

# Santa Rosa Junior College

## Program Resource Planning Process

### Gateway to College 2015

#### 1.1a Mission

#### 1.1b Mission Alignment

#### 1.1c Description

#### 1.1d Hours of Office Operation and Service by Location

### 1.2 Program/Unit Context and Environmental Scan

#### 2.1a Budget Needs

#### 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Petaluma	03	02	\$5,000.00	Outreach materials for referral sources (pens, flash drives, etc.) to expand awareness and application for prospective GtC students and referral sources
0002	Petaluma	06	04	\$2,000.00	Establish travel budget for staff for GtCNN trainings as well as local professional development trainings.
0003	Petaluma	03	02	\$1,000.00	Retractable banner and stand for outreach & recruitment events
0004	Petaluma	01	02	\$225.00	Vinyl photo backdrop for graduation and other events
0005	Petaluma	01	02	\$2,000.00	Enclosed art and bulletin display case to promote student success, achievement, and retention
0006	Petaluma	01	02	\$325.00	Tablecloth for outreach & recruitment events to promote awareness, aid in recruitment
0007	Petaluma	02	04	\$300.00	Faculty professional development books
0008	Petaluma	06	05	\$814.00	Easy-Up Canopy for outdoor outreach events

#### 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Program Assistant	40.00	12.00	Provide administrative support to the Gateway to College Program

#### 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Director, Gateway to College	40.00	12.00	Prepares grant proposals, contracts, program plans and budgets for the Gateway to College Program.

			<p>Directs and authorizes the use of grant and ADA funds within the Gateway to College Program; ensures compliance with all contract provisions and funding requirements of the grantee and partners; prepares for fiscal monitoring and program quality reviews; prepares appropriate reports.</p> <p>Maintains currency and interprets relevant laws, regulations, policies, procedures and pending legislation; responds rapidly to changes to maintain compliance, accountability and reporting requirements.</p> <p>Develops and maintains standardized procedures and protocols for all program functions, including attendance accounting.</p> <p>Manages complex daily operations of multiple Gateway to College service areas including academic counseling, advising, recruitment and outreach services, Gateway to College workshops and K-12, community college, and transfer university partnerships.</p> <p>Oversees the authorization of expenditures of significant K-12 and grant funds each semester for books and supplies for eligible students; tuition; food service; and other programmatic costs; coordinates with the Bookstore and Accounting to ensure accuracy of billings and payments.</p>
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## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STUDENT -Student Navigator, Gateway to College	10.00	9.00	Provide office administrative support and student retention assistance
STNC - Outreach Technician, Gateway to College	25.00	10.00	Provide student enrollment assistance and office support. Provide accurate information to students and the general public about counseling services. Assist students with the initial matriculations steps of application, assessment, orientation. Answer a high volume of phone calls and in person requests to see a counselor. Provide data entry, schedule student appointments for Student Success steps.

## 2.2d Adequacy and Effectiveness of Staffing

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Petaluma	01	07	Program Assistant	Program Coordinator (Reclassify from Grade M to P)	Unknown
0002	Petaluma	01	07		High School to College Articulation Specialist	Unknown
0003	Petaluma	01	02		Student Support System Coordinator	Unknown

## 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

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

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### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Petaluma	01	02	Counseling, Gateway to College	Currently, the Gateway to College (GtC) program has inconsistent, part-time adjunct counseling faculty assigned each semester. Full-time, tenure track faculty are critical to maintain program stability, consistent student support and services, and to meet the integrity of the learning community model. A minimum of two (2) full-time contract faculty are requested.
0002	Petaluma	02	01	English, Gateway to College	The GtC program model requires all incoming students to enroll in a college English course. Since the start of the program implementation, only part time adjunct English instructors have been assigned to the program, which has led to inconsistent student support, high costs in training new staff and purchasing textbooks based on instructor requests, and overall lack of cohesiveness in the program. A full-time contract English faculty is requested to maintain program stability and student support.

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

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## 2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Petaluma	04	07	Laptop charging cart	1	\$700.00	\$700.00	VLS Shannon	PC 229	VLS Shannon

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

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Petaluma	01	02	Workspace furniture	2	\$1,000.00	\$2,000.00	VLS Shannon	PC 240	VLS Shannon
0002	Petaluma	04	02	Desktop PC for new adjunct faculty	1	\$500.00	\$500.00	VLS Shannon	PC 235	VLS Shannon
0003	Petaluma	04	07	Wireless keyboard and mouse	10	\$40.00	\$400.00	VLS Shannon	PC 235, 236, 238, 240	VLS Shannon

## 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

— 3.1 Develop Financial Resources

— 3.2 Serve our Diverse Communities

— 3.3 Cultivate a Healthy Organization

— 3.4 Safety and Emergency Preparedness

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### 3.5 Establish a Culture of Sustainability

– 4.1a Course Student Learning Outcomes Assessment

– 4.1b Program Student Learning Outcomes Assessment

– 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)

– 5.0 Performance Measures

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

– 5.2a Enrollment Efficiency

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5.2b Average Class Size

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5.3 Instructional Productivity

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5.4 Curriculum Currency

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5.5 Successful Program Completion

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5.6 Student Success

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5.7 Student Access

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5.8 Curriculum Offered Within Reasonable Time Frame

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5.9a Curriculum Responsiveness

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

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5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

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5.11a Labor Market Demand (Occupational Programs ONLY)

5.11b Academic Standards

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
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6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
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6.2b PRPP Editor Feedback - Optional

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
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