Santa Rosa Junior College

Program Resource Planning Process

Petaluma Academic Affairs 2021

1.1a Mission

In a series of open visioning sessions during 2015-2016, SRJC Petaluma developed an Educational Master Plan, with the following mission and vision:

Mission: SRJC Petaluma provides our students and community with transformative educational experiences through engagement and collaboration.

Vision: SRJC Petaluma aspires to be a comprehensive liberal arts and sciences campus of choice that evolves in response to our community's needs and enriches, enlightens, and empowers students in preparation for their future.

1.1b Mission Alignment

The mission of the Petaluma campus is in full-alignment with the overall mission of Santa Rosa Junior College as described in the 2014-2019 Strategic Plan.

1.1c Description

Santa Rosa Junior College has been offering courses in the Petaluma area for over 50 years. The Petaluma Center operated primarily as an evening program until the completion in 1995 of permanent facilities on its current site. The Petaluma Center was granted Campus status by the SRJC Board of Trustees and the California Community College Chancellor's Office in the Spring of 1999.

A second phase of new construction for the Petaluma Campus was completed in 2008, and a third phase of construction completed in 2009 renovated the original campus. This project, the largest of its kind in SRJC's history, tripled the square footage of the campus, added seven new buildings, renovated another three, and expanded outdoor space and parking lots. Among the

new facilities are life sciences labs, a second art studio, physical science labs, a 35,000 square foot library, a physical fitness center, a bookstore, student services and support areas (including student health services, student life and leadership, admissions and records, counseling, disabled student services, tutorial center, and career/transfer center), expanded dining space, classrooms/technology labs, faculty/administrative offices, digital media lab, and a 256-seat auditorium with some of the best media technology in the District. The campus offers state-of-the-art technology throughout, including a wireless network, fully mediated instructional facilities, and video-conferencing capabilities. Other unique features of the Petaluma Campus include the Capri Creek restoration project, community and permaculture gardens, sustainable design, and an accessible pedestrian and bike trail system with a route that extends around the perimeter of the campus and continues throughout the city of Petaluma.

Each semester students enroll in approximately 350 course sections in nearly 60 disciplines, including 30 majors and certificates as well as all of the courses necessary for transfer to UC, CSU, or to complete SRJC's general education requirements. Instructional offerings include a full complement of General Education courses and 20+ transfer majors, a state of the art Film Studies program that includes a Cinema Series and Digital Film Production classes, Fitness Nutrition and Health certificate, Veterinary Technology, Digital Media Audio, CISCO certification in CCNA, IT Support, and Water and Wastewater Utility Operations certificates. The campus is also home to SRJC's Gateway to College Academy, a middle college program for students earning college credits while working towards a high school diploma. Our House Intercultural Center hosts cultural and educational events that engage the community year-round, including the annual We the Future Social Justice Conference. Petaluma Campus opens its doors to the community every October for LumaFest, the annual education fair and open house. This beautiful campus is located only 35 miles north of San Francisco.

Unduplicated headcount on the Petaluma Campus doubled (from 3,438 to 5,660) since the campus opened on its current site in 1995 until 2011. Full-time equivalent students (FTES) increased 13% from 2234 in 2005/06 to 2,998 in 2011/12. Schedule reductions due to the state budget crisis reduced courses sections on the campus by 35% from a high of 487 in fall 2009 to 319 in spring 2013. Further enrollment decline has been fueled by a robust economy (with a 2.4 percent unemployment rate in 2018), migration out of Sonoma County due to housing stock lost in the 2017 fires, student demand for online education, and schedule reductions due to SRJC budget constraints. SRJC Petaluma currently enrolls nearly 4,500 students in credit and non-credit courses both day and evening classes, which yields about 900 FTES each semester (see Chart 1). With 42 full-time faculty in residence, and more than 170 adjunct faculty teaching each semester, our Full-time Equivalent Faculty (FTEF) has gotten more productive over time, yielding more FTES per FTEF (see Chart 2).

Chart 1: Annual FTES by Petaluma

Chart 2: Annual FTEF by Petaluma Location

1.1d Hours of Office Operation and Service by Location

Please see the following websites for updated times/hours:

- SRJC Petaluma Tutorial Center: https://college-skills.santarosa.edu/srjc-tutorial-centers
- SRJC Petaluma Writing Center: https://english.santarosa.edu/writing-center

1.2 Program/Unit Context and Environmental Scan

Students can now complete the following start to finish at SRJC Petaluma:

General Education Patterns:

- SRJC GE -Option A: (for Associate of Arts or Associate of Science General Education Requirements)

- SRJC GE -Option B: (for California State University (CSU) Breadth Requirements & Associates)

- SRJC GE -Option C: (for Transfer Pattern for CSU or University of California Systems & Associates)

Certificates:

- Child Development: Associate Teacher Certificate

- Digital Media: Audio

- Fire Investigation

- Fitness, Nutrition & Health Certificate/Major

- Veterinary Technology Certificate (one course done at Animal Care Center, Rohnert Park)

- Computer Studies: IT Support Certificate (one class online)

- Computer Studies: Cisco Certification Training in CCNA

- Wastewater Treatment Operations

- Wastewater Operator

- Water Distribution

- Water Utility Operations

- Water Treatment

AA/AS Degrees:

1. Administration of Justice for Transfer (AS-T) (one class online: AJ 54A)
2. Anthropology for Transfer (AS-T)
3. Art
4. Art Studio for Transfer (AA-T)
5. Art History for Transfer (AA-T)
6. Business Administration
7. Business Administration for Transfer (AS-T)
8. Communications Studies for Transfer (AA-T)
9. Economics for Transfer (AS-T)
10. Fire Technology
11. Film Studies

12. Fitness, Nutrition and Health
13. History for Transfer (AA-T)
14. Humanities
15. Liberal Studies (Teacher Preparation)
16. Natural Sciences
17. Psychology
18. Psychology for Transfer (AA-T)
19. Social and Behavioral Sciences
20. Sociology
21. Sociology for Transfer (AA-T)
22. Spanish
23. Wastewater Treatment Operations

Petaluma campus has rotation plans for the majors and certificates. Ten of the degrees meet the SB1440 Transfer Model Curricula requirements for transfer to CSU and efforts are underway to add additional degree majors/certificate options for students taking courses on the Petaluma campus.

Petaluma campus developed the Transfer Track offerings that provides General Education classes in a compressed semester format. The Transfer Track semester is 14 - 14.5 weeks long (compared to SRJC's normal 17.5–week semesters), beginning two weeks later than the traditional semester and ending one week earlier. Popular GE classes that meet IGETC (UC) and CSU transfer requirements have been selected to be offered in the Transfer Track schedule. All students are eligible to take Transfer Track classes. Student success outcomes for the Transfer Track offerings were collected by the Office of Institutional Research and in general demonstrated higher retention and success when compared to semester-length outcomes. The Transfer Track template was formally adopted by Academic Senate and the Department Chairs Council in the 2017-2018 year.

Conversations continue over ways to utilize online and video conferencing to expand course availability to students regardless of campus location. Strategically scheduling for the full academic year has been particularly beneficial from a student enrollment perspective.

Strategic growth of CTE courses and certificates unique to SRJC Petaluma continues. The Dean of Instruction continues to work with cluster deans and department chairs to further develop offerings in Petaluma. SRJC Petaluma is exploring adding CTE certificates in Medical Massage Therapy, Solar, HVAC-Refrigeration, and Construction trades. The Digital Media lab has become a hub for Digital Film instruction as well as the location for Digital Audio and Digital Music.

ENVIRONMENTAL SCAN

Working with the SRJC Office of Institutional Research, an triannual environmental scan is conducted for the Petaluma and South County area using a wide variety of available Census, Labor Market, Local Economic Development and college data to develop a more informed understanding of who our students and community are as compared to Sonoma County and SRJC as a whole. The analysis of these data are utilized in program development, facilities planning, outreach, and communication with our community. The analysis below references data spreadsheets available on request.

- South Sonoma County Population and Enrollment Analysis - 2015

- Cities/towns enrollment data include Boyes Hot Springs, Cotati, El Verano, Eldridge, Glen Ellen, Kenwood, Penngrove, Petaluma East, Petaluma West, Rohnert Park, Sonoma, Tomales and Vineburg

- SRJC locations include Petaluma Campus, Petaluma Tech Academy and Rohnert Park

- South SoCo region population has remain stable since 2000 - Petaluma Pop

- The town of Petaluma has a population of over 57,000 people in 2015, per California Department of Finance estimates – Petaluma Pop

- Petaluma's growth rate since 1970 is over 131%, though the past 15 years growth has decelerated (CA Dept of Finance) – Petaluma Pop

- Rohnert Park's population is over 41,000 in 2015; an increase from a decade of decline (CA Dept of Finance) – Petaluma Pop

- Rohnert Park's population growth is substantial from 1970; over 550% (CA Dept of Finance) - Petaluma Pop

- Cotati's population surpassed 7,300 in 2015; population growth from 1970 is almost 440% (CA Dept of Finance) - Petaluma Pop

- Petaluma's growth rate surpassed the Sonoma County from 2010 to 2013 (Census) – QuickFacts

- There is a higher proportion of under 5 and under 18 years living in Petaluma than SoCo (Census)– QuickFacts

- Higher proportion of Asians living in Rohnert Park than SoCo (Census) – QuickFacts

- Petalumans have higher mean travel time to work than SoCo (Census) – QuickFacts

- Rohnert Park has the highest proportion below poverty level (Census) – QuickFacts

- South SoCo no traffic travel times (Google) – QuickFacts

- 9.1 miles and 16 minutes from Rohnert Park to Petaluma Campus;

- 9.6 miles and 13 minutes from Rohnert Park to Santa Rosa Campus;

- 11 minutes from Cotati to Petaluma or Santa Rosa Campus;

- 21.6 miles and 31 minutes from Petaluma to COM IV campus; and

- 16.5 miles and 21 minutes from Petaluma to Santa Rosa Campus.

- South SoCo day and enrollments were comparable until Sp 2004 and F 2005; actually there were more students enrolled in evening than day courses from Sp02 through Sp 04 – South SoCo Location

- Courses offered in South SoCo include (course combined enrollments from Spring 1999 through Spring 2015): ENGL 1A, PSYCH 1A, BIO 10, POLS 1, SPCH 1A, MATH 155, ANTHRO 1 and ENGL 100 (SRJC Datamine) - South SoCo Location

- Over 37,600 South SoCo residents enrolled (duplicated enrollment) for 2014-15 (Fall and Spring semesters); down from over 47,500 in 2005-06 (SRJC Datamine) – Enrl Summary

- The majority of South SoCo residents take courses on the SR Campus with the exception of Petaluma East residents who continue to take the majority of courses on the Petaluma Campus (SRJC Datamine) - Enrl Summary

- Though Petaluma West residents have decreased on SR and Pet campuses since 2000-01, the majority of Petaluma West residents were enrolled on the SR Campus in 2014-15 (SRJC Datamine) - Enrl Summary

- Overall South SoCo residents 19 and under years choose Petaluma Campus over Santa Rosa Campus (FB 2014) - Enrl Summary

- Over 41% of Casa Grande and Petaluma High School graduates attend SRJC immediately after graduation. (FB 2014) - HS Data

- By South SoCo attended and under 19 years of age: Casa Grande and Petaluma High school attendees enroll on the Petaluma Campus, and Rancho Cotate attendees enroll on the Santa Rosa campus (FB 2014) - HS Data

- Over 52% of Rancho Cotate graduates immediately enrolled in SRJC the fall semester after hs graduation (FB 2014) - HS Data

- Over 8% of Petaluma High School and 7% of Casa Grande High School students are concurrently enrolled (FB 2014) - HS Data

- Slightly over 1% of Rancho Cotate high school students are concurrently enrolled at SRJC (FB 2014) - HS Data

- South SoCo residents' popular courses in Spring 2015 are college and transfer level general educations course at SR and Petaluma campuses (SRJC Datamine) - Course Enrl by South SoCo res

- Rohnert Park courses taken by South SoCo residents include Older Adult, Special Education, EMC, Computer Studies and Appendice Ed courses (SRJC Datamine) - Course Enrl by South SoCo res

In a previous year, OIR did a supplemental analysis of enrollment data at the request of SRJC Petaluma deans who are working on the campus enrollment management and outreach plan. The summary of that analysis is provided below provided below. Data spreadsheets are available on request.

South Sonoma County Supplemental Analysis - 2015

South SoCo comparison to District data plus additional Petaluma resident enrollment analysis

Source: SRJC Datamine

Overall

- District day sections and enrollment dropped significantly from Summer 2009 through Summer 2013. Though sections have been added, enrollment growth is responding at a much slower rate.

- Petaluma residents' evening enrollments have increased on the Santa Rosa Campus even though evening sections have been added in South SoCo since Fall 2012.

- South SoCo tends to have larger average class sizes than the District.

- Summer has the highest proportion of sections cancelled.

- Day to evening section ratios have fluctuated from slightly over 1, the same number of day to evening sections offered, to over 2, there are two days sections for each evening section offered.

Summer - PC Dist Summer

- South SoCo offered over 200 sections in Summer 1999; a little over 120 sections in Summer 2015.

- The District once offered over 1,850 sections in Summer 2010. In Summer 2015, the District offered almost 1,200, an increase of almost 500 sections from Summer 2013.

- South SoCo had approximately 1,200 enrollments for day and for evening courses in Summer 2002. Evening enrollments declined to 491 in Summer 2015.

- District summer enrollment peaked at 32,000 in Summer 2008. Enrollment dropped to under 15,000 in Summer 2012 mostly in day enrollments.

- Starting Summer 2013, South SoCo evening average class size was lower than District average.

- Average proportion of cancelled sections in Summer is 25% for day and evening sections in South SoCo.

- Average percent of District cancelled sections is 18% for day and for evening.

- The number of day to evening sections offered in Summer for South SoCo is 2.10; for the District it is 2.49.

Fall - PC Dist Fall

- South SoCo offered the comparable number of day and evening sections from F 01 through F 03.

- Evening sections have increased since Fall 2012 but evening enrollments are declining in South SoCo.

- District sections peaked at 4,500 in Fall 2009 and dropped to under 3,000 in Fall 2012.

- South SoCo average class size is generally larger than the District's overall average class size.

- On average, 13% of day and 15% of evening sections are cancelled during Fall semesters in South SoCo.

- The District's cancellation percent averages 13% for day and evening sections.

- Day to evening course ratio averages 1.5 in South SoCo. In Fall 2014, the ratio increased higher than the District's ratio to 1.83.

- The District day to evening course ratio averages 2.0. In Fall 2014, the ratio decreased to 1.75.

Spring – PC_Dist Spring

- There were more students enrolled in evening than day in Spring 2002 through Spring 2004 in South SoCo.

- South SoCo Spring day and evening sections dropped in Spring 2009 from Spring 2008.

- Enrollment slightly responded to increase day and evening courses offerings in Spring 2014 but declined again in Spring 2015.

- After dropping significantly in Spring 2009, District sections have slightly increased from Spring 2013 through 2015.

- District evening enrollment increased in Spring 2012 in response to additional evening courses. It has remained stable through Spring 2015.

- District day enrollment increased in Spring 2014 but decreased again in Spring 2015.

- South SoCo average class size exceeds District average, topping at 32.08 in day of Spring 13.

- South SoCo cancelled courses average 12% for day and evening sections in Spring.

- District's Spring cancelled courses average 11% for day and evening sections.

- South SoCo average day to evening course ratio is less than 1.5 for Spring. In Spring 2015 the ratio was 1.65.

- The District's average day to evening course ratio is 2.03 for Spring. The rate was 1.86 in Spring 2015.

- Petaluma resident course taking patterns – Petaluma res Enrl Summary

- Petaluma residents' enrollments in day and evening courses at the Petaluma Campus have decreased since 2010-11.

- Petaluma residents' enrollments have decreased in day enrollments at the Santa Rosa campus since 2000-01.

- Petaluma residents' evening enrollments on the Santa Rosa campus have increased since 2010-11.

- Petaluma resident evening enrollments – Pet resident SR eve crs

- Petaluma residents' enrollment on SR Campus: CSKLS 770, LIR 10, HIST 17.2, ENGL 1A, BAD 2, BOT 770 are the top courses in Fall 2014 and Spring 2015.

- Comparing 2010_11 to 2014_15 growth, LIR 10 enrollments increased 125; CKSLS 770 47, CHLD 10, CS 60.11A and SOC 1 are the top five courses Petaluma residents are taking on the Santa Rosa Campus.

- Petaluma residents' day and evening enrollments on Santa Rosa and Petaluma campuses for Fall 2014 and Spring 2015 – Petaluma res course enrls

2.1a Budget Needs

SRJC Petaluma continues to expand its course offerings while reducing the Petaluma Academic Affairs operational budget. Expanded offerings in Vet Tech, Chemistry, Biology, Art, and Digital Music are

expensive classes to run with additional needs in facilities, science lab coordination, science lab instructional assistance, instructional equipment, and supplies. Petaluma enrollments are at low levels due to the pandemic, therefore our staffing needs are currently satisfied. However, we expect the staffing needs to increase when the science labs return to full capacity and we expand our science offerings into the new chemistry and anthropology building.

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 2021, 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	$1,000.00	Maintenance for new Chemistry Lab
0002	Petaluma	02	01	$2,000.00	Fashion Sewing Machine Maintenance
0003	Petaluma	02	01	$2,000.00	micro 5, Bio 2.1 supplies (ongoing cost, not startup)
0004	Petaluma	02	01	$800.00	chem supplies
0005	Petaluma	02	01	$3,000.00	Create Instruction contigency budget
0006	Petaluma	02	01	$800.00	Physics supplies
0006	Petaluma	02	01	$500.00	3-D printer supplies all departments
0006	Petaluma	02	01	$1,500.00	Restore Dean's Travel Budget
0006	Petaluma	02	01	$200.00	Restore Budget cut: Communications Dept Supplies
0006	Petaluma	02	01	$84.00	Restore CS Travel for Faculty
0006	Petaluma	02	01	$275.00	Restore ESS Field Trips
0006	Petaluma	02	01	$75.00	Restore Fire Technology Supplies
0006	Petaluma	02	01	$50.00	Restore Social Science Supplies
0006	Petaluma	02	01	$100.00	Restore Work Experience Supplies
0006	Petaluma	02	01	$1,000.00	Restore Deans Supplies
0006	Petaluma	02	01	$270.00	Waste Water Chemistry Supplies
0099	Petaluma	02	01	$1,500.00	Fashion Articulation & Recruitment

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant II, College Skills (Mindy	16.00	10.00	Provide administrative support to the College Skills/Tutorial Department
Administrative Assistant III (Janet)	40.00	12.00	Provide administrative support to Instructional Dean
Coordinator, Science Labs (Scott)	40.00	11.00	Coordinate Life Science/Microbiology lab activities
IA Senior, Tutorial (Abigail)	35.00	12.00	Assist in Tutorial Center
IA Senior, Tutorial (Graham)	25.00	10.00	Assist in Tutorial Center:
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	12.00	Provides Chemistry, Physics, Wastewater lab support, STNC conversion approved by August 2017 Board
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 (Stephen)	20.00	10.00	Assist in Tutorial Center

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean, 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
Executive Dean Petaluma Campus	40.00	12.00	Lead administrator for SRJC Petaluma
Director, Dual Enrollment, Pathways & Partnership	40.00	12.00	Director, Dual Enrollment, Partnership and Pathways

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	back fill when staff on vacation/sick
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 of 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 experienced 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 2021/22 eleven of the 21 departments (52%) will be represented by only one regular full-time faculty in residence on the Petaluma campus. A retirement, resignation, or transfer within any of those areas 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 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 and 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. Additional support in the Academic Affairs department would allow for more capacity to create 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-increase to time base	CHEM SLIA +37.5% (bring to 100%)	Classified
0002	Petaluma	02	01	Classified-increase to time base	Biology SLIA +31.25% 171 days	Classified
0003	Petaluma	02	01	Classified employees New	Vet Tech SLIA 50%	Classified
0004	Petaluma	02	01	Student Employees	Cisco Networking Tutor	Student
0005	Petaluma	02	01	Classified Employees New	IA Senior, Writing Center (100% 11 mos)	Classified
0006	Petaluma	01	02	Classified Employees New	IA, ESL tutoring 50%	Classified
0006	Petaluma	02	01	Classified Employees New	IA Senior-tutorial(100% 11 mos)	Classified
0006	Petaluma	02	01	Student Employees	Petaluma Tutorial Center	Student
0099	Petaluma	06	07	STNCs New	STNCs for COVID protocols - Petaluma campus	STNC

2.3a Current Contract Faculty Positions

Position	Description
Art (Studio) (1)	F21 Year 1 Tenure
Anthropology (1)	
Business (1)	
Chemistry (1)	
Communication Studies (3)	One 40% Petaluma Film Fest/Cinemas Series +Department Chair 33%
Computer Studies (2)	
College Skills (1)	~40% Tutorial Center
DRD (1)	
Earth and Space Science (2)	David Kratzmann on Sabattical F21 and F22
English (5)	One 20% Puente
Fire Technology (1)	Eleanor Ratliff retiring Dec 21
History (2)	Year 2 Tenure; 60% History/40% Political Science
Kinesiology, Athletics & Dance (2)	5% Program Coordinator+10% Delegated Chair duties, One F21 Year 1 Tenure
Librarian (3)	Year 2 Tenure and F21 Year 1 Tenure
Life Science (2)	Year 2 Tenure
Mathematics (4)	One Year 4 Tenure, One Year 2 Tenure
Psychology (2)	
Sociology (1)	
Work Experience (1)	One 40% assigned to Petaluma
World Languages (1)	One Spanish (Italian-retired May 2019)
Total 2020/2021	37 Full time Faculty less 1.94 FTEF reassigned time including 1 serving as Department Chair; 8 in Tenure Review
Vet Tech (1)	

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Adult Education	0.0000	0.0000	0.2200	95.0000	
Agriculture & Natural Resources	0.0900	7.0000	0.9000	82.0000	
AJ	0.2000	100.0000	0.0000	0.0000	
American Sign Language	0.0000	0.0000	0.5300	99.0000	
Animal Health	0.2000	18.0000	0.9000	82.0000	
ANTHRO	0.6200	62.0000	0.3500	36.0000	
ART	0.9700	42.0000	1.3700	59.0000	
Astronomy	0.0000	0.0000	0.8500	100.0000	
BAD	0.5300	37.0000	0.9000	62.0000	
BIO	0.9800	50.0000	0.9800	50.0000	
Chemistry and Physics	0.3400	15.0000	1.9900	85.0000	
Child Development	0.0000	0.0000	0.4100	99.0000	
Communication Studies	2.8900	70.0000	1.2100	29.0000	
Computer Studies	1.7900	87.0000	0.2500	12.0000	
COUN	0.0700	6.0000	1.0100	93.0000	
CSKLS	1.1000	33.0000	2.2500	67.0000	
Earth and Space Sciences	0.8000	39.0000	1.2500	61.0000	

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Emergency Medical Care	0.0000	0.0000	0.2200	99.0000	
Engineering	0.0000	0.0000	0.0000	0.0000	
ENGL	2.9500	42.0000	4.0500	57.0000	
ENV	0.2100	98.0000	0.0000	0.0000	
ESL	0.0000	0.0000	2.1900	99.0000	
Fire Technology	0.6000	100.0000	0.0000	0.0000	
Foods and Nurtrition	0.4000	100.0000	0.0000	0.0000	
Geology	0.6000	100.0000	0.0000	0.0000	
Health Care	0.2000	100.0000	0.0000	0.0000	
History	1.2200	59.0000	0.8200	40.0000	
Humanities	0.0000	0.0000	0.2000	100.0000	
Italian	0.0000	0.0000	0.0000	0.0000	
Journalism	0.0000	0.0000	0.0000	0.0000	
KAD	0.9900	46.0000	1.1500	54.0000	
Learning Resources	0.0000	0.0000	0.0700	98.0000	
LIB	0.0000	0.0000	0.0700	98.0000	
MATH	3.7300	50.0000	3.6700	49.0000	

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Media Studies	1.0800	76.0000	0.3300	23.0000	
Microbiology	0.4800	50.0000	0.4800	50.0000	
Music	0.0000	0.0000	1.0400	99.0000	
Natural Resources	0.2000	18.0000	0.9000	82.0000	
Older Adults	0.0000	0.0000	0.1000	103.0000	
PHIL	0.0000	0.0000	0.4100	98.0000	
Political Science	0.4100	50.0000	0.4000	49.0000	
PSYCH	1.3200	68.0000	0.6000	31.0000	
Public Safety	0.8000	78.0000	0.2200	21.0000	
SOC	1.0000	100.0000	0.0000	0.0000	
Social Sciences	1.6300	53.0000	1.4200	46.0000	
Spanish	0.0000	0.0000	1.0700	100.0000	
Waste Water Treatment	0.0000	0.0000	0.6200	100.0000	
Water Treatment	0.0000	0.0000	0.2700	99.0000	
Work Experience	0.0000	0.0000	0.0000	0.0000	

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 2021/22, eleven of the 21 departments (52%) will be represented by only one regular full-time faculty in residence on the Petaluma campus. A retirement, resignation, or transfer within any of those areas 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 and/or taking on coordinating duties, which is currently four of the 38 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. Additionally, with so many departments represented by just one full-time faculty, those Petaluma faculty in residence end up taking on anchor roles and program coordination.

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 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.

SRJC Veterinary Technician program is a proven successful program with greater needs than one faculty member can adequately meet. The Veterinary Technician program has consistently had high enrollment for greater than 2.0 FTEF worth of courses every semester for over 5 years. The local veterinary hospitals have a profound need for more Registered Veterinary Technicians. There is an estimated gap of over 100 RVTs to meet the need of Sonoma County clinics alone. There is no other RVT program in this, or any surrounding county, to meet this demand for trained veterinary technicians. The current single, faculty instructor is directly contacted over 100 times per year by veterinary clinics hoping to hire SRJC program students and graduates.

SRJC Petaluma is ready to have a full-time Chemistry faculty assigned to the campus. We have increased the course offerings due to student demand and completed a building project that will increase our Chemistry lab capacity. We need an anchor faculty to further expand our Chemistry program.

For the future, several disciplines are on the SRJC Petaluma faculty "watch list." These include Child Development, Fashion Studies, Digital Music, Water Treatment/Wastewater, and Computer Studies: Network Security position.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Petaluma	02	01	ESL	
0001	Petaluma	02	01	Veterinary Technician program	See program PRPP
0002	Petaluma	02	01	Fashion	See program PRPP
0003	Petaluma	02	01	Music Digital Audio	
0099	Petaluma	02	02	KAD Generalist/Yoga (hiring summer 21)	

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

SRJC Petaluma has renovated and expanded our facilities and programs in several areas.

1) The Fashion Studies program has relocated to the Petaluma Campus and needs to outfit their new instructional space with furniture, equipment, and technology.

2) The Vet Tech program is in the process of relocating/consolidating on the Petaluma Campus. We intend for this program to be a flagship program as it grows. Currently the program has storage and space needs.

3) The KAD department received funding through SWP to build an outdoor fitness court, necesitating the need for additional exercise equipment.

4) The Digital Music program also received SWP funds to renovate the recording studio -- allowing for industry level sound systems for students to use in hands-on learning.

Additionally, a significant request for classroom technology was put forward in the 2021 Institutional Technology Group (ITG) budget proposal, covering needs in the new chemistry lab and prep space.

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.

Currently our academic supports are spread throughout the Petaluma Campus: the Tutorial and Writing Center and Open Computer Lab is in Doyle Hall, 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 Mahoney Learning Center 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 underultilized space in the library as students move to accessing information from online databases and away from print materials.

SRJC Petaluma is currently expanding our STEM offerings with the construction of the new Chemistry and Anthropology labs. Further expansion of STEM majors could be accomplished with one-time equipment purchases in Biology ($300,000), Physics ($100,000), and Chemistry ($200,000).

Our full-time faculty members are transforming SRJC Petaluma into an indoor/outdoor learning environment. We are seeking funds to 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).

The Cisco Certified Network Associate certificate programs uses team based learning to develop the skills students will need in the work environment.

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.

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Petaluma	02	01	Cisco 2-Port Gigabit Ethernet WAN Network Interfac	10	$600.00	$6,000.00	Regina Guerra	PC 645	Michael McKeever
0001	Petaluma	02	01	Tablet/iPad stand holder	2	$30.00	$60.00	Regina Guerra	Fitness Center	Tara Jacobson
0001	Petaluma	02	01	Laptop stand holder	4	$30.00	$120.00	Regina Guerra	Fitness Center	Tara Jacobson
0001	Petaluma	02	01	Movement tracking camera & microphone	2	$2,500.00	$5,000.00	Regina Guerra	Fitness Center	Tara Jacobson
0001	Petaluma	02	01	Rogue bumper plates 260 lb set	1	$600.00	$600.00	Regina Guerra	Fitness Center	Tara Jacobson
0001	Petaluma	02	01	Orange Grid foam roller	2	$50.00	$100.00	Regina Guerra	Fitness Center	Tara Jacobson
0001	Petaluma	02	01	Rogue game box	1	$165.00	$165.00	Regina Guerra	Fitness Center	Tara Jacobson
0001	Petaluma	02	01	Fashion Display Stand	1	$5,000.00	$5,000.00	Regina Guerra	PC 247/other campus locations	Regina Guerra
0001	Petaluma	02	01	Color printer	1	$550.00	$550.00	Regina Guerra	PC 247	Emily Melville
0001	Petaluma	02	01	Chest freezer	2	$766.00	$1,532.00	Regina Guerra	Vet Tech Storage	Dan Famini
0001	Petaluma	02	01	Autoclave	1	$15,000.00	$15,000.00	Regina Guerra	Bio prep room	Scott Lorbeer
0001	Petaluma	02	01	Vet Tech storage shelving/cabinets	5	$600.00	$3,000.00	Regina Guerra	Vet Tech storage	Dan Famini
0001	Petaluma	02	01	Ultrasonic cleaner (STEM labs)	1	$800.00	$800.00	Regina Guerra	STEM prep room	Scott Lorbeer
0001	Petaluma	02	01	Rolling clothing racks	2	$112.59	$225.18	Regina Guerra	PC 247	Emily Melville
0001	Petaluma	02	01	Fashion classroom storage cabinets	6	$1,582.30	$9,493.80	Regina Guerra	PC 247	Emily Melville
0001	Petaluma	02	01	Dig boxes + dirt	6	$350.00	$2,100.00	Regina Guerra	Science Plaza 101	Michelle Hughes-Markovics

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0002	Petaluma	02	01	Outdoor Fitness Court Lab - funded thru SWP	1	$142,700.00	$142,700.00	Regina Guerra	Fitness Center	Tara Jacobson
0002	Petaluma	02	01	Sewing machine tables	13	$216.50	$2,815.34	Regina Guerra	PC 247	Emily Melville
0002	Petaluma	02	01	Fabric Storage Rack	1	$1,542.00	$1,542.00	Regina Guerra	PC 247	Emily Melville
0002	Petaluma	02	01	3 Way Mirror	1	$1,100.00	$1,100.00	Regina Guerra	PC 247	Emily Melville
0002	Petaluma	02	01	Rolling Mirror	1	$260.00	$260.00	Regina Guerra	PC 247	Emily Melville
0003	Petaluma	02	01	ITG: 30 laptops and 1 cart	1	$0.00	$18,000.00	Regina Guerra	Construction Center	Catherine Williams
0003	Petaluma	02	01	ITG: 30 laptops and 1 cart	1	$0.00	$18,000.00	Regina Guerra	New Chemistry Lab	Regina Guerra
0003	Petaluma	02	01	ITG: Color printer	1	$1,000.00	$1,000.00	Regina Guerra	New Chemistry Lab	Regina Guerra
0003	Petaluma	02	01	ITG: High Resolution Document Camera	1	$500.00	$500.00	Regina Guerra	PC 247	Emily Melville
0003	Petaluma	02	01	ITG: Laptop	1	$1,000.00	$1,000.00	Regina Guerra	Off campus	Allyson Stewart
0003	Petaluma	02	01	ITG: portable document camera	1	$100.00	$100.00	Regina Guerra	Off campus	Allyson Stewart
0004	Petaluma	02	01	CnC Hornet Machine	1	$0.00	$100,000.00	Regina Guerra	Construction Center	Catherine Williams
0004	Petaluma	02	01	Woodshop equipment	1	$0.00	$50,000.00	Regina Guerra	Construction Center	Catherine Williams
0099	Petaluma	02	01	Webcams - purchased Spring 2021	2	$0.00	$0.00	Regina Guerra	PC 208	Matt Pearson
0099	Petaluma	02	01	H4n Pro Handy Recorder - purchased (4) May '21	2	$230.00	$460.00	Regina Guerra	PC 246	Len Haynes

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Petaluma	02	01	ITG: Color printer added to 2.4c	1	$550.00	$550.00	Regina Guerra	PC 247	Emily Melville
0001	Petaluma	02	01	Chest freezer added to 2.4c	2	$766.00	$1,532.00	Regina Guerra	Vet Tech storage	Dan Famini
0001	Petaluma	02	01	Autoclave added to 2.4c	1	$0.00	$15,000.00	Regina Guerra	Bio prep room	Scott Lorbeer
0001	Petaluma	02	01	Vet Tech storage shelving/cabinets added to 2.4c	0	$0.00	$5,000.00	Regina Guerra	Vet Tech storage	Regina Guerra
0001	Petaluma	02	01	Ultrasonic cleaner (STEM labs) added to 2.4c	0	$0.00	$800.00	Regina Guerra	STEM prep room	Scott Lorbeer
0002	Petaluma	02	01	Rolling clothing racks added to 2.4c	2	$112.59	$225.18	Regina Guerra	PC 247	Emily Melville
0002	Petaluma	02	01	Fashion classroom storage cabinets added to 2.4c	6	$9,493.79	$9,493.79	Regina Guerra	PC 247	Emily Melville
0003	Petaluma	02	01	ITG: iMac 27"	1	$2,400.00	$2,400.00	Regina Guerra	PC 247	Emily Melville
0003	Petaluma	02	01	ITG: Laptop	1	$1,000.00	$1,000.00	Regina Guerra	New Chemistry stock room	Lisa Stagnoli
0003	Petaluma	02	01	ITG: Desktop computer	1	$2,000.00	$2,000.00	Regina Guerra	New Chemistry office	Lisa Stagnoli
0003	Petaluma	02	01	ITG: Color printer	1	$1,000.00	$1,000.00	Regina Guerra	New Chemistry office	Lisa Stagnoli
0099	Petaluma	02	01	Fashion vacuum cleaner - purchased by Kerry Spr21	1	$617.25	$617.25	Regina Guerra	PC 247	Emily Melville
0099	Petaluma	02	01	Bookshelves: donated books - Kerry purchased Spr21	5	$535.00	$2,676.78	Regina Guerra	PC 247	Emily Melville

2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Petaluma	02	01	Ableton Live 11 Studio Upgrades	64	$144.50	$10,080.00	Regina Guerra	PC Recording Studio	Jody Benecke
0099	Petaluma	02	01	ProTools Upgrade - purchased Spr21; split w/ Kerry	67	$99.00	$6,633.00	Regina Guerra	PC Recording Studio	Jody Benecke

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Petaluma	02	01	Urgent	Fashion classroom	PC 247	$15,000.00	Replace carpeting with appropriate flooring for fashion
0002	Petaluma	01	06	Urgent	Ceiling baffling adjunct faculty offices	Call building	$10,000.00	Noise reduction
0003	Petaluma	01	02	Urgent	Creation of Tutorial and Testing Center	Mahoney Library	$50,000.00	to reduce impact on open lab
0004	Petaluma	02	01	Urgent	COVID renovations biology lab	PC 313	$5,000.00	Adjusting gas lines and electrical wiring
0005	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 Workfoce Grants a remodeled classroom was transformed into a Veterinary Technology lab. In addition, SRJC Petaluma completed construction in Fall 2020 on a science addition that houses 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 Physiology and introductory Anatomy (ANAT 40) classes and/or Biology majors classes: 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 is consolidating on the Petaluma Campus. Consequentially, the lead faculty member has equipment stored in 5+ sites that needs to be moved to the Petaluma Campus and stored for future use. Many items are unused due to lack of classroom space (for example dental tables for mock surgeries). Petaluma Campus is 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 and storage space could also be shared by Anatomy and Plant Science classes as they all use similar equipment.

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

*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 were integrated in Doyle PC 247. Measure H supported a feasibility study of moving Media Services out of Mahoney and into Richard Call Building, and colocating their services and storage with Instructional Technology departments. The Media Services move 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.

*Student Garden: Our full-time faculty members are transforming SRJC Petaluma into an indoor/outdoor learning environment. We are seeking funds to futher 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.

*Childare 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 leaverage internal resources. The funds would be used to prepare a site for a modular building and purchase furniture. The childcare site would partner wih Child Development Department as a learning environment for students.

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

_

3.5 Establish a Culture of Sustainability

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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

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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	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	Petaluma	01	01		1.2 Building relationships with department chairs, meet regularly to work together to build schedules, address staffing needs, and creatively solve problems while always including the cluster dean; success is measured by regular and effective communication with chairs and cluster deans.	2020-2024	Existing Resources
0001	Petaluma	01	01	1.0 Support Development of Petaluma Faculty	1.1 Chair Tenure Review teams with focus on developing faculty strengths and building supportive teams.	2020-2024	Existing resources, Faculty reasigned Time for Department Chair Council/Area Coordinator Liason Role
0002	Petaluma	01	01	2.0 Integrate Tutorial Center/Writing Center/Open Computer Lab into a central acessible location in Mahoney Library.	2.1 Identify architect to design space in Call Building for Media Services and space in Mahoney for Tutorial/Writing/Computer Lab, execute remodel of spaces with construction firm vendor, move departments and communicate to students with promotion plan on app, postcards, posters, etc.	2020-2024	Measure H Funds
0003	Petaluma	01	01	3.0 Expand and strengthen CTE presence at SRJC Petaluma	3.1 Pursue and implement categorical funding to support existing and new certificate offerings on campus.	2020-2024	Existing resources and grant funding
0003	Petaluma	01	01		3.2 Connect current CTE programs to local industry to build partnerships, identify training opportunities for staff, and build internship opportunitites for students: a complete design and construction of Construction Center, (b) support regular meetings of the Construction Center advisory committee that will advise on the community labor needs, (c) support district negotiations to assign department chair to Construction Center programs, (d) identify supply funds for Constrution Center classes, (e) identify funds for lab coordinator for Construction Center.	2020-2024	Existing resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0004	Petaluma	01	01	4.0 Engage in strategic enrollment management activities, with expanding STEM offerings at SRJC Petaluma as the central goal fo rthe Petluma campus	4.1 Collaborate with STEM department chairs and cluster deans to develop a meeting with Petaluma faculty and STEM faculty to discuss Education Master Plan with the goal of adding Micro 5 section in spring/summer, adding CHEM 1A in spring, adding BIO 2.1 in spring, and add CHEM1B.	2020-2024	Existing resources
0004	Petaluma	01	01		4.2 Identify resources and facilities needed to expand STEM and health programs; increase supply funds to support increase in BIO and CHEM offerings, buy instructional lab equipment for CHEM 1B, and increase BIO SLIA position to 100% (+31.25%)for 171 days and increase CHEM SLIA position to 100% (+37.5%) for 171 day; increase tutoring support with additional IA Senior 100% 238 days.	2020-2024	Existing resources, categorical funds, and donations
0004	Petaluma	01	01		4.3 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) expand transfer track to include winter intersession, (d) integration of online offerings with F2F instruction, and (e) support Guided Pathways redesign.	2020-2024	Existing resources, Faculty reasigned time for Department Chair Council/Area Coordinator Liason Role.

6.2b PRPP Editor Feedback - Optional

6.2b PRPP Editor Feedback-Optional

New writer's guide was helpful. Any programming advances that would support the uploading of excel files would increase efficiency. It is cumbersome to have staff copy and paste data cell by cell.

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	Petaluma	01	01		1.2 Building relationships with department chairs, meet regularly to work together to build schedules, address staffing needs, and creatively solve problems while always including the cluster dean; success is measured by regular and effective communication with chairs and cluster deans.	2020-2024	Existing Resources
0001	Petaluma	01	01	1.0 Support Development of Petaluma Faculty	1.1 Chair Tenure Review teams with focus on developing faculty strengths and building supportive teams.	2020-2024	Existing resources, Faculty reasigned Time for Department Chair Council/Area Coordinator Liason Role
0002	Petaluma	01	01	2.0 Integrate Tutorial Center/Writing Center/Open Computer Lab into a central acessible location in Mahoney Library.	2.1 Identify architect to design space in Call Building for Media Services and space in Mahoney for Tutorial/Writing/Computer Lab, execute remodel of spaces with construction firm vendor, move departments and communicate to students with promotion plan on app, postcards, posters, etc.	2020-2024	Measure H Funds
0003	Petaluma	01	01	3.0 Expand and strengthen CTE presence at SRJC Petaluma	3.1 Pursue and implement categorical funding to support existing and new certificate offerings on campus.	2020-2024	Existing resources and grant funding
0003	Petaluma	01	01		3.2 Connect current CTE programs to local industry to build partnerships, identify training opportunities for staff, and build internship opportunitites for students: a complete design and construction of Construction Center, (b) support regular meetings of the Construction Center advisory committee that will advise on the community labor needs, (c) support district negotiations to assign department chair to Construction Center programs, (d) identify supply funds for Constrution Center classes, (e) identify funds for lab coordinator for Construction Center.	2020-2024	Existing resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0004	Petaluma	01	01	4.0 Engage in strategic enrollment management activities, with expanding STEM offerings at SRJC Petaluma as the central goal fo the Petluma campus	4.1 Collaborate with STEM department chairs and cluster deans to develop a meeting with Petaluma faculty and STEM faculty to discuss Education Master Plan with the goal of adding Micro 5 section in spring/summer, adding CHEM 1A in spring, adding BIO 2.1 in spring, and add CHEM1B.	2020-2024	Existing resources
0004	Petaluma	01	01		4.2 Identify resources and facilities needed to expand STEM and health programs; increase supply funds to support increase in BIO and CHEM offerings, buy instructional lab equipment for CHEM 1B, and increase BIO SLIA position to 100% (+31.25%)for 171 days and increase CHEM SLIA position to 100% (+37.5%) for 171 day; increase tutoring support with additional IA Senior 100% 238 days.	2020-2024	Existing resources, categorical funds, and donations
0004	Petaluma	01	01		4.3 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) expand transfer track to include winter intersession, (d) integration of online offerings with F2F instruction, and (e) support Guided Pathways redesign.	2020-2024	Existing resources, Faculty reasigned time for Department Chair Council/Area Coordinator Liason Role.