

Santa Rosa Junior College

Program Resource Planning Process

Dean Arts and Humanities 2022

1.1a Mission

MISSION STATEMENT

The Arts and Humanities Cluster at Santa Rosa Junior College seeks to promote humanistic and aesthetic learning while cultivating a diverse and inclusive community of socially engaged lifelong learners. Our students learn methods of creative problem solving that are applicable to all areas of study including transfer and career education. Many of our courses serve as the foundation for General Education at SRJC. They promote creativity, intellectual curiosity, critical thinking and ethical development. The Office of the Dean of Arts & Humanities works to support this mission through the careful administration of cluster resources.

1.1b Mission Alignment

The Arts and Humanities Cluster mission aligns with the district mission of preparing students for transfer, career education and lifelong learning.

The Cluster regularly engages the community with original, thought provoking works of Music, Theatre and Art.

Faculty, staff and administrators of the cluster are dedicated to academic excellence and the incorporation of innovative teaching techniques in the classroom in order to support effective student learning.

The cluster has a deep commitment to inspire student engagement and create learner-centered environments.

The Arts and Humanities Cluster at Santa Rosa Junior College is strongly committed to student learning and success. Many of the courses serve as the foundation for General Education at SRJC and promote creativity, intellectual curiosity, critical thinking and ethical development. The cluster has a strong commitment to serving the needs of our diverse local community including seniors, emerging populations, veterans and re-entry students. In addition to

transfer degrees, there is also a focus on Career Education with certificates in Digital Music, Digital Filmmaking, Journalism, Fashion Studies, SRT, and Theatre Arts.

We are steadily adding online courses in every possible area. Faculty who teach courses that cannot be taught online are being encouraged to utilize a flipped hybrid model. We are working with Distance Education to make the Humanities Area AA degree available 100 percent online.

In order to provide the most effective education, the cluster Dean is committed to faculty development, fundraising and continued community outreach including forming partnerships with appropriate educational organizations and industry.

1.1c Description

The Arts and Humanities Cluster includes the following departments:

Art (Studio Art, Art History and the Robert F. Agrella Art Gallery)

Communication Studies (Speech, Forensics, Journalism, Media, and Film Studies)

Computer Studies (including Graphic Design)

Music

Theatre & Fashion (Theatre Arts, Fashion Studies, and Summer Repertory Theatre)

The cluster is also responsible for the semester Study Abroad Program and the summer Study Abroad Program. SRJC is part of the Northern California Study Abroad Coalition (NCSAC) that includes Los Rios CC District, Contra Costa CC District, and San Mateo CC District. Every fall we send students and faculty member to London or Barcelona and in the spring, we send them to Florence. The Study Abroad Committee oversees the faculty application process and the Dean is the co-chair by position. Covid put Study Abroad on hold Spring 2022.

The Study Abroad program was put on hiatus during the pandemic but was brought back for spring 2022 (Florence). Enrollment has struggled but it is hopeful it will rebound in 2023.

Arts & Humanities is also responsible for the Swedish Program which is on indefinite hold due to visa issues.

The Dean's Office is deeply committed to community outreach and the increased promotion of the significant creative and intellectual cluster accomplishments. We have established relationships with the Sonoma County Office of Economic Development, ArtQuest, the Sonoma County Symphony, the Museums of Sonoma County, the Sebastopol Center for the Arts, Sonoma State University, and San Francisco State University.

1.1d Hours of Office Operation and Service by Location

Hours of operation: Monday – Friday 8:00 a.m. to 5:00 p.m.

Kerry Loewen, Dean of Arts & Humanities, phone: 707-524-1519

Anita Rich, Administrative Assistant III, phone: 707-524-1538

Location: Remote during the pandemic

1.2 Program/Unit Context and Environmental Scan

GENERAL OVERVIEW

The leadership of the Arts & Humanities had significant turnover before Dean Kerry Loewen arrived in 2017. He aspires to provide ongoing stability and a creative approach to problem solving with the Chairs, Classified Professionals and Faculty.

The Dean was deeply involved with the Burbank Theater remodeling project and is now helping the Garcia remodel. The Dean also worked closely with Petaluma Deans to facilitate Fashion Studies permanent move to the Petaluma campus starting in Fall 2021.

GENERAL TRENDS

Demand for general education/transfer courses remain strong. Programs in the Arts have either have all developed transition plans for formerly repeatable courses in conjunction with the SRJC Curriculum Committee.

Certificate programs are strong with new certificates available in Applied Photography, Digital Audio, and Summer Repertory Theatre.

The Dean has has several faculty going through tenure in Communication Studies, Media, and Theatre. One faculty in Art History resigned at the end of year two. New hires in Photography, Computer Studies, Communication Studies (2) and Fashion Studies have signed contracts starting Fall 2022. The latter is a new Petaluma position. Petaluma also was able to hire a replacement for Claudia McCain who transferred to the Santa Rosa campus to fill a replacement position in Painting/Drawing.

Three important Classified Professionals resigned or retired in spring 2022. The dean is committed to replacing these vital positions.

2.1a Budget Needs

Dean Arts and Humanities

The overall budget for the Arts Cluster Dean's Office is \$388,549.59 or .025 percent of the district total. The Dean's Office Budget primarily pays salaries for the dean and the administrative assistant.

Departments are dependent on supplemental funds from the dean's discretionary fund for emergencies. These allocations were nearly eliminated in the budget cuts of 2017 and 2018.

The Arts and Humanities Dean respectfully requests:

- A pre-recession restoration to \$14,000 for our discretionary budget to spearhead marketing of our programs, finance fund raising activities, support faculty and staff development, cluster operations, and buttress unforeseen budgetary shortfalls.
- An increase of travel funds of about \$5,000 to enable the dean and faculty members to participate in conferences and workshops.

Study Abroad

The overall yearly budget for Study Abroad is \$2,615. This current amount reflects supplies, travel to departure meetings, and services only. Salaries are not currently included in the cluster FTEF target, but we have been working to change that. We are also obligated to pay \$500 per semester towards administrative consortium support. The Administrative Assistant is currently our own Patricia Warne of the World Languages Department. We are requesting an additional \$1,000 in the budget to cover this cost.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	03	07	\$100.00	Compensation for other consulting services for the Study Abroad administrative services from the consortium
0002	Santa Rosa	07	07	\$7,000.00	The discretionary budget was reduced to \$500 from \$11,000 for the 2018-19 academic year. This office requests restoration of discretionary budget to pre-recession levels. Many departments under our cluster have come to depend on the Dean's office to supplement critical needs such as unexpected equipment failure or personnel changes (professional expert hires). With the dean's discretionary budget so drastically reduced, the opportunities to implement new fundraising or marketing initiatives are thwarted.
0003	ALL	02	04	\$5,000.00	Increase travel funds to afford opportunities for conference and workshop attendance for both the dean and instructors for leadership and discipline-appropriate training.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant III	40.00	12.00	1. Coordinates complex administrative tasks within assigned department or area; initiates changes in procedures as needed.2. Interprets and explains District policies and procedures.3. Composes and keyboards reports, correspondence, memos, forms, agendas, faculty evaluations, meeting minutes, directories, and tables; proofreads documents for accuracy, completeness, and conformity to established formats; creates complex original draft correspondence; designs and creates brochures, forms, flyers and other marketing and information materials.4. May train faculty in preparation of curriculum outlines; coordinates and prepares curriculum documents according to Title 5 and District guidelines.5. Coordinates activities for a variety of meetings, conferences, committees, and special projects; attends meetings, takes notes and prepares minutes.

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean, Arts & Humanities	40.00	12.00	Dean II, Arts and Humanities -Participates in educational planning and policy development - Primary contact with assigned department chairs, directors and coordinators - Works with assigned departments on short and long term program planning, review and evaluation - Supervises the development of schedule of classes, monitors enrollments - Assists with recruitment - Evaluates department chairs within the cluster - In consultation with departments within the cluster, prepares and monitors program budgets. - Facilitates resolutions for student, faculty or staff complaints - Serves on committees as required - Prepares reports as needed for presentations - Represents the District on local, regional and statewide instructional committees and meetings - Other duties as assigned

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
N/A	0.00	0.00	

2.2d Adequacy and Effectiveness of Staffing

Sharing an AAIII with another cluster is not ideal but the advent of digital signatures has removed some of the burden from the assistant. Additionally the deans are now having to do pick up some of the duties previously handled by the AAIII.

2.2e Classified, STNC, Management Staffing Requests

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

Position	Description
	See Departmental PRPPs

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
see departmental PRPPs	0.0000	0.0000	0.0000	0.0000	

2.3c Faculty Within Retirement Range

See Departmental PRPPs

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

See department PRPPs

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	ALL	01	00	Please see RANKED Spreadsheet and Rationale	

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

See department PRPPs.

2.4c Instructional Equipment Requests

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

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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2.5a Minor Facilities Requests

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

Renovation of Burbank Theatre was completed in 2020. It includes a state of the art theatre and classroom space. A dance floor was not included new acting studio and funding is still needed for that.

Fashion Studies has relocated to the Kathleen Doyle Hall on the Petaluma campus.

The Communication Studies department is being relocated to Garcia Hall starting in fall 2022.

The Art Department is currently in Analy Hall, an original WPA building. Analy is badly in need of remodeling. Mold caused by roof leaks forced the two Art History faculty to relocate to other offices. The drain system needs to be repaired, restrooms are inadequate, and ventilation and lighting in faculty offices is not sufficient. The HVAC system is due to be replaced as part of the ongoing geothermal project. It is hoped that Analy will be a top priority in the next bond proposal. That could include an expanded footprint to include an Art Gallery opposite of the museum or perhaps a new building.

We discovered mold in Forsyth Hall (home of the Music Department) and abatement has been completed. The second story is still in need of new carpeting and the Music Department office on the first floor is in need of a redesign for better workflow. Long-term goals include a recital hall for the Music Department that is specifically referenced in the Space Allocation Sequencing Report. A remodel of room 105 in Forsyth would be an easy and relatively inexpensive temporary measure.

3.1 Develop Financial Resources

The Dean of Arts and Humanities worked to meet Strategic Goal G: Develop Financial Resources of the Strategic Plan in the following ways:

- Make the summer study abroad program self-sustaining.
- Make use of CTEA and SWF grants for departmental teaching.
- Created new SRT certificate that will produce close to 40 certificate completers in Summer 2019.
- Work with foundation to generate support for Forensics and SRT.

3.2 Serve our Diverse Communities

Careful attention is paid to this issue during hiring processes for both full time and adjunct faculty positions as well as classified positions within the cluster. Applicants are asked to describe their experiences working with a diverse population on the written application. Questions are also asked during the interview process in order to assess sensitivity to diversity.

Courses in multicultural and world theatre have been recently developed. The Theatre Arts Department pays special attention to the selection of plays and presents at least one play per year that has a multicultural focus. Preparing for these shows usually involves networking with the community and multicultural casting. For the fall 2022 production of Stand and Deliver, the department is hiring a LatinX consultant and doing additional outreach to find a LatinX cast.

The Art Gallery also contributes to a greater understanding of cultural diversity both on campus and out in the local community. All exhibits in the Art Gallery have been documented and archived on the college website. The Art Department completed the development of a Cartooning and Sequential Art course and an Applied Photography Certificate program.

Randolph Newman Cultural Enrichment Grants provided multicultural opportunities for students and faculty.

Study Abroad Scholarships are weighted heavily to include financially disadvantaged students.

3.3 Cultivate a Healthy Organization

The Administrative Assistant for the cluster has been encouraged to attend workshops and lectures that will enhance her knowledge and skills. She has become an expert with Drupal, CATS, Convergence and the Project Learn Sharepoint site. She continues to be involved in cross-training others.

All classified employees in the Cluster are encouraged to participate in staff development activities including PDA and FitSRJC.

The cluster dean regularly incorporates faculty and staff development ideas into grant proposals.

3.4 Safety and Emergency Preparedness

The District's Injury and Illness Prevention Program IIPP program is addressed through PDA events, driver safety programs and other programs as needed.

Theatre Arts provides regular safety training for work in the Theatre.

Department AAs have access to training as Area Safety Coordinators.

The Dean has undergone full training in the Emergency Operations Center is currently one of the back-up Public Information Officers.

Building	Campus	Department	Safety Leaders	Title	Contact
Bailey Hall	Santa Rosa	Academic Affairs	Josh Adams	Dean	707-524-1508

3.5 Establish a Culture of Sustainability

There has been a continuing effort to develop intradepartmental and cross-cluster initiatives to promote sustainability.

- The OakLeaf has gone to a mostly digital format.
- The Burbank remodeling project was designed to meet LEED certification.
- The planned Arts & Humanities newsletter will be published only in digital form.
- Instructors are encouraged to utilize Canvas for Syllabi and other handouts.

4.1a Course Student Learning Outcomes Assessment

The Arts and Humanities Cluster is deeply committed to student learning and student success.

This dean's office oversees the cluster's curriculum technical review workgroup and includes Behavioral and Social Sciences courses. The Arts and Humanities dean co-chairs this committee twice monthly.

All Arts and Humanities courses are current in regards to their six-year review.

As of July 2022, SLO course assessment completion for the Arts and Humanities cluster is reflected as follows:

Art: 31.3%

Communication Studies: 74.3%

Computer Studies: 43.5%

Music: 71.8%

Theatre Arts: 91.6%

4.1b Program Student Learning Outcomes Assessment

There is no repository for this information regarding program SLO assessment.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	See departmental PRPPs	N/A	N/A	N/A

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
N/A																
See dept PRPPs																

4.2b Narrative (Optional)

All departments offer courses and programs that meet various aspects of the institutional learning outcomes. When analyzed holistically, the cluster offers courses that fulfill every single institutional learning outcome.

Faculty and staff of the Arts and Humanities cluster are dedicated to student success and effective teaching methodologies. The cluster is now offering increased numbers of online courses and experimenting with shorter course offerings.

As a cost-cutting measure, the Communication Studies Department is reimagining the Forensics class with the goal of spreading the focus from solely competitive team tournaments (with their inherent travel costs) to a mix of tournaments and other opportunities to prepare a larger and more diverse student population to speak in public. The goal will be to improve enrollments to an aspired headcount of 30 or more to comply with the AFA's Addendum 1 Letter of Understanding dated June 13, 1995.

The cluster Dean is committed to increased faculty and staff involvement in technological and educational trends.

5.0 Performance Measures

Not applicable

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

Schedule development is a high priority for the cluster. Careful attention has been paid to schedule development by chairs in consultation with their departments. Frequent analysis is done in conjunction with the cluster dean. Every effort is made to offer a wide variety of classes at various times and locations. Without sacrificing the quality of the programs that students need. Enrollment efficiency and productivity are examined every semester.

The Dean has encouraged and prioritized the development of more online and hybrid classes and is working to make the Humanities Area Degree available 100% online.

5.2a Enrollment Efficiency

See department PRPPs

5.2b Average Class Size

See department PRPPs

5.3 Instructional Productivity

See department PRPPs

5.4 Curriculum Currency

All active courses in the cluster are current

The Dean's office encourages the development of new curricula, especially those with a contemporary, digital focus.

The Dean is intent on inspiring and leading faculty to develop more contemporary, industry-responsive curricula, making sure that our course offerings are relevant and useful.

5.5 Successful Program Completion

See department PRPPs

5.6 Student Success

See department PRPPs

5.7 Student Access

See departmental PRPPs

5.8 Curriculum Offered Within Reasonable Time Frame

See department PRPPs

5.9a Curriculum Responsiveness

See department PRPPs

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

See department PRPPs

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

See department PRPPs

5.11a Labor Market Demand (Occupational Programs ONLY)

See department PRPPs

5.11b Academic Standards

All departments are encouraged to engage in conversations regarding academic rigor and standards of discipline excellence. The Cluster Tech Review Committee has recommended (and many departments have responded favorably) to increasing the Recommended Levels of Preparation for a GE Transferable Course to "Eligibility for English 1A." The Cluster Technical Review Committee also carefully analyzes standards and rigor regarding writing assignments for these courses.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Santa Rosa	08	07	Strengthen classified staffing in key areas to ensure safety and vitality of courses.	Box Office Manager to 100%; rehire of Art Galley Exhibits Specialist; Admin support for Fashion Studies; restoration of Music administrative assistant to 100 percent, increase of administrative assistant support for Communication Studies to 100 percent	Ongoing	District funding
0003	ALL	02	01	Inspire the design and development of cutting edge curriculum	Update and generate new coursework that is contemporary and relevant.	Ongoing	Faculty time, Dean time
0004	ALL	05	05	Establish a long-term relationship with patrons and donors in support of Arts programs at SRJC.	Cultivate a trusting, positive relationship with the SRJC foundation.	Ongoing	Chair and dean time A survey has been generated to help identify future work trends for SRT
0005	ALL	07	06	Increase revenue source for Arts & Humanities programs.	Seek funding for worthwhile educational and creative projects. Create grant proposals, form partnerships, and reach out for private donor support.	Ongoing	Grant funding/private funding. Dean's time Project partner time, completed four grant proposals so far
0006	ALL	02	02	To increase the visibility and effectiveness of the Study Abroad program.	Work closely with the consortium members and the Study Abroad committee.	Ongoing	More input from the committee

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	Santa Rosa	08	07	Strengthen classified staffing in key areas to ensure safety and vitality of courses.	Box Office Manager to 100%; rehire of Art Galley Exhibits Specialist; Admin support for Fashion Studies; restoration of Music administrative assistant to 100 percent, increase of administrative assistant support for Communication Studies to 100 percent	Ongoing	District funding
0003	ALL	02	01	Inspire the design and development of cutting edge curriculum	Update and generate new coursework that is contemporary and relevant.	Ongoing	Faculty time, Dean time
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