Desks for PC 694	38	\$500.00	\$19,000.00	Catherine Williams	PC 694	CW
0013	Petaluma	02	01	Student Desks for PC 695	38	\$500.00	\$19,000.00	Catherine Williams	PC 695	CW

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0014	Petaluma	02	01	Student Desks for PC 696	38	\$500.00	\$19,000.00	Catherine Williams	PC 696	CW
0015	Petaluma	02	01	Student Desk for PC 205	35	\$500.00	\$17,500.00	Catherine Williams	PC 205	CW
0016	Petaluma	02	01	Student Desks for PC 207	35	\$500.00	\$17,500.00	Catherine Williams	PC 207	CW
0017	Petaluma	02	01	Lighting Console Ellis	1	\$15,000.00	\$15,000.00	Matt Pearson	PC 310	CW
0018	Petaluma	02	01	Greenhouse	1	\$25,000.00	\$25,000.00	David Kratzmann	Garden	CW
0019	Petaluma	02	01	Aquaponics System	1	\$3,000.00	\$3,000.00	David Kratzmann	Garden	CW
0020	Petaluma	02	01	Environmental Scanning Electron Micro	1	\$50,000.00	\$5,000.00	David Kratzmann	PC 211	CW
0021	Petaluma	02	01	Benchtop XRD or XRF(Xray Diffraction)	1	\$50,000.00	\$50,000.00	David Kratzmann	PC 211	CW
0022	Petaluma	02	01	Small Scale Solar System	1	\$25,000.00	\$25,000.00	David Kratzmann	PC 211	CW
0023	Petaluma	02	01	IMAC Music Editing Computer	1	\$9,000.00	\$9,000.00	Jake Stillman	PC 246	CW
0024	Petaluma	02	01	VR Goggles	2	\$5,000.00	\$10,000.00	Michael Traina	PC 246	CW
0025	Petaluma	02	01	Small Laptop Computers	18	\$500.00	\$9,000.00	Michael McKeever	PC 645	CW
0026	Petaluma	02	01	Cisco Routers Model 4321	10	\$1,300.00	\$13,000.00	Michael McKeever	PC 645	CW
0027	Petaluma	02	01	2 in 1 Laptop computer	1	\$1,000.00	\$1,000.00	Michael McKeever	PC 645	CW
0028	Petaluma	02	01	Raspberry PI and Ancillary add-ons	25	\$200.00	\$5,000.00	Michael McKeever	PC 645	CW

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0029	Petaluma	02	01	Cisco 2500 Series Wireless Controller	1	\$600.00	\$600.00	Michael McKeever	PC 645	CW
0030	Petaluma	02	01	Tracking Video Camera and bluetooth	1	\$1,400.00	\$1,400.00	Michael McKeever	PC 645	CW
0031	Petaluma	02	01	2 TB Hard drivesw (4@140)	1	\$560.00	\$560.00	Brian Antonson	PC 246	CW
0032	Petaluma	02	01	Batteries and chargers, SD Cards	1	\$400.00	\$400.00	Brian Antonson	PC 246	CW
0033	Petaluma	02	01	Audio Boom Kit	5	\$1,000.00	\$5,000.00	Brian Antonson	PC 246	CW
0034	Petaluma	02	01	Tripods	3	\$700.00	\$2,100.00	Brian Antonson	PC 246	CW
0035	Petaluma	02	01	Low end light kits	6	\$250.00	\$1,500.00	Brian Antonson	PC 246	CW

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
------	----------	----	---	------------------	-----	-----------	------------	-----------	------------	---------

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Petaluma	01	02	Urgent	Call Building student furniture 2nd floor	PC 630	\$12,000.00	Nikona Mulcovich
0002	Petaluma	01	06	Urgent	Chair rails Multiple classrooms	PC 693,697,229,230,243	\$15,000.00	
0002	Petaluma	01	02	Urgent	Key to faculty stairs	Call Building	\$15,000.00	
0002	Petaluma	01	02	Urgent	Testing Center	TBD	\$50,000.00	to reduce impact on open lab
0002	Petaluma	01	02	Urgent	Electricity and networking cable for 5 stud	PC 644	\$15,000.00	
0002	Petaluma	01	02	Urgent	Scantron Scoring Maching	PC 631	\$3,000.00	Charles Galt
0002	Petaluma	01	02	Urgent	Call Building student furniture 1st floor	PC 630	\$4,000.00	Nikona Mulcovich
0003	Petaluma	01	02	Urgent	Childcare center	TBD	\$20,000.00	To increase access for students
0003	Petaluma	01	02	Urgent	Bonded DSL connection provided by Sonic.com	PC 645	\$0.00	CW
0003	Petaluma	01	02	Urgent	Cisco Aironet 2800e Wireless Access Point (WAP)	PC 645	\$0.00	CW
0003	Petaluma	01	02	Urgent	New paint and flooring PC 229 and 230	PC 229 and 330	\$15,000.00	

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. Thanks to Measure H funding and Strong Workforce Grants a remodeled classroom is being transformed into a Veterinary Technology lab. In addition, SRJC Petaluma will start construction in Spring 2019 on a science addition that will house classrooms for Chemistry and Anthropology in addition to an outdoor classroom, anthropology dig site, and other engagement spaces.

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:

* 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).

* 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. Although AB 705 might allow for consolidation of Assessment out of PC 128 and into Student Services spaces, allowing this space to become an assignable computer lab classroom.

*Mahoney Library and the Tutorial Center/Writing Center/Open Computer Lab: In 2017/2018 the Mahoney Library created a Learning Commons for students further centralizing Mahoney as a sticky study space for students. In Fall 2018, the Petaluma Tutorial Center and the Writing Center will be integrated in Doyle PC 247. Measure H is supporting a feasibility study of moving Media Services out of Mahoney and into Richard Call Building, colocating their services and storage with Instructional Technology departments. This would allow the Tutorial/Writing Center to move into space on the first floor of Mahoney as well as adding open lab services to this same location. Other potential moves would then yield 2-4 assignable classrooms.

*Student Garden: 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).

*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
------	------	--------------------------------	-----------------------------	--------------------

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
----------------	----	----	----	----	----	----	----	----	----	----	----	---	----	----	----	---

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)

–

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

–

5.11a Labor Market Demand (Occupational Programs ONLY)

–

5.11b Academic Standards

–

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) 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	Ongoing: (a) the proposal for the Sonoma State University degree completion program went before Academic Senate twice and multiple departments, the revision of the MOU is ongoing; (b) Majors and certificates that can be completed at Petaluma start to finish continue to expand each year - we now have 22 majors and 10 certificates; (c) complete: outcomes for Transfer Track classes were studied by OIR and the template has been adopted for Petaluma; (d) online instruction is rapidly growing and is impacting face-to-face enrollments at all sites - the Petaluma Dean of Instruction is regularly meeting with Department Chairs and Cluster Dean to consider our scheduled offerings District-wide; (e) ongoing - the District is in the "inquiry" phase with Guided Pathways, Petaluma Dean of Instruction is fully involved in the District conversations.
0001	Petaluma	01	01		1.2 Rebuild SRJC Petaluma Instruction website to promote degree/transfer programs, certificates, faculty, and study support services.	2017-2018	Ongoing: SRJC Petaluma will convert to Drupal 8 along with the District this year, Petaluma has assisted Departments with adding information to their websites to improve representation of Petaluma certificates.
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	Ongoing: SRJC Petaluma has secured more than \$700,000 in Strong Workforce Grants and additional CTEA/Perkins grant funds have been secured. This is an ongoing project to support our programs.

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
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	In progress: Water/Wastewater program made significant progress with building relationships with utility employers and doubled the number of available internships for students. Vet Tech is focused on remodeling a classroom and has strong community relationships. Digital Media Audio was marketed to the Sonoma County music community to announce our inaugural offerings, which likely resulted in the strong enrollment we observed - more efforts are needed to further build industry relationships and identify job opportunities for students. Fitness, Nutrition, and Health as well as the Yoga Teachers Training engaged in heavy promotional/relationship building activities: solidifying the advisory committee, creating a promotional video, website, and flyers, as well as participating in a Chancellor's Office video. CISCO Networking and IT Support will engage in revitalizing their advisory group in 2018/2019 to be more specific for each career pathway by perhaps establishing two advisory groups.
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 in progress: a map of STEM class is complete with potential classes/majors for Petaluma identified. Due to the Sonoma County Fires in Fall 2017 and functional crisis between faculty and Administration in Spring 2018, the discussion between STEM Department Chairs and Petaluma Faculty at the Petaluma Faculty Forum was tabled until 2018/2019.
0003	Petaluma	01	01		3.2 Identify resources and facilities needed to expand STEM and health programs, support Measure H Petaluma project.	2017-2018	This project is complete in regards to our Measure H Sciences addition for Chemistry and Anthropology. Identifying resources to expand course offerings is an ongoing discussion.

6.2b PRPP Editor Feedback - Optional

—

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
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.	2018-2019	Existing Resources
0001	Petaluma	01	01		1.2 Rebuild SRJC Petaluma Instruction website to promote degree/transfer programs, certificates, faculty, and study support services.	2018-2019	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.	2018-2019	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.	2018-2019	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.	2018-2019	Existing Resources
0003	Petaluma	01	01		3.2 Identify resources and facilities needed to expand STEM and health programs, support Measure H Petaluma project.	2018-2019	Existing Resources

