Santa Rosa Junior College
Program Resource Planning Process

Dean III Learning Resources and Ed Tech 2015

1.1a Mission

The mission of the Dean's office is to provide leadership, overall direction and ongoing support to the libraries, media services and distance education programs at SRJC. The Dean's office has the primary responsiblity to ensure that ll of the programs housed in learning Resources remain at the forefront for the for the adoption and effective use of educational technology through out the District. In addtion specific responsiblity for the effective distribution and expenditure of IELM funds Districtwide, remain a significant focus for this office.

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. This position provides leadership with respect to educational technology adoption and integration districtwide.

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	02	07	$15,000.00	operational budget for DE-current budget is $100, needs to be developed based on DE PRPP needs.
0001	ALL	01	01	$150,000.00	Implement faculty staffing plan in Library PRPP to fill librarians due to replacment and convert exisitng position to 12 month manager
0003	ALL	02	01	$75,000.00	FT 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. Assist with transition to CANVAS.

2.2a Current Classifed 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	
Director, DE	40.00	12.00	Converted to Director position July, 2015.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties

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	Santa Rosa	02	07		AA II 50%	Classified
0002	ALL	00	00		Instructional Designer	Classified

2.3a Current Contract Faculty Positions

Position	Description

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description

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

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

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description

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 highy encouraged.

3.3 Cultivate a Healthy Organization

The Dean is committed to providing professional and staff development for all memebers 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

TheDoyle 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

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7

4.2b Narrative (Optional)

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	02	01	Hire Library faculty replacement positions to address staffing shortfalls.	Hire two faculty librarians and convert one exisitng Librarian position ot a 12 month management position.	2014-2015	Requests to VP of AAC have been made, submittal of faculty staffing will go through normal process.
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	2015-16	Increased staffing by 1.5 FTE with hiring of Director and increasing by .5 for Compliance position. Instructional Designer to be hired in Fall 2015
0001	Santa Rosa	02	07	Hire replacment for retiring manager of Media Services in early December to ensure operational continuity.	Begin hiring process in a timely manner to ensure overlap between outgoing and new person.	2015-16	VP of AAC has been notified
0001	ALL	02	01	Provide leadership and oversight to migration to new statewide CMS (Canvas)	In conjunction w Director of DE develop and implement migration strategy to Canvas during the 2015-16 academci year.	2015-2016	TBD
0001	ALL	02	06	Develop and conduct an assesment survey regarding all aspect of Media Services.	Determine users satisfaction level with existing services and determine new directions users want.	2015-16	To be done in Fall 2015
0002	ALL	01	01	Ensure more online degree/course options for student completion	Analyze and identify approrpiate courses offerring to expand GE options via the OCP. Reach out to STEM departments to determine appropriate ways to move course to online formats.	2014-15	Ongoing - significantly added course utilizing OCP and completed a suvery and published list ofo nline certificates

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 offerrings via the OCP (Gen Ed and CTE)
- Campus Selection of new statewide CMS (Canvas) via shared governance structure.
- Increasing of the ADA compliance postion to 100%
- Library instructional offerrings increased to 40 sections of LIR
- Transition of Library ILS to cloud-based solution
- Library staff completed year committment to reimagining programs.
- Media Services installed five new media-enhanced classrooms and replaced exisitng classroom projectors throughout the District.
- Media Services conitnued to implement Utelogy classroom system.

In addition the continued support of the Learning Resources 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 via OCP
- Add additonal staffing support to grow the DE program.
- Implement the new Statewide CMS (CANVAS) during the upcomig year
- Continue ot review exisitng courses for ADA compliance

Library Services:

- Hire professional staff(faculty) and convert existing faculty position to Management position
- Increase library impact outreach to special populations
- Elevate and promote SRJC libraries contributions to the profession

Media Services

- Develop a assessment tool to assess services to all campus users
- Utilize assessment findings to set future directions
- Reorganize staffing component to fill retirement of Director and add Supervisor via conversion of exisitng unfilled Tech position
- Develop implementation plan for upcoming bond expenditures

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	ALL	02	01	Adopt the new statewide CMS to provide all users with a single learning platform.	Initiate the migraton to CANVAS away from CATE and Moodle	2015-2016	See DE PRPP for specifics
0001	ALL	02	01	Address the Library faculty staffing shortfall.	Hire two replacement positions and convert an exisitng faculty position to a 12 month managment position.	2015-2016	No new resources, merely fill current and projected vacancies
0001	ALL	02	07	Obtain the necessary staffing to move the Distance Education Program forward.	Hire a FT Instructional Designer, Hire a AAII to support the DE program. Hire STNC & student assistants to help with transisition to CANVAS.	2014	$$90,000 (Inst Designer) $55,000 (AAII) $50,000 $40,000
0001	ALL	00	07	Fully support DE program with necessary financial resources.	Establsh an ongoing department budget for DE program.	Fall 2015	See PRPP requests
0001	ALL	02	07	Reorganize the Media services staffing to address ongoing issues and upcoming retirement.	Convert exisiting open classifed position to a Supervisory position and hire the Media manager.	2015-2016	No new resources, merely fill current and projected vacancies
0002	ALL	01	00	Ensure more online degree options for student completion	Analayze and identify approrpiate courses offering to expand GE options	2014-15	$20,000
0002	ALL	02	06	Assess current satisfacation level for service levels & offerrings of Media Services	Develop and implement an assessment tool in 2015	2015-16	Use of exisitng staff.
0002	ALL	02	06	Support District excellence in instructional pedagogy through development of CETL and support of New Faculty training programs	Integrate online and library instruction and services in instructor training; update collaborative technology in CETL to meet District instructor training of new faculty in support of traditional and online pedagogy	2015-16	Use of exisitng staff.