

Santa Rosa Junior College

Program Resource Planning Process

Dean III Learning Resources and Ed Tech 2014

1.1a Mission

The mission of the Dean's office is to support the libraries, media services and distance education in their effort to offer quality educational programs and effective learning support services. The Dean's office is the champion for change and for the adoption and effective use of educational technology.

1.1b Mission Alignment

The overall Mission of Learning Resources is integrated with the College's larger mission with the overlap and focus on student success, student access and support. All aspects of Learning Resources directly impact students in all their learning endeavours.

1.1c Description

The Dean's office supervises the two District libraries, media services and distance education with close to 60 FTE staff inclusive of faculty, classified and management. There are a number of student assistants and STNCs working in the three areas supervised by the Dean. Facilities include the Doyle library on the Santa Rosa campus and Mahoney library on the Petaluma campus. The overall budget inclusive of personnel is well over a million dollars. Because of the unique position of this office in that the libraries, media services and distance education are all about the adoption and effective use of educational technology, this office acts as the innovation hub in the district in using technology as the lever to generate conversations about pedagogy and effective teaching and learning, and greater student success.

1.1d Hours of Office Operation and Service by Location

The dean's office is open from 7:30am to 5:30pm Monday through Friday.

1.2 Program/Unit Context and Environmental Scan

The combination of information resources, technology services and physical learning environments provide an overall focus on learning that positively impacts our students experiences at SRJC.

2.1a Budget Needs

Distance Education needs the most support in financial and personnel resources:

1. a full-time Distance Education manager to run the operations

2. a half-time instructional designer to support the faculty
3. \$7,500 in operational budget for Distance Education: current budget is \$100

The library will continue to review its classified staffing in 14-15 to better support the mission-driven activities, and will be requesting faculty librarian positions (replacements) to continue the trend of innovation and technology in the library's learning support mission.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	00	00	\$120,000.00	full-time DE manager needed to run operations in the Distance Education department including efforts to work with faculty to meet accreditation standards in online learning.
0002	ALL	00	00	\$7,500.00	operational budget for DE-current budget is \$100
0003	ALL	00	00	\$35,000.00	half-time Instructional Designer to work with online faculty to design or in most cases, redesign their online classes to fully incorporate current best practices in online teaching and learning
0004	ALL	00	00	\$150,000.00	two full-time replacement faculty librarians due to retirements.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
AAIII	40.00	12.00	Provide administrative support to the Dean and all the functions she performs in the District

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Manager, Media Services	40.00	12.00	
Manager, DE	20.00	12.00	Currently this position is an STNC. Position request to turn this into a full-time manager position has been approved by AAC; waiting for approval by President's Cabinet as of August 2013

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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2.2d Adequacy and Effectiveness of Staffing

The need for full time DE Manager position has become a critical need for the program.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	00	00	DE Manager (50%)	DE Manager (100%)	Management
0002	ALL	00	00		Instructional Designer	Classified

2.3a Current Contract Faculty Positions

Position	Description
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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

NA

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

NA

2.3e Faculty Staffing Requests

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

The Distance Education department is currently working collaboratively with Media Services and Instructional Computing to support our ongoing server needs.

2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	00	00	District wide lecture capture solution	1	\$50,000.00	\$50,000.00	Cherry Li-Bugg		Lisa Beach

2.4d Non-Instructional Equipment, Software, and Technology 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

Facilities are adequate. We are currently engaged in conversations with different entities in the community regarding the future of the public access media center in Santa Rosa.

3.1 Develop Financial Resources

3.2 Serve our Diverse Communities

The department is fully committed to having a diverse and culturally competent staff. In-service training and program attendance is highly encouraged.

3.3 Cultivate a Healthy Organization

The Dean is committed to providing professional and staff development for all members of the department. Within limited budget, the dean has been able to fund development opportunities for the classified staff in the libraries (archives and safety training) and in Distance Education. The library department faculty are encouraged to continue professional development and pursue opportunities outside the campus. Funding to support travel to outside trainings and conferences has been provided.

3.4 Safety and Emergency Preparedness

The Doyle library and media staff take emergency preparedness and safety issues seriously. We are the operational leaders in emergency prepared and work closely with District police on safety issues such as having the cadets help with library closings in the Doyle library.

3.5 Establish a Culture of Sustainability

Once again, LRET is the operational leader in sustainable practices, most conspicuously in the area of using technology to cut down on paper. With the adoption of Moodle and more widespread use of Moodle by faculty, we have made significant inroads in the paperless classroom. This year, with the spearheading of the statewide consortial purchase of Turnitin that comes with LMS integration, we will be encouraging faculty to use Moodle with Turnitin so that students can submit all papers online. The library switched to email notices for overdue and late fines in 2011, saving the District about \$10,000 a year in paper and postage.

4.1a Course Student Learning Outcomes Assessment

Only Library Services have course-level SLOs.

4.1b Program Student Learning Outcomes Assessment

Library Services have utilized a number of PLSLO's and Media Services staff have started the conversation on program level SLOs for Media Services. The Dean will encourage the DE department to do the same in 2014-15.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
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4.2b Narrative (Optional)

The library will provide a detailed SLO report in their PRPP.

5.0 Performance Measures

NA

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

NA

5.2a Enrollment Efficiency

NA

5.2b Average Class Size

NA

5.3 Instructional Productivity

NA

5.4 Curriculum Currency

NA

5.5 Successful Program Completion

NA

5.6 Student Success

NA

5.7 Student Access

NA

5.8 Curriculum Offered Within Reasonable Time Frame

NA

5.9a Curriculum Responsiveness

NA

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

NA

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

NA

5.11a Labor Market Demand (Occupational Programs ONLY)

NA

5.11b Academic Standards

NA

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	00	00	Expand choices for students taking online classes	Grow number of sections offered in online format (over 5% increase)	2013-2014	Completed/Ongoing
0002	ALL	01	01	Expand choices for students taking online classes	Course offering grew by over 5% last year	2013-2014	Completed/Ongoing
0003	ALL	00	00	Revise the LIR 10 curriculum	Modularize the LIR 10 curriculum to address each of the SLOs in a discrete module	2013-2015	Not accomplished (previous Dean)
0004	ALL	01	01	Increase number of sections offered via Moodle	Continue to support faculty in converting existing classes	2013-2014	Completed/Ongoing
0005	ALL	00	00	Ensure more online degree options for student completion	Perform a gap analysis of the missing courses in online degree programs and allocate targeted online college projects based on this analysis	2013-2014	Not completed (previous deans goal)
0006	ALL	00	00	Provide a more stable support platform for the Library server that supports all research activities.	Identify and implement a cloud-based solution that provides the level of support needed.	2013-2014	Accomplished May 2014
0007	ALL	01	01	Meet student demand for LIR course offerings	Library offered over 42 sections per semester and appeared to meet existing student demand	2013-2014	Accomplished 2014
0008	ALL	00	01	Increase total number of mediated classrooms	Add four new media-based classrooms	2013-2014	Completed June 2014

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
ALL	See section 6.2b for detailed planning emphasis

6.2b PRPP Editor Feedback - Optional

Learning Resources as a cluster continues to provide quality learning opportunities and facilities that directly support student success and instruction.

Major accomplishments include :

- *Expansion of Distance Ed offerings,
- *Further integration of Moodle and increased number of course sections
- *Increasing of the ADA compliance position to 60%
- *Library instructional offerings increased to 40 sections of LIR
- *Transition of Library ILS to cloud-based solution
- *Media Services installed four new media-enhanced classrooms

In addition the continued support of the Library & Media directly to students and instructors throughout the District continues the clusters enhanced reputation with its users.

For the upcoming year, Learning Resources plans include:

Distance education

- *expand DE offerings
- *add additional staffing support to grow the program.
- *contribute to statewide efforts to develop a statewide CMS.
- *Continue or review existing courses for ADA compliance

Library Services will emphasize four basic themes for the year:

- *Reimagine the learning and service environment
- *Investigate the next-gen Learning platform for libraries
- *Increase library impact outreach to special populations
- *Elevate and promote SRJC libraries contributions to the profession

Media Services

- *Develop an assessment tool to assess services to all campus users
- *Utilize assessment findings to set future directions
- *Develop implementation plan for upcoming bond expenditures

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	02	07	Obtain the necessary staffing to move the Distance Education Program forward.	Hire a FT Director of Distance Education. hire a FT instructional Designer	2014	\$\$125,000 \$75,000
0002	ALL	01	00	Ensure more online degree options for student completion	Analyze and identify appropriate courses offering to expand GE options	2014-15	\$20,000
0003	ALL	00	00	Revise the LIR 10 curriculum	Examine if its possible to offer LIR 10 in large lecture format	2014-2015	Use of exisitng staff.
0003	ALL	02	06	Assess current satisfacation level for service levels of Media Services	Develop and implement an assessment tool in 2014	2014-2015	Use of exisitng staff.