

# Santa Rosa Junior College

## Program Resource Planning Process

### Dean III Curriculum - Ed Support 2016

#### 1.1a Mission

The Dean of Curriculum and Educational Support Services (DCESS) ensures that majors, certificates and courses offered by the college comply with District and State requirements, that existing courses are reviewed on a regular basis, is responsible for the production of the college's Schedule of Classes and for processing all changes to classes. This fulfills the needs of students seeking a quality higher education by maintaining the rigor and currency required of lower division college courses.

This area is also responsible for overseeing the evaluation process for Regular and Probationary faculty members, which is a key component in maintaining quality academic programs and for compliance with accreditation standards. Effective 7/1/14, supervision of the Health Sciences cluster has been transferred from DCESS to the Dean of Workforce Development; and the Older Adults Program has been transferred from the Dean of ECE to the DCESS.

The DCESS is also involved in Enrollment Management for the District; and has other duties assigned to him by the Vice President of Academic Affairs each year that vary from year-to-year.

#### 1.1b Mission Alignment

The mission of the Curriculum Office aligns with the core mission of the college by services that support student success and enrich student lives. This is accomplished by ensuring compliance with State regulations related to courses and programs, checking for the currency of courses offered by the college, and the preparation of the schedule of classes for each term. Accurate information about the courses, certificates and majors offered by the college also appears in the college's paper copy and electronic versions of the college catalog.

#### 1.1c Description

The office serves the Supervising Deans and Department Chairs by processing requests related to the scheduling of classes, the curriculum data base, and new programs; faculty staffing requests for new positions; maintaining the inventory of offices for Academic Affairs faculty and staff (other than the Petaluma Campus location); and as a resource and training source for compliance with The Education Code and Title 5 Regulations. Effective 7/1/14 the Older Adults Program was assigned to this office. In return, effective with the fall 2014 semester responsibilities for overseeing the instructor evaluation process for tenure track and regular faculty was returned to this office.

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

Curriculum and Scheduling Offices are typically open for business Monday to Friday, from 8 a.m. to 5 p.m.

## 1.2 Program/Unit Context and Environmental Scan

The Curriculum Office handles between 750 and 1,000 requests per year requiring approval by the District's Board of Trustees related to college courses, certificates and majors. At any given moment in time, this area is processing between 5 and 15 requests to revise existing certificates and majors or to create new ones.

The Scheduling Office schedules about 2,500 class sections and their related classrooms; prepares the 170 page schedule of classes for each full semester; and does the same for the 1,000 classes offered during the summer sessions. About 1,500 schedule related changes are also processed during a typical semester.

In addition, until fall 2013 we have been responsible for the evaluation process for the 320 full-time and approximately 1,500 adjunct faculty members. Over 700 faculty evaluations are processed in a typical year. In May 2012, the responsibilities related to evaluations of the adjunct faculty members was redistributed and assigned to the Dean of Liberal Arts and Sciences. During summer 2013 responsibility for overseeing the evaluation process for Regular and Probationary faculty was also transitioned over to the Dean of Liberal Arts and Sciences. Effective fall 2014 this later responsibility was moved back to this office.

Additionally, the Dean of Curriculum oversees the faculty staffing process each year. This is the process by which the college prioritizes requests for new faculty positions submitted by department chairpersons and supervising administrators.

Two new areas of responsibility added during the 2010-11 year were the creation and maintenance of an inventory of offices for all Academic Affairs faculty and staff (other than the Petaluma Campus location); and oversight, coordination and development of the large lecture load (LLL) program. In 2012 the LLL program was expanded to include a pilot program of "hybrid" LLL classes. During the 2014-15 year the LLL program will transition over to the Extended Lecture (EL) Program and potentially include many more classes.

Effective 7/1/14 administrative responsibility for the Older Adults Program was transferred and assigned to this office.

The curriculum, scheduling and evaluation functions were reorganized and combined under the management of a new Dean III at the start of the 2007-08 year.

### 2.1a Budget Needs

**Budget Use:** The office budget must cover the cost of printing the college's schedule of classes for fall, spring and summer terms. Additional major printing costs include detailed supporting reports on faculty load provided to the Board each month, scheduling proofs and faculty load reports each term for deans and department chairs, agendas and supporting documents for the weekly Curriculum Review Committee meeting, printing of forms and manuals related to scheduling, curriculum; faculty staffing and training materials related to curriculum, scheduling and the faculty staffing processes.

The volume of printing done by the office results in the need to replace printers on a more frequent basis. The office is heavily reliant on technology, which is in a current state of being upgraded, and the computers receive heavy use causing a need to replace them on a more frequent basis. This budget must also cover the cost of consumable supplies, maintenance for our equipment, replacement of ergonomic furniture as needed, and travel costs for the Dean to attend critical forums and meetings where constantly changing regulations and procedures related to curriculum are discussed.

Also, this office has picked up administrative oversight responsibilities for the Seniors/Active Older Adults Program and many of the costs related to this program have not been specifically identified to the program and need to be. Additional line-item budget accounts will need to be established for this. In the meantime, budget for this area will need to be covered by the Dean's office.

**Budget Statistics:** The budget for the year budget represents about one-half of one percent (0.50% or 0.0050) of the District's total expenditures. Nearly all the funds are allocated for salary and benefits of the six full-time staff members; with the remainder mainly for printing costs related to class schedules, curriculum, DTREC and faculty staffing committee activities.

Major cost savings continue to be achieved as a result of reducing the number of class schedules printed and elimination of the mailing to residential households in nearby zip codes. The schedule of classes is now widely made available on the college's website with a limited printed distribution available at all 14 Sonoma County libraries and at a number of on-campus locations, and at all District sites.

**Budget Inadequacies:**

The budget is adequate but for the need to cover expenses for the Older Adults Program.

Budget is needed for the Seniors/Active Older Adults Program to fund such things as Mileage, Printing, Supplies and more. Research is needed to determine approximate amounts. Also, there is a need to hire a full-time program director/coordinator. Previously budgeted amounts in the 4000 and 5000 areas have been either lost or absorbed by other departments as this program has moved from administrator to administrator over the last 7 - 8 years.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	02	01	\$0.00	

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant III	40.00	12.00	Provide Curriculum Office management, assist Dean with preparation of reports and research projects; monitor/process faculty evaluations, attend/record minutes for District Tenure Review and Evaluations Committee; attend Curriculum Review Committee and support curriculum approval process; review and revise as appropriate a variety of forms used in the evaluation and curriculum process; monitor State submittals and maintain records re: new courses and programs; monitor the department's budget; maintain the Office Inventory for Academic Affairs for all locations other than the Petaluma Campus and coordinate staff training in the areas of safety and emergency preparedness.
Curriculum Technician	40.00	12.00	Main intake and tracking of all phases of curriculum submitted to office for approval; develop

			Curriculum Review Committee agenda and attend CRC meetings; identify and research problems related to the curriculum and program data base; maintain Curriculum website; update major and certificate changes in the Mercersoft program; and train/assist staff on the use of the new Curriculum software program (CATS) and curriculum database.
Coordinator, Scheduling Technician	40.00	12.00	Develop, format, process all phases of class schedules, both electronic and paper versions; coordinate and schedule faculty room assignments; verify faculty loads are within authorized limits; prepare bid specifications for the printing of the class schedules; identify and resolve faculty assignment related problems; prepare, send and process returned faculty confirmation letters for each term; prepare detailed reports to the Board of Trustees related to faculty load; and assist the Dean of Curriculum.
Scheduling Technician	40.00	12.00	Coordinate and schedule faculty room assignments that feed into schedule of classes; process approximately 1,800 Schedule Change forms per semester; and assist with the preparation of the printed schedule of classes.
Curriculum Technician	40.00	12.00	Processes requests related to revising existing or creating new certificates and majors. Data entered into the Programs of Study module of SISof SRJC and the C-IV2 application system of the State Chancellor's Office. Attends Majors Review Committee meetings.

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
DEAN III	40.00	12.00	Manages the college curriculum, scheduling of classes, production of class schedules, and evaluation of full-time, adjunct and probationary faculty. Responsible for creating and revising Board policies and college procedures related to Education Code and Title 5 changes that impact the college curriculum. Assists with enrollment management issues. Serves on various committees, including Academic Affairs Council, Faculty Staffing (co-chair), Management Team, Employee Benefits, Accreditation Standards (co-chair), Curriculum Review (co-chair), Catalog Advisory, Basic Skills Initiative, MIS Taskforce, etc. Serves as Acting Vice President during her absences as needed. Represents the college to community and state organizations. New: Has administrative responsibility for the large lecture load program. Effective spring 2013, assigned senior administrative supervision of the Health Sciences area.

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Worker	15.00	12.00	Duties may include assisting the Curriculum Technician with receiving and logging in requests for new or revised course outlines, filing of course outlines after CRC approval, basic research, updating of spreadsheet data, simple spreadsheet development, copying and collating materials, filing, pickup/delivery of department mail, phone answering, receiving visitors.

## 2.2d Adequacy and Effectiveness of Staffing

Current staff is adequate to cover current responsibilities for the Curriculum and Scheduling Offices. A full-time coordinator or manager is needed for the Older Adults Program.

## 2.2e Classified, STNC, Management Staffing Requests

<b>Rank</b>	<b>Location</b>	<b>SP</b>	<b>M</b>	<b>Current Title</b>	<b>Proposed Title</b>	<b>Type</b>
0001	Santa Rosa	03	05	None	Older Adults Program, Director	Management

## 2.3a Current Contract Faculty Positions

<b>Position</b>	<b>Description</b>
N/A - None in this department.	

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
N/A	0.0000	0.0000	0.0000	0.0000	

### 2.3c Faculty Within Retirement Range

N/A

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

N/A

### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	ALL	02	01	N/A	



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

N/A

### 2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	04	07	None	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
0001	ALL	04	07	None	0	\$0.00	\$0.00			

### 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	ALL	04	07	Urgent	Bailey	1322	\$0.00	None

## 2.5b Analysis of Existing Facilities

Current facilities are adequate for current operations.

## 3.1 Develop Financial Resources

Not Applicable

## 3.2 Serve our Diverse Communities

With only five full-time classified employees, recruitment is not a major issue and is handled through Human Resources.

## 3.3 Cultivate a Healthy Organization

Training on new curriculum and scheduling software to be used is an on-going priority. In addition, the AA3 and Curriculum Technicians have been attending training to learn or improve their skills in Dreamweaver, use of the Programs of Study module in SIS, Sharepoint and Druple.

## 3.4 Safety and Emergency Preparedness

Abraham Farkas, Dean of Curriculum & Educational Support Services services as Safety Coordinator for the Curriculum Office in Bailey Hall.

Also serve on the emergency response team/EOC in the Planning/Intelligence Unit as the Situation Analysis Officer. Also, act for Mary Kay as Director of Planning/Intelligence Unit in her absence.

Our Emergency Medical Supplies box is checked once each year for restocking or addition of new items deemed needed.

Staff participate in college-wide emergency drills as scheduled by the district's safety and emergency preparedness staff.

Conduct an annual review of emergency preparedness with Curriculum Office staff during the fall semester.

<b>Building</b>	<b>BSC Area</b>	<b>ASC Area</b>	<b>Name</b>	<b>Department</b>	<b>Responsible Area</b>	<b>Management Support</b>
Bailey Hall			Abe Farkas	Curriculum Office	Office 1322	Abe Farkas

## 3.5 Establish a Culture of Sustainability

The office recycles a fair amount of paper by using the district's recycling trash bins.

In addition, each Schedule of Classes is printed on recycled paper. Also, the Curriculum Office has discontinued the practice of printing and mailing out approximately 175,000 copies of each Schedule of Classes and instead now provides the schedule in electronic pdf versions and electronically on the college's web site. We have further reduced printing from 7,500 copies to only 6,000 copies. 500 or more

of these hard copies are circulated and made available at the 14 branches of the Sonoma County Library system.

## 4.1a Course Student Learning Outcomes Assessment

The Curriculum Office supports Student Learning Outcomes (SLOs) by requiring academic departments to be sure their course and program proposals contain SLOs before course or program requests are submitted to the Curriculum Review Committee and the Board of Trustees for approval. In addition, any out-of-date courses are required to be updated and must include SLOs. The Curriculum Review Committee faculty co-chair has conducted SLO training sessions for staff.

The Dean's Office does not directly provide instruction or student services; therefore, there are no direct outcomes or assessments.

However, the Dean for Curriculum & Educational Support Services is a member of the Curriculum Review Committee, the Catalog Advisory Committee, and the MIS Task Force. The Curriculum Office office supports the administrative needs of the Curriculum Review Committee.

## 4.1b Program Student Learning Outcomes Assessment

See 4.1a.

## 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Service/Program	Curriculum Office	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
Preparation of class schedules		X			X			X	X	X	X					X
Review and updating of course outlines		X			X			X	X	X	X					X

## 4.2b Narrative (Optional)

An effectively constructed schedule of classes assists students to create a personal class schedule that allows them to manage their time efficiently.

The schedule of classes and the official course outlines provide important information which students can access and evaluate in making decisions related to their selection of classes.

## 5.0 Performance Measures

Number of classes scheduled and classrooms assigned - 2500 per semester; 1000 in summer.  
 Number of Schedule Change Forms processed - 1500 to 1800 per year..

Number of Courses Reviewed - 500 more or less per academic year.

Number of New Courses Processed - 50 to 100 per academic year.

Number of Courses Inactivated - 50 to 100 per academic year.

Number of Certificates and/or Majors Revised - 10 to 50 per year.

Number of New Certificates and/or Majors Processed - 5 to 20 per year.

Number of Certificates and/or Majors Inactivated - 5 to 10 per year.

Number of Evaluations Processed for Tenure Review Faculty - 50 to 90 per year.  
Number of Evaluations Processed for Full-Time, Regular Faculty - 80 to 120 per year.  
Number of Evaluations Processed for Adjunct Faculty - 500 to 800 per year.

Number of Committees Served On - 12 during 2014-15.

**New responsibilities added during 2011-12:**

1. Large Lecture Load class program, including assigning and time reporting for Readers.
2. "Hybrid Friday" LLL pilot, including new Teaching Assistant position.

**New responsibilities being added effective Spring 2013:**

1. Senior administrative supervision of the Health Sciences Department

**New responsibilities added effective 7/1/14:**

1. Older Adults Program
2. Extended Lecture Program (replacing LLL)

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

These measures would indicate the volume of work being handled through our office and they reflect upon the timeliness in which class schedules are prepared.

See Section 5.0

### 5.2a Enrollment Efficiency

N/A

### 5.2b Average Class Size

N/A

### 5.3 Instructional Productivity

N/A

### 5.4 Curriculum Currency

N/A

### 5.5 Successful Program Completion

N/A

### 5.6 Student Success

N/A

## 5.7 Student Access

N/A

## 5.8 Curriculum Offered Within Reasonable Time Frame

N/A

## 5.9a Curriculum Responsiveness

N/A

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

N/A

## 5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

N/A

## 5.11a Labor Market Demand (Occupational Programs ONLY)

N/A

## 5.11b Academic Standards

N/A

## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	01	01	Maintained a consistent level of excellent curriculum and scheduling related support service to the college community.	<ol style="list-style-type: none"> <li>1. Processed requests for new majors and certificates; and revisions of existing majors and certificates.</li> <li>2. Processed requests for new courses and revisions to existing courses.</li> <li>3. Processed scheduling proofs and schedule changes accurately and on a timely basis.</li> </ol>	2015-16	<ol style="list-style-type: none"> <li>1. Continued training of replacement Curriculum Technician.</li> <li>2. Continued training of replacement Admin. Assistant III.</li> </ol>
0002	ALL	03	05	Continue Analyzing the Older Adults program for consistent procedures, practices and staffing levels.	<ol style="list-style-type: none"> <li>1. Reviewed administrative structure of this program.</li> <li>2. Assisted the part-time faculty program coordinator to do an effective job.</li> </ol>	2015-16	<ol style="list-style-type: none"> <li>1. Continued training and education of the program coordinator for the Older Adults Program</li> </ol>
0003	ALL	03	05	Continue Analyzing the Older Adults program for ways to increase the pool of qualified instructors; and to increase the number of class offerings.	<ol style="list-style-type: none"> <li>1. Solicited and increased the number of instructor applications and size of the adjunct faculty pool.</li> <li>2. Assisted the program coordinator to identify an increased number of class locations.</li> </ol>	2015-16	<ol style="list-style-type: none"> <li>1. A number of new faculty interviewed , added to the pool, and assigned to classes.</li> <li>2. Number class sites increased.</li> </ol>
0004	ALL	08	03	Assist with planning and issues related to enrollment management.	To determine how best to allocate the college's limited resources in terms of the number of classes to be offered, their types and locations.	2015-16	Suggestions and ideas were included in the college's enrollment planning for 2016-17 and 2017-18.

## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
ALL	<p>The Curriculum Office deals with high volumes of documents which require detailed knowledge to process correctly. In order to handle the volume and complexity of the workload additional staff was needed. The existing half-time manager for curriculum was converted into a 100% full-time curriculum technician position at the very end of the 2013-14 year.</p> <p>In addition, in order to stop the revolving door situation related to the Curriculum Technician position, this position was reviewed and changed from being at a comparable pay scale of an AA2 to that of an AA3. This was accomplished during spring 2015.</p> <p>The Curriculum Office currently has adequate staff to carry out its current responsibilities.</p> <p>The responsibilities related to the Health Sciences Department were transferred back to the Dean III for CTE and replaced with responsibility for the Older Adults/Seniors Program effective 7/1/2014.</p> <p>We have been very successful in restoring and once again offering Older Adults classes at locations around the county.</p>

## 6.2b PRPP Editor Feedback - Optional

—



### 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	01	01	Maintain a consistent level of excellent curriculum and scheduling related support service to the college community.	<ol style="list-style-type: none"> <li>1. Process requests for new majors and certificates; and revisions of existing majors and certificates.</li> <li>2. Process requests for new courses and revisions to existing courses.</li> <li>3. Process scheduling proofs and schedule changes accurately and on a timely basis.</li> </ol>	2016-17	<ol style="list-style-type: none"> <li>1. Continue training of another replacement Curriculum Technician.</li> <li>2. Continue training of replacement Admin. Assistant III.</li> </ol>
0002	ALL	07	06	Continue Analyzing the Older Adults program for consistent procedures, practices and staffing levels.	<ol style="list-style-type: none"> <li>1. Review administrative structure of this program.</li> <li>2. Assist the part-time faculty program coordinator to do an effective job.</li> </ol>	2016-17	<ol style="list-style-type: none"> <li>1. Advocate for the hiring of a full-time Older Adults Program director/coordinator.</li> <li>2. Continue training and education of the program coordinator for the Older Adults Program</li> </ol>
0003	Santa Rosa	03	05	Continue Analyzing the Older Adults program for ways to increase the pool of qualified instructors; and to increase the number of class offerings.	<ol style="list-style-type: none"> <li>1. Solicit and increase the number of instructor applications and size of the adjunct faculty pool.</li> <li>2. Assist the program coordinator to identify an increased number of class locations.</li> </ol>	2016-17	<ol style="list-style-type: none"> <li>1. A full-time program coordinator and additional time out of the workday for the Dean of Curriculum.</li> </ol>
0004	ALL	03	05	Initiate the offering of Older Adults Program classes to the Spanish speaking part of our community.	Increase the number of Older Adults Program classes.	2016-17	Additional bi-lingual instructors, new sites for classes, and more program coordinator time.