

Santa Rosa Junior College

Program Resource Planning Process

Petaluma Student Services 2023

1.1a Mission

The Mission of Sonoma County Junior College District is:

Santa Rosa Junior College transforms the lives of our culturally rich student body, employees, and community by cultivating a welcoming and antiracist environment, centered on social responsibility and cultural awareness. We offer exceptional teaching and learning in support of associate degree, certificate, transfer preparation, workforce preparation and community education programs, integrated with comprehensive student support services.

The mission of Petaluma Student Services is:

Petaluma Student Services provides comprehensive student services to meet the needs of over 5,000 students who attend the campus each year. Services are focused to welcome, guide and engage each student from pre-enrollment to successful completion of each student's educational goal. Three areas of Student Services are created to support this mission: Academic Support, Enrollment Services, and Student Engagement.

Academic Support

Career

Career Development Services (Career Center and Student Employment) at Santa Rosa Junior College promotes career development as a lifelong learning process. Through self-assessment, career exploration, job search assistance, on-campus jobs and the implementation of a career action plan, our programs and activities seek to assist and support enrolled students, alumni and community members in learning about career choices, enabling them to participate more fully in a global society.

Counseling

The mission of the Counseling Department at Santa Rosa Junior College is to provide counseling, instruction, and services which assist individuals in attaining their educational, occupational, and personal/life goals.

The Counseling Department promotes and supports diversity of culture and learning, and as an integral part of the educational community, seeks to enhance the lives of those who participate in our programs and enroll in our courses.

Disability Resource Department

The Disability Resources Department's (DRD) mission is to provide people with disabilities equal access to a community college education through specialized instruction, disability related support services, and advocacy activities. DRD's mission is well aligned with the District vision and mission specifically in supporting the District's affirmation of responsibility to provide student and academic support services in order to improve student success and enrich student lives.

Transfer

It is the mission of the Santa Rosa Junior College Transfer Center to meet the needs of students preparing to transfer to baccalaureate institutions by providing up-to-date information to students, counseling faculty, and staff, as well as a set of coordinated resources, activities, and services that support the transfer process. In addition to making transfer-related information and services available to all students and increasing the college's overall transfer rate, the Transfer Center is specifically committed to increasing the rate of transfer among students from low-income, first-generation, and other traditionally underrepresented groups by supporting outreach efforts and targeted services to encourage these students to transfer.

Veteran's Affairs

The mission of the Veterans Affairs Office is to assist Veterans, their dependents and survivors in obtaining the benefits and services they are entitled to under the laws of the United States and the State of California, while attending SRJC.

Enrollment Services

SRJC Petaluma Enrollment Services encompass Admissions & Records, Financial Aid & Scholarships, Accounting, and Assessment & Testing Services. The mission is to provide single points of service for each student, where comprehensive, client sensitive, and technologically innovative and appropriate services are offered to approximately 5,500 student's enrolled in credit, noncredit education classes and programs each academic year, and to provide support services to faculty, staff and administration. In the area of Financial Aid and Scholarship, the mission continues by assisting students and their families in funding educational costs at SRJC Petaluma. We are committed to removing financial barriers that would otherwise prevent students from achieving their educational goals. In addition, we strive to deliver high quality services with professional competency and concern. Respect for the dignity of students and the privacy of confidential information is central to our mission and we are dedicated to the equitable support of all applicants.

Student Engagement

Student Affairs

Vision: To engage all students in the richest of learning opportunities so they are inspired to serve and lead in their communities.

Mission: The mission of Student Affairs & Engagement Programs is to support and enhance student learning by providing compelling opportunities and transformative experiences in leadership, advocacy, sustainability, service and inter-cultural understanding.

Student Success Teams

The Student Success Team is committed to increasing student success through best practices that welcome, guide and engage students.

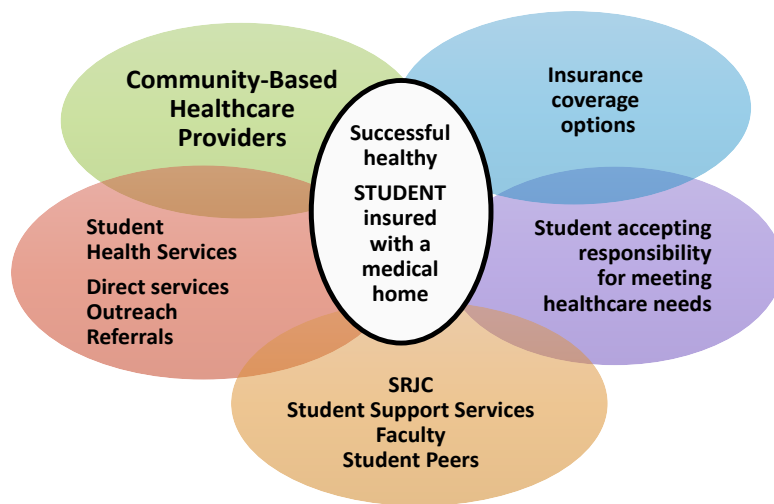
These practices welcome students by providing strategic transition activities, guide students to refine their educational goals and persist in meeting them, and engage students to strengthen motivation and receive regular feedback on academic progress.

Intercultural Center

The *Our House* Intercultural Center is the hub of equity activities at Petaluma. The ICC provides services for undocumented students, supports Petaluma Learning Communities and identity-based clubs and organizations, provides student lounge space, and creates engaging social and educational programming.

Student Health

The Student Health Services Vision is to have healthy, academically successful students, learning in a healthy college community, with access to health support resources.



The mission of Student Health Services is to maintain and improve the physical, mental and social health of students at Santa Rosa Junior College, and to strengthen and inspire the well-being of the entire college community, towards supporting student success and life-long learning.

Values: Health, Learning, Academic Excellence, Sustainability, Diversity, Community, Beauty, Compassion, Innovation

1.1b Mission Alignment

SRJC passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethical development of our diverse community.

The mission of SRJC is directly aligned with the District's mission and College initiatives, specifically in the areas of:

A. A Healthy & Resilient College grounded in kindness, innovation, collaboration, and restorative justice that identifies and removes oppressive structures:

- The vision of Petaluma Student Services leads with innovation that is fostered by community and student collaboration.
- We promote personal and professional growth and cultivate joy at work and in lifelong learning.
- Regular Recognition and Appreciation of Staff and Events
- The introduction of Restorative Justice practices has been championed by Petaluma Leadership with an understanding and need from post pandemic, and racial trauma.

B. Teaching & Learning that encompass excellence, freedom, and responsibility in academics that promote civic engagement, a love of learning, and success for all students:

- We focus on student learning by preparing students for transfer; by providing responsive career and technical education, and by improving students' foundational skills
- Academic Supports (Tutorial, Computer Lab, Writing Center)
- Student Success Coaches empower students with strategies to take responsibility in their academics by navigating college resources and relationships
- Within Our House Intercultural Center, provide co-curricular programming and services that foster cultural competency and enhance classroom learning
- Student Leadership activities provide education and empowerment to promote civic engagement

C. Community Engagement & Relationships founded on cultural competency, trust, embrace of difference, and inter connectedness:

- We provide a comprehensive range of student development programs and services that support student success and enrich student lives.
- Petaluma employees take leadership roles in equity initiatives and steering and are often the placeto pilot activities to support such goals
- Our House is a inclusive space where students form bonds across differences and find a sense of home. Our House offers opportunities for deep levels of student engagement through consciousness-raising activities and multicultural events

D. Wellbeing centered on the physical and mental wellness of all members of our community;

- SRJC Petaluma opened a Student Support Center with a vision towards an ecosystem of physical and wellness supports
- In 23/24, DRD will be opening a Disability Cultural Center with the goal to destigmatize disabilities and offer safe and comfortable space to all students
- Student Engagement & Success Center provides a space for students to engage with others, decompress from stressors, and rest between classes.
- The Welcome & Connect Center, through the Bear Cub Basics program provides nutritional demos for preparing healthy foods as well as free healthy ingredients

E. Integrity that emphasizes honesty, transparency, and ethical engagement;

We foster critical and reflective civic engagement and thoughtful participation in diverse local and global communities.

- Friends of Petaluma Campus Trust
- Involvement in the Community
 - Chamber of Commerce partnership
 - Chamber Leadership Program
 - Boards and Clubs (Rotary, Cinnabar, Petaluma Health District)
 - Petaluma City Schools

F. Effectiveness & District Stability that supports fiscally responsible planning centered on student needs:

- Petaluma Student Services Leadership is intentional about staying abreast of State initiatives and funding to support equity efforts, as such program and fiscal planning is continuously centered on current student needs, either identified at the state level, or locally.
- Allocations provided to Petaluma Student Services are responsibly leveraged to meet the needs of program goals/student needs.
- Programs relying heavily upon fiscal resources are evaluated for outcomes regularly, and are adapted accordingly

G: Our Responsibility to the Environment and Society expressed in our commitment to sustainability and social equity;

- The Student Engagement & Success Center has excelled in the elimination of single use dining supplies
- Petaluma Student Services provides leadership to the District Transportation efforts, thus encouraging use of public transportation
- We support the economic vitality, social equity and environmental stewardship of our region through the following major initiatives and programs:
 1. Our House
 2. Dream Center
 3. Welcome & Connect Center
 4. Social Justice Conference
 5. Composting/sustainability/solar

1.1c Description

Petaluma Student Services

Academic Support

Career

Currently Career Services provides the following only on the Santa Rosa campus, by request of instructors for classroom presentations to the Santa Rosa Career Hub, or in workshops hosted by the Career Education Student Success Team.

- Assessment and Exploration
- Career Advisor Services:
 - "Undecided" assistance
 - Career Exploration/Research
 - Career Interest Inventories
 - Resume Development
 - Cover Letter
 - Interview Tips/Practice
 - Occupational Outlook

Counseling

Counseling is offered via drop-in and by appointment. Drop-in is provided on a first-come, first-serve basis, is limited to approximately 10-20 minutes, and is most suitable for questions that have a quick answer. During drop-in, counselors can assist you in developing a one to two semester plan only. Appointments are scheduled for 30 minutes and allow for more discussion around goal-setting and comprehensive education plan building.

Examples of Drop-in Counseling (10-20 minutes):

- 1-2 semester education plan
- Questions about adding/dropping a class
- Steps for new students
- Questions related to prerequisite equivalencies and challenges and other petition processes
- General questions related to SRJC certificate or major requirements

Examples of Scheduled Counseling Appointments** (30 minutes):

- Long-term, comprehensive education plan (2+ semester plan)
- Evaluation of progress toward graduation
- University transfer planning
- Career/Major Exploration
- Probation/Dismissal status
- Evaluation of transfer credit from other colleges and universities
- Financial Aid education plan needed for financial aid appeal

Academic Counseling

- Help explore educational options
- Provide up to date information on SRJC and transfer requirements
- Help students develop Educational Plan for graduation and/or transfer
- Review graduation and certificate requirements (unofficial)
- Address academic and progress probation/dismissal
- Provide referral to other support services on campus

Transfer Counseling

- Provide educational plan for transfer
- Review for IGETC and CSU GE certification eligibility (unofficial)
- Research and review transfer university applications
- Review articulation agreements with UC, CSU, private, and out of state colleges and universities

Career Counseling

- Help identify values, interests, skills, and personality style
- Help research and explore career options
- Offer career development courses
- Personal Counseling
- Assist with personal issues and problems that affect school performance
- Provide referrals to on-campus and community resources

Disability Resource Department

Services include specialized academic advising focusing on individual abilities and limitations, disability management, and access technology. Qualified students may be authorized to receive academic accommodations including extra time for exams, mobility assistants, sign language interpreters, and note takers. Limited learning disability evaluations may be available to students who are enrolled in a program of study at Santa Rosa Junior College. See schedule of classes for DRD course offerings.

Transfer

The Transfer Center has a wealth of resources including: academic counseling, workshops, annual transfer fair, connection to college representatives, campus tours, information on important dates and deadlines, a computer lab to conduct college research, and a friendly and informative staff to answer any questions you may have!

Veteran's Affairs

As a result of interactions with Student Financial Services, including Financial Aid, Scholarship Programs and Veterans Affairs, we anticipate that students will:

Apply for and receive financial assistance that they qualify for, to assist with the costs of attending college;

Learn to manage finances, plan a budget and understand the costs associated with attending SRJC and/or four-year institutions; and
Identify conditions that are likely to contribute to, or interfere with, their academic performance.

Enrollment Services

Admissions & Records

The office of Admissions, Records & Enrollment Development provides critical support for the student success and instructional goals of District students. Its primary mission is to ensure open and equitable student access and assure that enrollment, record management and distribution, student confidentiality, grading, attendance accounting and reporting are consistently maintained and updated as state, Federal and District policies change. The Admissions & Records Team also provides Accounting Services to Petaluma students by processing student payments and providing assistance for students in understanding where fees apply, whether it be a parking pass or enrollment fees. Student payments can be made in person or over the phone.

Assessment & Testing Services

Assessment for placement is one of the critical steps to help students start on a successful pathway in college. It is also critical that students understand their placement options, and their rights to access transfer level coursework. Students who have graduated from a U.S high school within the last ten years (or will be graduating this academic year), will have their math and English placement calculated upon admissions and their results can be viewed in their student portal. All other students will be directed to a guided self-placement activity for math and English. If students are interested in English as a Second Language (ESL) coursework, they must complete a placement activity to determine their appropriate level. The ESL activity schedule and the guided self-placement activity can be accessed from the assessment.santarosa.edu webpage.

The Student Success & Assessment Services office also provide the following services:

- The Mathematics Competency Exams: ACE and GMCT. Passing scores on both of these exams satisfy the math requirement for the Associates Degree. ***Catalog rights determine which math competency exam a student may complete.***
- **Early Assessment Program (EAP) test results and other two year California Community Colleges placement test results are accepted and will be evaluated.**
- Distance Education/Proctoring Services Program proctors' paper and computerized exams for students enrolled in Independent Study, On-line, Correspondence or Distance Education Programs for educational institutions or businesses. The cost to the student is a \$50.00 session fee. Proctored exams are usually scheduled one business day per month at the Petaluma Campus, and three business days per month at the Santa Rosa Campus.(Dates are limited in the summer).

- SRJC Petaluma is also a designated test center for the GED (General Education Development). All residents of California are eligible to take the GED at Santa Rosa and Petaluma Campuses. Testing dates are mostly on Tuesdays, 2 times a month at the Petaluma Campus. (The College Skills Department provides a GED test preparation course both in English and Spanish at both campuses.)

Financial Aid

The Financial Aid office provides personalized service, and one on one assistance during drop-in appointments at the Petaluma campus.

SRJC provides students with resources, information and assistance completing the Free Application for Federal Student Aid (FAFSA). The financial aid programs are accessed and used to remove any financial barriers to assist students pursuing their educational goals. The financial Aid office works in close collaboration with the counseling department to assist students who plan to transfer to a four-year university, earn a job skills certificate in nearly 150 programs, or earn an associate degree.

Scholarship

The Scholarship Office provides information about the Doyle, Santa Rosa Junior College Foundation, and Business & Community Scholarships, applications as well as help students search for outside scholarships. The Scholarship office is dedicated to helping students reach their education goals and receive scholarship assistance. Scholarship personnel is available to answer questions regarding requirements, paperwork and scholarship submission and awards.

Student Employment

The Student Employment Office provides information, job seeking tools and employment application assistance to prospective student employees, and potential employers. The Petaluma campus office assists all SRJC students and alumni who are seeking employment, as well than applying for Federal Work Study. The Student Employment office is dedicated to providing opportunities for students to gain valuable work experience while pursuing their education by collaborating with the Work Experience, Academic departments, and Student Services departments to provide students with employment opportunities. The office maintains a web based jobs database for on and off campus jobs, part-time full-time, and temporary. SRJC Alumni have full access to the jobs database to search for career employment opportunities.

On Campus Employment

Santa Rosa Junior College employs students in a variety of positions. Student employees share a vital role in fulfilling SRJC's mission of serving the college community with a full range of services integral to student success and development. The Student Employment office assists students interested in working on-campus with the application process, new hiring paperwork, timesheets and provides ongoing support to student employees during their employment at SRJC. Students must be enrolled part time to work on campus, 6 units in Fall and Spring semesters and 3 units during the Summer semester.

Off Campus Employment

Listings come into Student Employment from local and community based organizations seeking SRJC students and alumni. Job seekers contact the employer directly. Job information is also available for state, counties, and cities throughout California and nationwide.

Outreach

The SRJC Petaluma Outreach Program is essential to providing information and creating partnerships in an effort to serve our community. The focus is to increase access and awareness and to facilitate a successful transition to college. Our Outreach efforts are a collaboration between the Outreach Department, Admissions & Records, Financial Aid and many other departments to further increase the visibility of the College throughout South Sonoma County and Marin County.

The SRJC Petaluma Outreach team provides the JumpStart, Early College Preparation Program at many high schools in South Sonoma County and Marin County. This program was developed in partnership with our local high schools to help students complete the college on-boarding process that is aligned with local 4-year universities.

Student Engagement Programs

Welcome & Connect Center

A place to get welcomed and connected. Students can receive onboarding support and connect with student engagement and resource opportunities in one location.

- Onboarding support
- Help with campus technology
- Student Virtual Id
- Campus tours
- Free Farmers Market
- Food Pantry
- Meal Vouchers
- Help with Cal Fresh applications
- Shower, and free laundry access
- Connect to free and affordable technology, housing and transportation

Student Engagement

Housed in the Welcome & Connect, and Student Engagement & Success Center is a full cadres of student life and leadership activities and services.

- Student Leadership: Student government: elected SRJC Petaluma SGA (Student Government Assembly) officers and Petaluma Council (weekly meeting student government, student clubs and student life)

- Student Clubs: development, fund raising and involvement on-campus
- National Society of Leadership & Success Program
- Welcome Ambassador Program
- Student Event Programming
- Student Enterprises: including SCSFF (Sonoma County Student Film Festival)
- Tabling on-campus
- Posting on-campus
- Ombudsperson - Petaluma Campus
- Student Gaming Center
- Laundry Facilities
- Our House Research Fellowship

Student Success Teams

Student Success Teams promote your success through peer coaching meetings to establish goals, overcome roadblocks, and connect to campus resources.

- Just-in-time retention and persistence nudges and support through processes
- 1:1 coaching and workshops to assist students with developing individualized "student success action plan" implementing college and life skills.
- Student success workshops and events

Intercultural Center

Our House, the Petaluma Campus Intercultural Center is a radically inclusive space where students form bonds across differences and find a sense of home. Beyond simply providing a "safe space" for diverse students, Our House offers opportunities for deep levels of student engagement through consciousness-raising activities and multicultural events that range from musical performances to art workshops to guest talks by social-justice activists. It's also a comfortable place to hang out, study, hold club meetings, and meet with staff who are here to help students thrive in their studies and in life.

- Cultural awareness discussions and campus engagement
- Multicultural performances and workshops
- Club meetings, events, and community gatherings
- Onsite laptop checkouts
- Student study and lounge space

Co-located with:

- EOPS (Extended Opportunity Programs and Services)

- Dream Center undocumented student services
- NextUP services for current and former foster youth
- CalWORKS program for parenting students
- Student Outreach
- Puente
- Queer Resource Coordinator & LGBTQIA+ Programming

Student Health

Clinical Services (Nurse Practitioner)

Mental Health Services

Reproductive Health

PEERS Program

"By raising awareness and reducing stigma around mental health we foster an accepting environment that promotes student wellness and success."

1.1d Hours of Office Operation and Service by Location

Absence Reporting Hotline (for Faculty and Staff)	778-2456	Petaluma Campus Information guser111@santarosa.edu	778
Accounting Office	527-4973	Santa Rosa Main Number	527
Administration Office Call Annex PC 647	778-2411	Matthew Long , Executive Dean Maria Banachowicz , Administrative Assistant III Regina Guerra , Interim Dean, Instruction & Enrollment Janet Stribling , Administrative Assistant III Vanessa Luna Shannon , Director, Dual Enrollment Pathways and Partnerships	778 778 778 778 778
Admissions & Records Located in the Welcome & Connect Center in Mike Smith Hall (500) and Richard Call Building Student Support Center (600). Please direct student to W&CC for support first.		Denise Cooper , Manager, Enrollment & Student Services Centers Lorena Ramirez de Hernandez , A&R Specialist Brian Reyes Villa , A&R Specialist Maria Padilla Campos , A&R Specialist	778 778 778 778
Assessment Services Office Call Services Center PC 606		Guadalupe Quiroz , Bilingual Testing Specialist	778
Bookstore SRJC Bookstore, PC 401	778-3902	Bonnie Sheehy	778
Business Services/Finance and Administrative Services		Kate Lucas , Coordinator, Finance/Administrative Services Petaluma	778

		Heidi Miranda , <i>Administrative Assistant III</i>	778
Career Hub	778-3920	Office Number:	778
Computer Labs	778-3905	Mike Roth , <i>Director, IT Support Services</i> Marshall McGowan , <i>Coordinator, Instructional Computer Systems, Information Technology</i> Antoine Sarragossa , <i>Microcomputer Lab Specialist II</i>	521 778 778
Counseling & Transfer Center	778-3914	Lilia Flores de Juarez , <i>Administrative Assistant II</i> <i>Counselors:</i> Vince Hamilton Andrea Alvarado Roberto Alvarado Nicole Corcoran Samantha Montellanos Diaz	778 778 778 778 778 778
Custodial Maintenance Compound		Charles Gachet , <i>Coordinator, Maintenance Operations</i> Mengistabe Gebre , <i>Manager Custodial Services</i> Freweiny Fitwy , <i>Custodial Staff</i>	778 524
Disability Resources Call Building PC 600	778-2491	Kim Starke , <i>Dean, Disabled Student, Programs & Services</i> Ashley Arnold , <i>Disability Specialist</i> Amy LaCasse , <i>Disability Specialist</i> Jennifer Ullman , <i>Coordinator, Student Support Center & Access Tech Support</i> Stephanie Charles , <i>Interim Support Services Specialist</i>	527 778 778 778 778
District Police Breezeway between Doyle Hall & Carole L. Ellis Bldg.	527-1000 PC303		527
Dream Center		Eva Barragan , <i>Coordinator, Dream Centers</i>	524
Dual Enrollment Pathways & Partnerships	PC 648	Vanessa Luna Shannon <i>Director, Dual Enrollment Pathways and Partnerships</i>	778
EOPS	527-4383	Rebecca Levelle	521
Facilities Operations Maintenance Compound guser219@santarosa.edu – for facility requests	778-3976	Hank Lankford , <i>District Facilities Operations Manager</i> Tim Bell , <i>Coordinator, Building & Equipment Maintenance</i> Jason Kostic , <i>Building Maintenance Generalist</i> Michael Young , <i>Groundskeeper</i> Daniel Pacyao , <i>Groundskeeper</i> Kate Lucas , <i>Coordinator, Finance/Administrative Services</i> Petaluma Campus Heidi Miranda , <i>Administrative Assistant III</i>	527 836 778 778 778
Faculty Support (Business Services) Richard W. Call Building, PC 631 Guser89@santarosa.edu – Please allow for a 48 hour turnaround time on all copy requests	778-3917	Kate Lucas , <i>Coordinator, Finance/Administrative Services</i> Petaluma Campus Heidi Miranda , <i>Administrative Assistant III</i> Jo Ann Gaglione , <i>Media Support Specialist</i>	778 778 778
Financial Aid & Scholarship Located in the Welcome & Connect Center in Mike Smith Hall (500) and Richard Call Building Student Support Center (600). Please direct student to W&CC for support first. Thank you	527-4471	Lorena Ramirez de Hernandez , <i>A&R Specialist</i> Brian Reyes Villa , <i>A&R Specialist</i> Maria Padilla Campos , <i>A&R Specialist</i>	778 778 778
Herold Mahoney Library Herold Mahoney Library	778-3974	Mary-Catherine Oxford , <i>Dean, LRET</i> Jessica Harris , <i>Librarian</i>	527 778

		Loretta Esparza , Librarian Sheila Cunningham , Librarian David Rau , Library Technician III Yadira Camargo , Library Technician II	778 778 778 778
Intercultural Center (Our House) Jacobs Hall, PC 116	778-2470	Vacant , Coordinator, Intercultural Center	778
IT Help Desk Canvas Support for faculty and staff: https://it.santarosa.edu/selfservicehub	524-1765	IT Help Desk: https://it.santarosa.edu/selfservicehub	524
Media Services Herold Mahoney Library Media Services by phone in SR: 527-4771	778-3985	Matthew 'Q' McQuaig , Director, Media Services & Learning Tech. Greg Wycoff , Supervisor, Technical Services/Media Services Jo Ann Gaglione , Media Support Specialist Dan Van Gorkom , Media Systems Technician II Mike Williams Media Systems Technician I Theo Chatneuf Media Events Coordinator	527 524 778 778 524 524
Office of Institutional Research (OIR) Jacobs Hall PC 101	778-3922	Jeremy Smotherman , Senior Director Karen Maddux , Administrative Assistant II Greg Drukala , Research Analyst Blair Lamb , Research Analyst Megan Rhodes , Research Technician Amil Gehrke , CTEOS Coordinator	778 778 778 778 778 778
Science Labs	778-3939	Scott Lorbeer , Science Lab Coordinator Danielle DeFever , Biology IA Arturo Hernandez , STNC Chemistry, Physics & Wastewater SLIA Joanna Chu , Animal Health IA Angelica Tercero , Vet Tech SLIA	778 778 778 524 778
Student Success & Engagement Programs Mike Smith Hall, Building 500	778-4141	Michelle Vidaurri , Director, Student Engagement & Support Services Angela Hamilton , Administrative Assistant III Andrew Gratto-Bachman , Coordinator, Student Success Candy Owens , Coordinator of Student Engagement	778 778 778 778
Student Support Richard W. Call Building, PC 608		Deborah Ziccone , Manager, Student Support Services	778
Student Employment Services	778-2415	https://careerhub.santarosa.edu/	
Student Health Services Richard W. Call Building, PC 610	778-3919	Rebecca Norwick , Director	524
Student Outreach		Elias Carreño , Outreach Coordinator	778
Tutorial Center/College Skills Mahoney Library Reading Room PC 721	778-2409	Lynn Erikson Rhode , Faculty, College Skills Mindy Graham , Administrative Assistant II Beth LaFrance , Associate Faculty, College Skills Instructional Assistant, Senior: Rocio Nanez Barrios Danielle DeFever Stephen Gomez Graham Culver	778 778 778
Warehouse Deliveries Monday-Friday 7am-3:30pm	778-3623	Art Jahnsen , Warehouse & Storekeeper II Cell phone-292-3167	778

1.2 Program/Unit Context and Environmental Scan

Petaluma Student Services SWOT Analysis

Strengths

- Innovative and energetic staff
- On-going pursuit of diversified funding sources has been successful
- Success Pillars: Welcomed, Guided, Engaged.
- State of the art student engagement facilities

Weaknesses

- Very little depth of staffing to ensure consistently delivered services
- On-going consistent operational budgets are low
- Many vital program activities are based on temporary sources of funding

Opportunities

- Nearly finalized consolidation of service centers
- New Student Engagement & Success Center helps with retention of students by encouraging them to stay on campus longer and build community
- New Welcome & Connect Center helps with retention for onboarding support and one-stop service area
- Future service to new students with the Construction Training Center
- Support of community; new developing partnerships with community
- New Science facilities helps with retention of students to stay at Petaluma for education
- Building Engagement into the mission of SRJC Petaluma

Threats

- Budget/staffing reductions, loss of positions
- Emerging preference of remote learning post pandemic
- Low enrollment due to
 - students' choosing to work vs. going to school
 - cost of living, housing costs
 - leaving due to fires/floods
 - high school enrollment decline

2.1a Budget Needs

Student Services

Petaluma Student Services is financially supported through four different funding sources (see below). These items are of particular note:

- 47% of student service is categorically funded. This creates a dangerous reliance of continued operations on funds that are 'soft' and not as reliable as Unrestricted General Fund.

Total Expenditures 17/18 to 18/19

	18/19	% of Tot.	17/18	% of Tot.	Difference
SSSP	\$ 540,156.29	20%	\$ 532,649.03	19%	\$ 7,507.26
Student Equity	\$ 223,691.20	8%	\$ 258,312.75	9%	\$ (34,621.55)
Petaluma General Fund	\$ 1,808,577.99	67%	\$ 1,966,313.45	68%	\$ (157,735.46)
SR General Fund	\$ 117,889.00	4%	\$ 117,889.00	4%	\$ -
Total	\$ 2,690,314.48	100%	\$ 2,875,164.23	100%	\$ (184,849.75)

Total Expenditures 16/17 to 17/18

	17/18	% of Tot.	16/17	% of Tot.	Difference
SSSP	\$ 532,649.03	19%	\$ 668,761.14	23%	\$ (136,112.11)
Student Equity	\$ 258,312.75	9%	\$ 251,387.68	9%	\$ 6,925.07
Petaluma General Fund	\$ 1,966,313.45	68%	\$ 1,902,145.33	65%	\$ 64,168.12
SR General Fund	\$ 117,889.00	4%	\$ 117,889.00	4%	\$ -
Total	\$ 2,875,164.23	100%	\$ 2,940,183.15	100%	\$ (65,018.92)

	16/17	15/16	Difference
Total expenditures	\$2,937,733 (100%)	\$2,686,823 (100%)	+ \$250,910
Petaluma General Fund	\$1,126,850 (38%)	\$1,002,896 (37%)	+ \$123,954
SSSP	\$706,401 (24%)	\$597,131 (22%)	+ \$109,270
Student Equity	\$275,503 (9%)	\$205,249 (8%)	+ \$70,254
Santa Rosa General Fund	\$828,979 (28%)	\$881,547 (33%)	- \$52,568

In 2015-16 Petaluma Student Services reorganized into three separate teams: Academic Support, Enrollment Services, and Engagement Programs. The budget needs are discussed in these three areas below:

Academic Support

This area is most supported by SSSP funding. There were no small budget items to list this year.

Enrollment Services

The First Stop Center/Enrollment Services Other Budget Needs:

- Digital Signage & Wiring
- We will be looking to create a separate budget for student employment from career services.

Outreach

- Leadership Petaluma Program

Engagement Programs

Student Affairs

Student Affairs is now supporting the Student Resource Center, in addition to the NSLS Leadership program as well as office operations & activity coordination in order to maintain basic operations of the office and the CyBear Center South, support many clerical duties, support robust student life events and burgeoning clubs. The needs are to support the annual program fee and scholarships for NSLS students unable to afford the program cost, to create a campus programming budget to support consistent campus-wide programming, an increase in office supplies attendance at a student activities conference (which has not happened in many years), and a camera, which has become increasingly necessary due to social media needs.

Student Success Teams

The Student Success Teams received decreased funding this year from the SSSP allocation (from \$75,000 to approximately \$43,000), which will be used primarily for student coaching staff. Some funding items, primarily the new student planner, have become important items to fund.

Intercultural Center

The Intercultural Center continues to receive their allocated funding from Student Equity, however, a larger portion is taken by the Coordinator's salary, making available less funding for programs, new initiatives, and student employee staff. This upcoming year we are seeking a separation of the coordinator salary from the operational budget.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Petaluma	08	00	\$2,200.00	Annual CCACRO Conference for Enrollment Services Manager
0002	Petaluma	03	02	\$2,700.00	(Student Engagement) (ICC) Social Justice Conference
0003	Petaluma	01	02	\$9,000.00	(Student Engagement) Programming budget: To support campus-wide programs that increase engagement of students (lectures, events, etc.)
0004	Petaluma	06	04	\$5,000.00	(Student Engagement) Attend Student Life and Student Success Conferences
0005	Petaluma	01	01	\$3,500.00	(Student Engagement) National Society for Leadership & Success annual campus fee
0006	Petaluma	03	02	\$600.00	(Student Engagement) NSLS Supplies

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant III	40.00	12.00	Provides administrative support to Student Services and reports to the Director of Student Engagement & Support Services
A&R Specialist (3)	40.00	12.00	Support for Admission and Records, Accounting & Financial Ais
Testing Specialist (SEA Funded)	40.00	12.00	Administration/scoring/recording of student assessments; GED testing
Assistive Technology Specialist (Vacant)	40.00	12.00	Support DRD students with technology accommodations
Supportive Services Specialist (Vacant)	40.00	12.00	Coordinate academic support for students with disabilities
Intake Facilitator (Vacant)	40.00	12.00	Provides intake support for Disability Resource Services
Coordinator, Student Outreach	40.00	12.00	Coordinate student recruitment and outreach activities
Coordinator, Intercultural Center (SEA Funded)	40.00	12.00	Coordinate Intercultural Center services and multicultural programming.
Administrative Assistant II (Counseling)	40.00	12.00	Provides office area support for Counseling area
Veteran's Services Specialist (SR based)	4.00	12.00	Provides support for Benefits of SRJC Petaluma Students
Coordinator, Student Success Programs	40.00	12.00	Coordinates Student Success Programs (Coaches/retention/etc)
Coordinator Student Engagment Programs .80	32.00	12.00	Provides support to Student Engagement, Student Life, Welcome Center

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Manager, Student Support Services	40.00	12.00	Manager of Our House and other support program planning
Manager, Enrollment & Student Services Centers	40.00	12.00	Manager of SRJC Petaluma Enrollment Services and Outreach
Director Student Engagment & Support Services	40.00	12.00	Direct District Student Engagement Tech, Petaluma Student Engagment and Success as well as co-lead Petaluma Student Services

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STUDENT-Counseling- (2 to 3) (FWS/UGF/SEA)	35.00	12.00	Provide reception and student intake assistance
STUDENT-Puente (1) (FWS)	6.00	10.00	Provides support to the Puente Learning Community Faculty coordinator
STUDENT-Health Services PEER (1)	5.00	10.00	Provide peer-based educational services to students at Petaluma
STUDENT-Our House (4) (FWS/District/SEA)	36.00	12.00	Provide support for Our House Intercultural Center
STUDENT-Student Engagement Welcome Ambassadors (4)	20.00	12.00	SRJC Petaluma Welcome Ambassadors. Support Welcome Center, student engagement, outreach functions, providing peer led support to services and event.
STUDENT EOPS	7.00	10.00	Provide support for the EOPS program in Petaluma
STUDENT- Student Success Team (5)	25.00	12.00	Provides coaching to students and program support for the Petaluma Student Success Team
STNC-Basic Needs Coordinator	24.00	12.00	Coordinate Basic Needs Activities
STNC-Queer Resource Coordinator	24.00	12.00	Coordinate programs and services for LGBTQIA+ students

2.2d Adequacy and Effectiveness of Staffing

Adequacy and Effectiveness of Staffing

Student Services

Student Services in 2022/23 is characterized by lean but effective staffing. While a significant loss in funding has occurred as SSSP funds are consolidated into the SEA fund, and are increasingly dedicated to full-time salaries, heavily oriented to the Santa Rosa campus, Petaluma Student Services will continue to operate well enough if current staffing levels are maintained.

There are two upcoming threats to the staffing levels. The Coordinator of Student Success Programs salary is primarily funded by Workforce Development funds. It has been made known that the funding is secured only through the duration of the current incumbent's employment. As such, if the incumbent promotes, or resigns the funding source will go away.

The second threat to the staffing level is in relation to the Coordinator of Student Engagement Programs. 40% of the .8 FTE position is funded by student fees and allocated by SGA. Due to the decrease of student fee reserves with the enrollment decline, we have been put on notice that we should not depend on the salary coverage remaining consistent, with an expectation of a decrease or defund in the near future.

Already, many of the Student Services units at Petaluma are leanly staffed which is characterized by periods of struggle for offices to keep open doors when there is an illness or vacation planned. In addition, several offices are primarily staffed by student employees, such as Student Engagement and Counseling. Therefore, in order to maximize staff support, the campus is moving toward Five Multi-Functional Service Centers. The current conception is listed below, and is near completion.

1. Student Success & Engagement Center (Building 500)

- Admissions & Records/Accounting/Financial Support Services
- Student Life (including Tours)
- Welcome & Connect (onboarding, help with campus tech, food pantry, CalFresh)
- Student Success Teams
- 10,000 Degrees
- Student Government Assembly / Petaluma Council
- Clubs and Organizations
- Laundry facilities
- Student Gaming Center

2. Student Support Center (Building 600)

- Disability Resources
- Student Health Services
- Enrollment Services
- Assessment & Testing Services (combined DRD/Assessment/GED/Proctoring)
- Veteran's services/oasis (future)
- Chill Room (future)
- Healthier Learning Living Room (future)

3. Intercultural Center (Jacobs 116)

- Our House programs, etc.
- EOPS
- Dream Center
- LGBTQIA+ Programming
- Outreach
- Vidas
- NextUp
- Puente Lounge
- Ethnic Studies courses (future)

4. Learning Center/Academic Support Center (Mahoney Library)

- Tutorial Center
- Writing Center
- Open Computer Lab

5. Counseling Center (Doyle 216)

- Counseling
- Transfer Services
- Career exploration

Academic Support

Coverage of the front Counseling suite continues to be of concern. PRPP has included a request for an AA I in Counseling to assist with check-in, workshop signups, student reception and relief coverage for meetings, trainings, vacation, medical leave for the AA II. Realistically, the coverage will consist of student employees. However, there are very few funds available for even this coverage.

Career Services – There is a need of at least a .4, 10 month career advisor based in Petaluma to provide more consistent services.

Transfer Center – There is a need to provide more consistent hours and transfer service to students at Petaluma. With new hiring and 2.0 FTE in Transfer counselors for the district, there is a standing request to have two days a week of transfer Center staffing in Petaluma.

Puente – There is a need for a .2, 10 month mentor coordinator to provide a coordinated mentor program.

Enrollment Services

Outreach – As the demand for Articulated Dual Enrollment and CCAP Agreements with our local high schools increase, there is a need for more Outreach Support in South Sonoma County and Marin County. We will secure STNC support this year, but long term classified support is needed.

Dream Center - As the Dream Center continues to develop, SRJC Petaluma has discovered needs within our community that have yet to be met. The Dream Center Coordinator has limited availability to serve students in Petaluma, as they are only on campus one day per week. Adding a part time Dream Center Specialist will provide the needed support to current and future students while closing the achievement gap for many of our undocumented students.

Engagement Programs

Student Affairs/Puente/Engagement Programs- The Petaluma Campus has need of a new full time Administrative Assistant II in Engagement Programs. This position would support the budget process of the Engagement Programs area (Student Success, Intercultural Center, Student Affairs), and also support the daily operations of the Student Affairs office and the CyBear Center South. Currently the Student Affairs Office and the CyBear Center South are all run by student employees which creates inconsistent hours of operation due to their fluctuating schedules and absenteeism, and makes it very difficult to provide a safe environment for employees who are not to be left alone in the building/office by themselves. The Manager is left to daily troubleshooting in order to provide service to the three areas, often requiring her to physically relocate her office time in order to keep one of the facilities open for students. For the PUENTE Program, the two faculty coordinators rely on a PT student worker seven hours a week to assist them with all of their event planning, projects, celebrations and other activities. One Administrative Assistant to assist in all of these areas will assist students and staff in providing much needed support service and consistency of hours of operations.

The Student Affairs AA II for the Petaluma Campus was ranked by the District Student Services managers as the number one need for staffing out of 50 positions requested by the various departments in 2013/14. This demonstrates not only the need but the support from the District Managers as the highest priority position.

In addition, the Student Affairs Advisor's role has been changed to oversee multiple areas, which has taken away time to directly operate the office. Increasing the time base of the .5/12 month Coordinator Student Resource Center & Marketing Petaluma position would also provide the much needed support for events and evening activities, assistance in the advising of the Petaluma Council, and overseeing the expansion of clubs and organizations that is taking place.

Student Success- As the Student Success Team program continues to expand to help more students, we need to continue to fund it in a sustainable way. The Student Success Team mission is to Welcome, Guide, and Engage each student as they complete the matriculation steps and start their journey here at SRJC Petaluma. Current supported in part with StrongWorkforce Funding that will end once the coordinator position is vacated.

Student Health Services- SHS has significantly reduced their hours of operation, one day per week, 7 hours. SHS has stated that their service numbers are down in Petaluma, and that their funding has dropped as enrollment has declined. Budgetary necessity has driven the reduction of hours. However, the impact on the availability of SHS services impacts the students who are here. There is also a high demand for Mental Health support on the Petaluma Campus.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Petaluma	01	02	Coordinator, Student Engagement Programs Petaluma	Student Engagement (0.2 Permanent) Addition-GRD O	Classified
0001	Petaluma	01	01	Student Success Peer Coaches (Student Engagement)	Student Success Peer Coaches (4) (12 mo/25 hours)	Student
0001	Petaluma	01	02	Student Success Peer Coaches (Student Engagement)	CE Student Success Peer Coaches (1) (12 mo/25 hou	Student
0001	Petaluma	01	02	Assessment & Testing Services	Testing Services Student Assistant (1) 12 months/2	Student
0001	Petaluma	01	00	New (DRD/Testing/Enrollment Services/SHS)	Student Services Center Coordinator (1) FTE Perm	Classified
0001	Petaluma	01	02	SRJC Petaluma Welcome Ambassadors (Student Eng)	SRJC Petaluma Welcome Ambassadors(4) 12mos	Student
0001	Petaluma	02	04	New (Student Success Specialist II)	Student Success Specialist II (1.0 FTE perm)	Classified
0001	Petaluma	03	05	New (Queer Resource Coordinator)	QRC Coordinator within Our House (.5) 12 mo	Classified
0002	Petaluma	01	02	New (ICC / Puente Mentor Coordinator)	St Success Specialist 1 (.2/10 mo-Part Time)GRD K	Classified
0002	Petaluma	01	02	New (Outreach)	Outreach Specialist (.5) 12 mo	Classified

2.3a Current Contract Faculty Positions

Position	Description
.5 Puente, .5 EOPS	Roberto Alvarado
1.0 SSSP General Counseling	Nicole Corcoran
1.0 General	Vincent Hamilton
.2 Ancillary, .8 General	Andrea Alvarado
.5 General, .25 Lanzamiento, .5 EOPS	Samantha Montellanos Diaz

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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2.3c Faculty Within Retirement Range

No faculty are within retirement age

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

Due to the expansion of the EOPS program in Petaluma, and the consistent use of 1.0 FTEF, we have requested a 1.0 FT EOPS counselor.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Petaluma	01	02	EOPS Counselor	FT Tenure Track 1.0 FTE to support Petaluma EOPS Students

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

ITG:

Our House Intercultural Center Exterior Digital Display

This is a request for an exterior digital display that will allow the programs located within to share events and messages with the campus population, similar to the one we installed for the Ellis Auditorium. That display has proven invaluable for communicating with students what opportunities are available to them within the space.

Front of Campus Digital Display

This substantial request is for providing a digital display screen on Sonoma Mountain Parkway that would allow the campus to communicate with the community what we have to offer. Currently we do this with a manual process where we swap out 6 different banner slots along Sonoma Mountain Parkway.

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
0001	Petaluma	04	03	ITG: Outdoor Video Display	1	\$20,000.00	\$20,000.00	M. Long	Jacobs 116	M. Long
0002	Petaluma	04	06	ITG: Outdoor Digital Signage	1	\$200,000.00	\$200,000.00	M. Long	Front of Campus	M. Long

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
0001	Petaluma	04	07	Urgent		Petaluma Campus	\$0.00	Wayfinding Signage for campus
0001	Petaluma	04	07	1 Year		Clocktower Plaza	\$0.00	Create a walkway/entrance to counseling from Clock Tower Plaza

2.5b Analysis of Existing Facilities

Petaluma Student Services has development Student Services Centers in an effort to bundle support for students and manage broad scopes of support with light staffing teams. These service centers have been developed based on the following general concepts and ideas:

GENERAL CONCEPTS

Student Services area is designed for the prospective student:

- A clearly identified "front" of campus
- A clearly evident and unavoidable Welcome & Connect Center at the front entry of campus
- Easy to find, free or metered parking directly in front of the welcome center/entry

A Student Center is fully developed, with:

- Food services that include a cafe style eatery (coming in F23)
- Food services that include a student run coffeehouse
- Space for programming with a stage and sound system

Transportation area that includes:

- Accessible drop-off and pick-up location
- A bicycle "hub" with repair station and lockable bike storage
- A hygiene area (shower, changing area)

Outdoor Programming Space that:

- Is designed to take advantage of student traffic flow patterns
- Clearance from classrooms so you can carry a higher volume for outdoor performance

Academic Support Services that are:

- Integrated with Students Supports Services
- Work Experience, Tutorial Center, Writing Center

Student Affairs/Engagement Area that includes:

- Dedicate Club Meeting Room
- Kitchenette
- Restrooms
- Laundry
- Food Pantry
- Store front/revenue generating space
 - Cybear Center South
 - Game Room
 - Video Games

An Assessment & Testing Services area that includes:

- 2 Medium Computer Classrooms with 16 testing stations (9 in PC 602 and 7 in PC 607)
- 1 Small Individual Testing Room (PC 605)
 - All testing rooms require specific computer/software configuration and classroom network support, as well as cameras for viewing student testers.
- Dedicated Coordinator Office Space (PC 606)

- Front Desk/Reception space for Testing & Assessment Services(PC 606-A)
- A Separate GED Check-In station (PC 605)
- Test Proctor Station (PC 602)
- Storage, centralized that accomodates:
 - Files (significant) for tested students
 - Signage (for test days)
 - GED and other Testing Materials
 - Office Supplies
- 12 Lockers for student storage
- Back up Conference Room for overflow testing when needed (PC 628)

Student Success & Engagement Center that houses:

- Welcome & Connect Center at main entrance of campus (also serves at Student Affairs Front Desk)
- Its own distinct space adjacent to Intercultural Center and Student Affairs/Engagement
- Offices (3)
- Meeting space (shared is okay)

Student Support Center that includes:

- Disability Resources Department Reception & Assistive Technology support
- 2 - Disability Resource Department Specialists Dedicated Offices
- Assessment & Testing Services space & support, including Accomodated Testing
- 3 Student Services Manager/Director Dedicated Offices
- Student Health Services Dedicated Offices
- Shared Storage
- Shared Kicthen/Work Room

SERVICES/OFFICE NEEDS

A Veteran's Lounge

An LGBTQ Office/Lounge

Lactation Room

3.1 Academic Quality

See Petaluma Academic Affairs PRPP

3.2 Student Success and Support

In this section, list anything that your program/unit has done to support Strategy 2: Student Success and Support:

Goal 1: Build a culture and ecosystem that creates a sense of belonging and purpose for all students.

- Prioritize student services events and activities which sustain a community committed to student learning and development

The new Student Engagement and Success Center, with Welcome & Connect services, and the partnership with the Student Support and Intercultural Centers creates an ecosystem in alignment with College Goals by creating a true student-centered space and experience amongst the facilities. The space intends to support students through their personal, academic and leadership development by embedding services within common spaces that invites students to visit and stay regularly. Thus through this time spent exposed to programmed events, embedded resources, and shared success strategies through peer to peer community, the sense of belonging is increased and the development of the whole student is addressed.

Goal 2: Leverage basic needs services in support of student success while at the college and in the community.

Provide all students with comprehensive learning opportunities on accessing basic needs in support of wellness

Bear Cub Basics is strategically located in the Welcome & Connect Center where students receive both onboarding and ongoing support with college processes. Additionally, the same services are provided by employees in the Student Engagement and Intercultural Center. All South County students are faced with digital messaging that encourages them to take advantage of the food, hygiene, transportation and affordable technology resources that we provide. Further, faculty have the opportunity to bring students over to the Centers, or invite staff into their classrooms to educate students on basic needs and wellness resources available. Through its widespread promotion, and use, it is our hope that student help seeking behavior translates to the confidence in accessing basic needs resources both at SRJC and the community.

3.3 Responsiveness to Our Community

3.3 STRATEGY 3: RESPONSIVENESS TO OUR COMMUNITY

In this section, list anything that your program/unit has done to support Strategy 3: Responsiveness to our community:

Goal 1: Offer SRJC programming that impacts all members of our community.

- SRJC programs regularly assess their purpose in relation to diverse needs in education, community, and economics

Diversity of staff is a vital component of the Petaluma Student Services Department, necessitated by the diversity of the student population being served. The department promotes sensitivity to diversity and strives to provide a welcoming and comfortable environment for our increasingly diverse student population. Many of our classified, student and short-term, non-continuing staff are bilingual and bicultural.

The online application (Open CCCApply) is available in English and Spanish.

As part of an initiative to meet students where they are, the Admissions & Records Team and Outreach Coordinator hold onboarding workshops in English & Spanish at local schools and community centers to help students navigate these challenging systems and secure enrollment in classes that will develop them personally and professionally (CCC Apply Application, Financial Aid Application and Registration Support).

The Petaluma Outreach Team participates in the local Business Expo in an effort to bring SRJC opportunities and awareness to our local community. They also participate in the community Butter & Egg Days Parade Celebration that brings out thousands of local residents. It is important to remind our community that we are here and have many offerings to share with them.

Goal 2: Provide equitable access to District opportunities in recognition of diversification in county population.

All new and updated policies, procedures, and practices will be reviewed to ensure equitable access to District opportunities (i.e., programs, enrollment, and employment).

All staff are encouraged to participate in classes, professional and personal development workshops. Student Services Departments are proactive in obtaining or preserving funds in the budget to cover costs and release time for staff to participate in these activities.

All Student Services Departments hold regular staff meetings to provide staff with necessary training on changes to policies, procedures or Education Code.

Staff participate on District-wide committees, interview committees, meetings and webinars. (Including the Caring Campus Initiative)

Staff also participate in necessary state and national trainings, meeting and webinars.

The Petaluma Campus leads in setting the standard in Emergency Preparedness Operations.

3.4 Campus Climate and Culture

See VP Petaluma PRPP

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

Petaluma Student Services has developed Program SLOs for the first time, for the 2019-20 year. They are as follows:

Student Engagement & Success (Updated end of 2021/22 ac year)

1. Welcome & Connect (Includes wraparound of onboarding, basic needs, and student engagement/development)

- Students who engage with support and activities from the WCC will have an increased semester completion rate of 5%

2. Student Success Team

- Students who engage with the Student Success Team programming will have an increased rate of fall to spring persistence by 5%

Student Services

1. Campus App: 60% of new students will download the app.

Enrollment Services

1. Knowledge Gain: 75% of Students will leave reporting a gain in knowledge of college policies or process
2. Welcoming: 75% of students will report they had a successful connection with the staff member.

Outreach

1. Learning Outcome: After attending an outreach event, the person will be able to identify the physical location of the campus and a program or service of interest to them
1. Success Team
 - Campus App: 50% of new students will join a student success team
 - Follow Up: 50% of new student access one follow-up service

Intercultural Center (Updated end of 2021/22 ac year)

1. Starting from a baseline of zero (post pandemic closure) increase the number of students who engage in more than one Our House event to 25%

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course		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
Admissions & Records Student Services		X	X	X	X	X		X	X	X	X	X	X	X	X	X
Assessment	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X
Career Development Services		X	X	X	X	X		X	X	X	X	X	X	X	X	X
Counseling		X	X	X	X	X		X	X	X	X	X	X	X	X	X
Disability Resources Department	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X
Financial Aid and Scholarship		X		X	X	X		X	X	X	X	X	X	X	X	X
ICC				X	X		X	X				X	X	X	X	X
Puente Project		X	X	X	X	X		X	X	X	X	X	X	X	X	X
Student Affairs Office		X	X	X	X	X		X	X	X	X	X	X	X	X	X
Student Engagement &Success																
Student Health Services		X	X		X	X		X	X	X	X	X	X	X	X	X
Student Services		X		X	X											X
Transfer	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X

4.2b Narrative (Optional)

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

In 22/23 the Petaluma Student Success Team measured and published its performance as follows:

- https://srjc.sharepoint.com/:b:/s/StudentSuccessEngagement/EdeWY-qpL2xGroOUjNrFCisBfo_bw9C2vTpV9OAJWkp03Q?e=IBTb15
- <https://sea.santarosa.edu/student-success-teams-pet-page>

In 22/23 the Welcome & Connect Center (Student Engagement) measured and published its performance as follows:

- <https://srjc.sharepoint.com/:b:/s/StudentSuccessEngagement/Ee4q4HTT0bxBhuUquefpoF8BHXIb31KJQ0-fxmW2hJ44Kg?e=UvLmfC>

In addition to the SALO's established at the same time, these outcomes will be measured and compared each June.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	ALL	01	06		6.6 Apply for grants from foundations and public sector to establish Our House as a sustainable program.	2022-2023	Not yet
0000	ALL	01	06		6.7 Establish Our House as a research hub on issues of equity and student success at SRJC and CCC system more broadly. Leverage Our House Coordinator Amanda Morrison's expertise as a social scientist with experience developing ethnographic and survey-research projects. Involve student employees and interns in participatory action research• (PAR) that will develop their scholarly and leadership skills.	2022-2023	Piloted Research Fellowship. Leadership, career, and reserach development training provided
0000	ALL	01	03		6.8 Create a pipeline program for students interested in attending Sonoma State University (SSU) that runs every semester. Leverage Our House staff's relationships with SSU ethnic studies faculty as well as SSU's multicultural center (The HUB) staff to connect SRJC students interested in equity issues and multicultural curriculum with potential mentors at SSU.	2022-2023	In progress. Conversation restarted in 22/23
0000	ALL	01	01		6.9 Pilot Our House SYE (Second Year Experience) Learning Community that supports students at a pivotal point in their education. Theme around equity and intersectionality, with linked course(s) taught by Our House Coordinator Dr. Amanda Morrison, FT Petaluma bilingual counselor Samantha Montellanos, and possibly sociology faculty Dr. John Stover.	2022-2023	Continue to keep as goal.
0001	Petaluma	05	02	1.0 Create and develop enrollment and growth strategies for SRJC Petaluma	1.1 Continue to develop the JumpStrat Program to South Sonoma County & Marin County High Schools.	2022-2023	In progress. Supported Districtwide efforts, and extended into S. County alternative schools
0001	Petaluma	05	02		1.2 Continue to develop coordinated support structures to welcome, guide and engage noncredit programs at SRJC Petaluma.	2022-2023	Hosted Spring 23 events, and are bringing back Fall 24 events

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Petaluma	05	02		1.3 Explore the transition of Student Success to a First Year Experience.	2022-2023	Participated in exploratoin via ISSC aligned efforts. This is ongoing
0001	Petaluma	05	02		1.4 Continue to partner with Marin Promise Partnership in an effort to support Marin County students more. Explore adding an additional SRJC staff member to the MPP Action teams.	2022-2023	Not yet
0002	Petaluma	01	06	2.0 Continue development of Student Success Teams at Petaluma	2.1 Stabilize budget and staffing of Student Success Teams at Petaluma; Determine ongoing program budget and staffing.	2022-2023	Moved into SEA Year 1, and is more stable as to what can be expected, but is still not institutionalized.
0002	Petaluma	01	06		2.2 Explore use of Tableau for deeper data analysis, leading to more targeted interventions to most in need student populations.	On hold for ERP	ERP will accomplish this in Jan 2025. Still using existing Tableau access, but have not expanded
0002	Petaluma	01	02		2.3 Develop and implement strategies to guide undecided student to major declaration and career exploration	2022-2023	No progress yet
0003	Petaluma	05	02	3.0 Implement Outreach strategies in service of enrollment plan	3.1 Research CE recruitment strategy for existing and new CE programs at Petaluma to be implemented in 22/23	2022-2023	Started research but have not taken action. Can begin testing strategies Summer 2023
0003	Petaluma	05	02		3.2 In partnership with Academic Programs and Media Services continue to use new branding and develop campus-specific outreach materials.	2022-2023	Complete
0004	Petaluma	05	02		3.3 Implementing new recruitment CE strategies through dual enrollment expanded partnerships	2022-2023	??
0004	Petaluma	01	02	4.0 Implement student engagement strategies in service of building student life and vitality on campus	4.1 Increase coordinator role to 1.0 time base and add administrative support staff	2022-2023	Have Administrative Support, still need to increase to 1.0

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0004	Petaluma	01	04		4.2 Explore possibilities for entrepreneurial student engagement enterprises, including Entrepreneurial class offering	2022-2023	Research has started
0004	Petaluma	01	04		4.4 Develop coordinated leadership opportunities as part of campus leadership development plan including a for-credit course	2022-2023	Research Fellowship was the base structure for this. Worked with Work Experience Faculty to determine if the credit class is a good fit. In progress
0004	Petaluma	01	06		4.5 Continue to develop outcomes data structure as method of demonstrating student engagement's effect on student retention & success	2022-2023	In progress
0005	Petaluma	01	05		4.6 Work with students to establish Petaluma-based structures for student participation in Student Government	2022-2023	Research Fellowship led to PC leadership. Continue to support and analyze. Research recruiting NSLS students to PC.
0005	Petaluma	01	04	5.0 Continue organizational development of Petaluma Student Services	5.1 Strengthen Student Services professional development opportunities and planning.	2022-2023	Needs attention in 23/24
0005	Petaluma	01	06		5.2 Continue the migration toward creating a generalist in Student Services that can serve many Student Services departments. This will be accomplished by completing the job description update that reflects the cross-training that continues to occur.	2022-2023	Classification Study still in progress
0005	Petaluma	01	06		5.3 Continue to strengthen student services systems for establishing goals and the structures by which the campus achieves and evaluates those goals.	2022-2023	Needs attention in 23/24
0005	Petaluma	01	02		5.4 Continue to refine cross-functional service centers.	2022-2023	Student Support Center and Welcome & Connect accomplished this in22/23
0005	Petaluma	01	02		5.5 Establish Career Hub programming at SRJC Petaluma to include the services of resume writing and interview preparation.	2022-2023	Exploration occurred. Waiting on Career Hub to become fully staffed. Have an interim plan in place, however.

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0005	Petaluma	01	06		5.6 Standardize mobile app strategy across campus and determine accountability/leads	2022-2023	In progress, piloted approaches, need to institutionalize. Need to come up with a plan of strategies
0006	Petaluma	01	02		5.7 Redesign the Petaluma Welcome Ambassador program to allow for a pool of students to support the Welcome Center and student service functions throughout the year	2022-2023	Complete
0006	Petaluma	01	06		5.8 Standardize digital signage strategy across campus/district and determine accountability/leads	2022-2023	Complete
0006	Petaluma	01	03	6.0 Increase reach and effectiveness of Intercultural Center	6.1 Increase diversity co-curricular programs in partnership with academic faculty. We will continue building relationships with targeted faculty allies in social sciences and humanities departments to develop programming that integrates with their curriculum and increases their commitment to bringing entire classes to ICC events or at least require all students to attend one ICC event per semester as one of their course assignments.	2022-2023	Completed all but the mandated component.
0006	Petaluma	01	03		6.2 Explore offerings of ethnic studies courses in partnership with ICC programming. Have Our House Coordinator teach a fully integrated class with Our House Programming.	2022-2023	Ethnic Studies not offered yet at Petaluma. Explore what is occurring for ES in 23/24
0006	Petaluma	01	03		6.3 Explore the addition of an ethnic studies classroom to the Intercultural Center.	2022-2023	Will keep an eye on this for longer term
0006	Petaluma	01	06		6.4 Explore putting additional offices in the Intercultural Center.	2022-2023	EOPS relocated so that opened space for different partners
0006	Petaluma	01	03		6.5 Institutionalize Social Justice Conference as annual event	2022-2023	SEA YR 1 now covers WTF which is a step closer to be stabilized, however it is still soft funding.

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	Petaluma	05	02	1.0 Create and develop enrollment and growth strategies for SRJC Petaluma	1.1 Continue to develop the JumpStrat Program to South Sonoma County & Marin County High Schools.	2023-2024	\$15,000 of funding to support Student Employee 20-25 hrs/wk.
0000	Petaluma	05	02		1.2 Continue to develop coordinated support structures to welcome, guide and engage noncredit programs at SRJC Petaluma.	2023-2024	\$2500 to provide Fall & Spring 2023/24 ESL Mixers
0000	Petaluma	05	02		1.3 Explore the transition of Student Success to a First Year Experience.	2023-2024	Training costs online \$1000
0000	Petaluma	01	06	2.0 Continue development of Student Success Teams at Petaluma	2.1 Stabilize budget and staffing of Student Success Teams at Petaluma; Determine ongoing program budget and staffing.	2023-2024	Existing Resources. Moved program to SEA Year 1. Still not completely stabilized.
0000	Petaluma	01	06		2.2 Explore use of Tableau for deeper data analysis, leading to more targeted interventions to most in need student populations.	On hold for ERP	Existing Resources
0000	Petaluma	01	02		2.4 Become further embedded and provide peer to peer support to Petaluma course sections	2023-2024	Existing Resources
0000	Petaluma	05	02	3.0 Implement Outreach strategies in service of enrollment plan	3.1 Research CE recruitment strategy for existing and new CE programs at Petaluma to be implemented in 22/23	2023-2024	Existing Resources
0000	Petaluma	05	02		3.2 Implementing new recruitment CE strategies through dual enrollment expanded partnerships	2023-2024	Existing Resources
0000	Petaluma	01	02	4.0 Implement student engagement strategies in service of building student life and vitality on campus	4.1 Increase coordinator role to 1.0 time base and add administrative support staff	2023-2024	Existing Resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	Petaluma	01	04		4.2 Develop coordinated leadership opportunities as part of campus leadership development plan including a for-credit course Our House Fellows an example of this?	2023-2024	Existing Resources
0000	Petaluma	01	05		4.4 Work with students to establish Petaluma-based structures for student participation in Student Government	2023-2024	Existing Resources
0000	Petaluma	01	04	5.0 Continue organizational development of Petaluma Student Services	5.1 Strengthen Student Services professional development opportunities and planning.	2023-2024	
0000	Petaluma	01	06		5.2 Continue the migration toward creating a generalist in Student Services that can serve many Student Services departments. This will be accomplished by completing the job description update that reflects the cross-training that continues to occur.	2023-2024	Work with Classification Review Committee to ensure the new job description accurately reflects the work being done on the Petaluma Campus.
0000	Petaluma	01	03	6.0 Increase reach and effectiveness of Intercultural Center	6.01 Increase diversity co-curricular programs in partnership with academic faculty. We will continue building relationships with targeted faculty allies in social sciences and humanities departments to develop programming that integrates with their curriculum and increases their commitment to bringing entire classes to ICC events or at least require all students to attend one ICC event per semester as one of their course assignments.	2023-2024	Existing Resources
0000	Petaluma	01	06		4.3 Continue to develop outcomes data structure as method of demonstrating student engagement's effect on student retention & success	2023-2024	Existing Resources
0000	Petaluma	01	06		5.3 Continue to strengthen student services systems for establishing goals and the structures by which the campus achieves and evaluates those goals.	2023-2024	Existing Resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	Petaluma	01	02		5.4 Continue to refine cross-functional service centers.	2023-2024	Existing Resources
0000	Petaluma	01	02		5.5 Establish Career Hub programming at SRJC Petaluma to include the services of resume writing and interview preparation.	2023-2024	Existing Resources
0000	Petaluma	01	06		5.6 Standardize mobile app strategy across campus and determine accountability/leads	2023-2024	Existing Resources
0000	Petaluma	01	03		6.02 Explore offerings of ethnic studies courses in partnership with ICC programming. Have Our House Coordinator teach a fully integrated class with Our House Programming.	2023-2024	Existing Resources
0000	Petaluma	01	03		6.03 Explore the addition of an ethnic studies classroom to the Intercultural Center.	2023-2024	Existing Resources
0000	Petaluma	01	06		6.04 Explore putting additional offices in the Intercultural Center.	2023-2024	Existing Resources
0000	Petaluma	01	03		6.05 Institutionalize Social Justice Conference as annual event, with an on-going budget augmentation.	2023-2024	Existing Resources, current budget is \$15,500.00
0000	ALL	01	06		6.06 Apply for grants from foundations and public sector to establish Our House as a sustainable program.	2023-2024	Existing Resources
0000	ALL	01	06		6.07 Establish Our House as a research hub on issues of equity and student success at SRJC and CCC system more broadly. Leverage Our House Coordinator Kimi Barbosa's expertise as a social scientist with experience developing ethnographic and survey-research projects. Involve student employees and interns in participatory action research (PAR) that will develop their scholarly and leadership skills.	2023-2024	Existing Resources

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	ALL	01	03		6.08 Create a pipeline program for students interested in attending Sonoma State University (SSU) that runs every semester. Leverage Our House staff's relationships with SSU ethnic studies faculty as well as SSU's multicultural center (The HUB) staff to connect SRJC students interested in equity issues and multicultural curriculum with potential mentors at SSU.	2023-2024	Existing Resources
0000	ALL	01	01		6.09 Pilot Our House SYE (Second Year Experience) Learning Community that supports students at a pivotal point in their education. Theme around equity and intersectionality, with linked course(s) taught by Our House Coordinator, FT Petaluma bilingual counselors, and possible faculty members.	2023-2024	Existing Resources
0000	Petaluma	02	03		4.5 Add Student Success Specialist Position to support Basic Needs programming to continue to develop and increase offerings and programming	2023-2024	New money, \$68,000 plus fringe
0000	Petaluma	02	03		4.6 Stabilize budget and staffing of Welcome and Connect Center at Petaluma; Determine ongoing program budget and staffing.	2023-2024	??
0000	Petaluma	02	00		4.7 Explore including Welcome Ambassadors in partnership with SST Coaches for SRJC Ready	2023-2024	Existing Resources
0000	Petaluma	02	03		6.10 Create a permanent Queer Resources Coordinator position (either full time or part-time) within Our House Intercultural Center.	2023-2024	New Money. part-time STNC Coordinator for Intercultural Center rate is 28.91/hr according to new contract. Classified staff rate for QRC is 34.69/hr at Step 1 (6013 monthly) and 36.42 /hr step 2 (6313 monthly)

