

Santa Rosa Junior College

Program Resource Planning Process

Older Adults Program 2014

1.1a Mission

It is the mission of the Older Adults Program to provide quality educational courses within the area of noncredit for Older Adults. It is the department's intent to enhance the lives of our active senior students, offer exceptional service and continually improve its methods of operation.

1.1b Mission Alignment

The Older Adults Program is consistent with the District's mission to promote personal and professional growth and cultivate joy at work and in lifelong learning.

1.1c Description

The Older Adults Program offers courses in the noncredit area of older adults. The older adults' courses are specifically designed for active older adults and provide an opportunity for personal development, group interaction and skills for increased mental, emotional and physical well-being during the later years. The program's six courses include: Creative Arts, Autobiographical Writing, Discussion Group, Fitness, Musical Experience and Matter of Balance.

Courses are held at senior centers, retirement communities, and the SRJC South West Center. The courses follow the academic year or are offered in shorter durations. Interested individuals either go directly to the class location to register or register online.

1.1d Hours of Office Operation and Service by Location

The Older Adults Programs office is open Monday, Tuesday and Wednesday, normally from 9:00 am until 3:00 pm and is located in Bailey Hall at the Santa Rosa campus. The faculty teach at off campus sites located throughout the District.

1.2 Program/Unit Context and Environmental Scan

IMPACTS ON THE OLDER ADULTS PROGRAM

The Older Adults Program addresses the needs of Sonoma County's fastest growing demographic, i.e. active older citizens.

The focus for many students at this point in their life is the integration of their life-experiences and keeping their minds active and their bodies alert. Oddly, at this point in their lives many of these students take these classes, in part, because it is necessary for them to re-enter the workplace.

In fall 2013 program resumed offering summer courses with 19 sections and in fall 2013 the program offered 29 sections.

Growth continued in spring 2014 with the Older Adults Program expanding to 53 sections, and will continue to expand through the summer and fall 2014 terms.

In 2013/14 twenty eight (28) instructors teach courses at twenty one (21) locations throughout the community.

The Older Adults Program Coordinators hours have increased to 19 hours each week, and a second Coordinator has been added for 7 hours each week. The program Coordinator continues to oversee all duties within the program. Effective Spring 2014 the OAP was under the temporary supervision of the Dean III, Curriculum and Educational Support Services. Effective 7/1/14 this change was finalized.

2.1a Budget Needs

The below information describes the negative impact the budget cuts have had through spring 2012.2013

1. The 4000 and 5000 budgets have been reduced to bare bones.

2. Budget Needs

a. The mileage budget is used to monitor the off-campus sites and conduct instructor evaluations.

b. Some facilities do not allow our instructors to use their copier to make copies, so the instructors pay for the copies out of pocket. When this occurs, there needs to be a graphics budget to cover legitimate copies.

There is almost adequate amount in the budget to cover these expenses.

3. Cost Savings Measures

The coordinator is frugal in supply, phone, paper and graphics costs, e.g. using the back sides of paper, and reducing the number of copies. Currently faculty pay for the costs of their copies out of pocket.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	00	00	\$3,000.00	Mileage- To cover necessary travel between sites
0002	Santa Rosa	00	00	\$5,000.00	Printing- To cover costs of handouts (seniors tend not to use online resources for their classes)
0002	Santa Rosa	00	00	\$300.00	Telephone
0002	Santa Rosa	00	00	\$6,000.00	Student Worker. No currently assigned staff.

0002	Santa Rosa	00	00	\$9,000.00	Supplies
0003	Santa Rosa	00	00	\$500.00	Postage

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
None	0.00	0.00	

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
None	0.00	0.00	

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Worker	0.00	0.00	There are currently no student workers.

2.2d Adequacy and Effectiveness of Staffing

Currently the program Coordinator maintains all areas of operation, and therefore the addition of a student worker would prove most helpful in accomplishing daily tasks. The program is expanding therefore additional support is needed.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0000	ALL	00	00			Classified

2.3a Current Contract Faculty Positions

Position	Description
None	Currently the Older Adults Program has only adjunct faculty.

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
	0.0000	0.0000	1.3900	100.0000	All instructors and the coordinator of the Older Adults Program are part time faculty.

2.3c Faculty Within Retirement Range

As of Spring 2014, 27 of 34 adjunct faculty are 55+ years old.

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

All faculty in the program are adjunct. The Unit B adjunct faculty pool has lessened over the last couple of years due to down sizing resulting from budget cuts. The Older Adults Program is increasing it's course offerings and therefore instructor pool will be increased.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	ALL	00	00	Non-Credit Programs and Services	

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

2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	ALL	00	00		0	\$0.00	\$0.00			

2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	Other	00	00	No info to report in Excel Spreadsheet	0	\$0.00	\$0.00			

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0000	ALL	00	00	Urgent			\$0.00	No facilities requests are being made

2.5b Analysis of Existing Facilities

The Older Adults Program operates off-campus. Partnerships (through Use of Facility Contracts) are created with senior centers and retirement communities. The Program uses rooms at these facilities rather than utilizing campus facilities. This is a plus as there is no rent charged.

3.1 Develop Financial Resources

NA

3.2 Serve our Diverse Communities

The Program promotes sensitivity to diversity in its philosophy of respect for all individuals. In effect the Older Adults Program is designed to meet the unique needs of a special population in our county. It seeks to support seniors in living meaningful lives and keeping them competent and involved contributors to our larger community.

The Older Adults Program instructor application requires a statement describing the applicant's demonstrated experience in understanding and being sensitive to diverse backgrounds.

3.3 Cultivate a Healthy Organization

There are no classified staff currently working in the Older Adults Program.

NOTE: The Unit B faculty do not have a professional development requirement.

3.4 Safety and Emergency Preparedness

There is a Safety Leader assigned to the Bailey Hall building.

3.5 Establish a Culture of Sustainability

The coordinator recycles paper and uses the back sides of paper to reduce the number of copies.

4.1a Course Student Learning Outcomes Assessment

All five courses in the Older Adults Program have student learning outcomes. The learning assessment projects have begun, faculty has begun to determined how they will assess their classes. The Older Adults Program is continuing to develop assessment procedures.

4.1b Program Student Learning Outcomes Assessment

All courses in the Older Adults Program have student learning outcomes. The program is in the process of creating assessment policies for SLO's

The Older Adults Program does not offer certificates or degrees.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	SE 501	Spring 2015	Spring 2015	Fall 2015
Course	SE 502	Spring 2015	Fall 2015	Fall 2015
Course	SE 505	Spring 2015	Fall 2015	Fall 2015
Course	SE 507	Spring 2015	Fall 2015	Fall 2015

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
OA 501 Arts & Crafts				X			X				X	X	X	X	X	
OA 502 Autobiography			X				X	X	X	X	X	X	X	X	X	
OA 505 Discussion Gr				X			X	X	X	X	X	X	X	X	X	
OA 507 Exercise & Stress Reduction				X		X	X									
OA 510 Music Appreciation							X	X	X			X			X	

4.2b Narrative (Optional)

The Older Adults Program addresses the institutional learning outcomes through the activities and content covered in the courses.

5.0 Performance Measures

NA

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

Because the courses are held at other facilities, the availability of rooms is a critical piece of when courses are offered. Currently most of the courses are offered during the day Monday through Friday. This is the preferred time by the majority of seniors.

There is a good distribution of courses in Santa Rosa, Rohnert Park, Petaluma, Sonoma, Sebastopol and Healdsburg areas. There are fewer courses in the outlying areas.

The program has only 5 courses, however within each course outline there is a lot of flexibility for topics. For example, the sections of the SE 505 Discussion for Older Adults include, history, spanish, meditation, art history etc.

5.2a Enrollment Efficiency

The formula for enrollment efficiency is the percentage of seats filled at first census based on class limit. Because the Older Adults Program is housed at off-campus facilities, the assigned rooms have varying sizes and can change. It has been the past practice to make the class limit for all the sections a generic "50" in order to accommodate the maximum sized room.

Because of this past practice, applying the college's enrollment efficiency formula does not provide accurate information.

The program requires a minimum of 20 enrolled students in each section. If a section has less than 20 enrolled it is cancelled.

5.2b Average Class Size

In Fall 2013 the average class size in the Older Adults Program was 33 students.

5.3 Instructional Productivity

Although there are numbers listed below "productivity" is not a relevant metric for this department. All classes are held off campus and sometimes in facilities that are large meeting halls. This influences the number of students and the size of the class.

The Older Adults Program instructional productivity for 10-11 was an average of 19.95%.

The Older Adults Program instructional productivity for 09-10 was an average of 17.03%.

The Older Adults Program instructional productivity for 08-09 was an average of 16.33%.

The Older Adults Program instructional productivity for 07-08 was an average of 19.10228%.

Older Adults	2008 SU	2008 FA	2009 SP	2009 SU	2009 FA	2010 SP	2010 SU	2010 FA	2011SP
FTES	193.609	314.734	355.093	202.271	184.531	203.4	123.68	157.5	194.73
FTEF	11.991	18.919	21.91	11.8674	10.537	12.3026	6.4203	7.9998	9.319
Ratio	16.1475	16.6358	16.2068	17.04426	17.5126	16.5330	19.2629	19.6879	20.8960

The above 2010-11 figures are from Datamining (3-01-12 copy of fteftrends.xls)

5.4 Curriculum Currency

As of Spring 2014, all of the Older Adult Program courses have been updated and approved by the Curriculum Committee.

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

Adding short courses will be explored to respond to the requests of active seniors for courses shorter than a full semester course.

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

Yes. Instructors are engaged in dialogue exchanging ideas through program coordinator

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	Adequate staffing to ensure we meet the community's needs and stay compliant.	Added 6 hours of coordinator time.	One year	\$12,300 per year @ 42.71 p/h plus 20% benefits
0002	ALL	02	04	Administrative responsibility for the program to be transferred to a different administrator.	To provide effective administrative support for this program.	2013-14	Temporarily done for spring 2014; finalized effective 7/1/14.

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
ALL	<p>Due to the State budget crisis, the Older Adults Program offered only 14 courses in Fall 2012 and Spring 2013 sessions. It will be suspended again for the summer 2013 session. During Fall 2013 the program offered 29 courses. Starting with Spring 2014 the college supported growth for this program and for the Spring 2014 the number of classes increased to 53. By Fall 2014 this number had grown to approximately 60 classes.</p> <p>a. Courses offered will focus on instruction designed to help active seniors maintain their health, safety and cognitive skills.</p> <p>b. Noncredit progress indicators will be developed to insure that students are encouraged to complete course objectives in a specified period of time.</p> <p>c. The courses will continue to follow the academic year.</p> <p>Having SRJC continue to offer courses for older adults makes sense for the following reasons:</p> <ol style="list-style-type: none"> 1. The older adult population in the District continues to grow and although this population is not our prime target audience per Chancellor Scott, the Program for Older Adults is still recognized as a valid non-credit educational program per Title 5 2. A minimal schedule of 16 sections (fall 2011) is a small amount of FTEF (1.386) and maintains a presence in the community.

6.2b PRPP Editor Feedback - Optional

The Older Adults Program is moving into a growth mode effective with the spring 2014 semester. The program faces challenges in trying to re-enter and return to former locations as well as building back its pool of qualified instructors. The program also lacks full-time leadership in that the program coordinator is a Unit B adjunct faculty member who can spend no more than about 19 hours per week (when assigned) working on the program.

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	00	00	Adequate staffing to ensure we meet the community's needs and stay compliant.	Add 6 hours of coordinator time.	One year	\$12,300 per year @ 42.71 p/h plus 20% benefits
0002	ALL	02	04	Expand the number of class offerings.	Return to former locations where classes were offered before program reductions.	2014-15	Additional program coordinator and Dean of Curriculum time.