

Santa Rosa Junior College

Program Resource Planning Process

Petaluma Student Services 2016

1.1a Mission

Student Services

Petaluma Student Services provides comprehensive student services to meet the needs of over 5,000 students who attend the campus each year. Services are focused to welcome, guide and engage each student from pre-enrollment to successful completion of each student's educational goal. Three areas of Student Services are created to support this mission: Academic Support, Enrollment Services, and Student Engagement.

Academic Support

Career

Career Development Services (Career Center and Student Employment) at Santa Rosa Junior College promotes career development as a lifelong learning process. Through self-assessment, career exploration, job search assistance, on-campus jobs and the implementation of a career action plan, our programs and activities seek to assist and support enrolled students, alumni and community members in learning about career choices, enabling them to participate more fully in a global society.

Counseling

The mission of the Counseling Department at Santa Rosa Junior College is to provide counseling, instruction, and services which assist individuals in attaining their educational, occupational, and personal/life goals.

The Counseling Department promotes and supports diversity of culture and learning, and as an integral part of the educational community, seeks to enhance the lives of those who participate in our programs and enroll in our courses.

Disability Resource Department

The Disability Resources Department's (DRD) mission is to provide people with disabilities equal access to a community college education through specialized instruction, disability related support services, and advocacy activities. DRD's mission is well aligned with the District vision and mission specifically in supporting the District's affirmation of responsibility to provide student and academic support services in order to improve student success and enrich student lives.

Transfer

It is the mission of the Santa Rosa Junior College Transfer Center to meet the needs of students preparing to transfer to baccalaureate institutions by providing up-to-date information to students, counseling faculty, and staff, as well as a set of coordinated resources, activities, and services that support the transfer process. In addition to making transfer-related information and services available to all students and increasing the college's overall transfer rate, the Transfer Center is specifically

committed to increasing the rate of transfer among students from low-income, first-generation, and other traditionally underrepresented groups by supporting outreach efforts and targeted services to encourage these students to transfer.

Veteran's Affairs

The mission of the Veterans Affairs Office is to assist Veterans, their dependents and survivors in obtaining the benefits and services they are entitled to under the laws of the United States and the State of California, while attending SRJC.

Enrollment Services

The SRJC Petaluma First Stop Center for Enrollment Services encompasses Admissions & Records, Financial Aid & Scholarships, Accounting, Student Employment and Assessment/GED Services, organized as a one-stop model. The mission is to provide a single point of service for students where comprehensive, client sensitive, and technologically innovative and appropriate services are offered to approximately 5,500 student's enrolled in credit, noncredit education classes and programs each academic year, and to provide support services to faculty, staff and administration. In the area of Financial Aid and Scholarship, the mission continues by assisting students and their families in funding educational costs at SRJC Petaluma. We are committed to removing financial barriers that would otherwise prevent students from achieving their educational goals. In addition, we strive to deliver high quality services with professional competency and concern. Respect for the dignity of students and the privacy of confidential information is central to our mission and we are dedicated to the equitable support of all applicants.

Student Engagement

Student Affairs

Vision: To engage all students in the richest of learning opportunities so they are inspired to serve and lead in their communities.

Mission: The mission of Student Affairs & Engagement Programs is to support and enhance student learning by providing compelling opportunities and transformative experiences in leadership, advocacy, sustainability, service and inter-cultural understanding.

Student Success Teams

The Student Success Team is committed to increasing student success through best practices that welcome, guide and engage students.

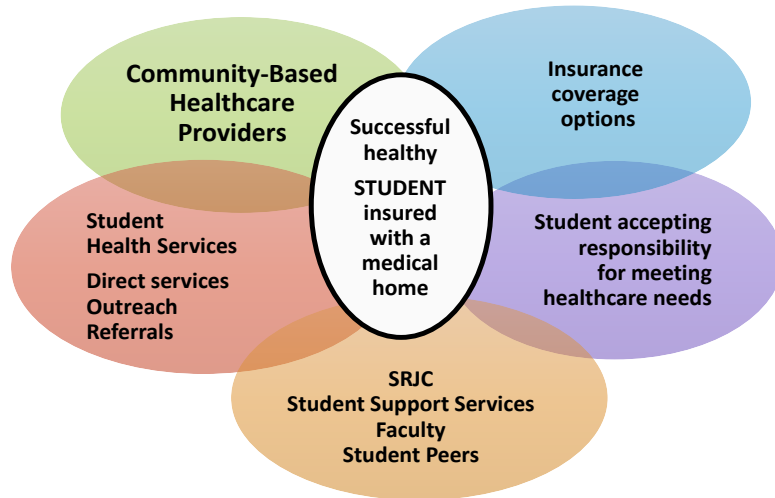
These practices welcome students by providing strategic transition activities, guide students to refine their educational goals and persist in meeting them, and engage students to strengthen motivation and receive regular feedback on academic progress.

Intercultural Center

The *Our House* Intercultural Center is the hub of equity activities at Petaluma. The ICC provides services for undocumented students, supports Petaluma Learning Communities and identity-based clubs and organizations, provides student lounge space, and creates engaging social and educational programming.

Student Health

The Student Health Services Vision is to have healthy, academically successful students, learning in a healthy college community, with access to health support resources.



The mission of Student Health Services is to maintain and improve the physical, mental and social health of students at Santa Rosa Junior College, and to strengthen and inspire the well-being of the entire college community, towards supporting student success and life-long learning.

Values: Health, Learning, Academic Excellence, Sustainability, Diversity, Community, Beauty, Compassion, Innovation

1.1b Mission Alignment

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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

Student Services

Petaluma Student Services is financially supported through four different funding sources (see below). The support provided by Student Success and Support Program (SSSP) and the Student Equity Program provided significantly enhanced support to the division's operation in 2015-16. Surprisingly, Petaluma District funding only accounts for 37% of the total operation.

Total projected expenditures (2015-16): \$2,686,823

Petaluma General Fund: \$1,002,896 (37%)

SSSP: \$597,131 (22%)

Student Equity: \$205,249 (8%)

Santa Rosa General Fund: \$881,547 (33%)

In 2015-16 Petaluma Student Services reorganized into three separate teams: Academic Support, Enrollment Services, and Engagement Programs. The budget needs are discussed in these three areas below:

Academic Support

This area is most supported by SSSP funding. There were no small budget items to list this year.

Enrollment Services

The First Stop Center/Enrollment Services Other Budget Needs:

- The Assessment/GED Services Team has been surviving on inadequate furniture since their relocation to PC127 in September 2015. Getting functional and ergonomic furniture is crucial to continue meeting student needs in their space.
- New counter stools are need in the First Stop Center student lobby. Computer kiosk counters are too high current seating arrangements and students are using computer kiosks for longer periods of time, as new systems continue to go electronic. Students often find themselves standing at kiosks in the excess of 60 minutes to complete online application or FAFSA.
- Storage cabinets necessary to effectively store SRJC Petaluma Outreach & Promotional Materials in Jacobs Hall.
- We will be looking to create a separate budget for student employment from career services.

Engagement Programs

- Student Affairs

Student Affairs is now supporting the NSLS Leadership program as well as office operations & activity coordination in order to maintain basic operations of the office and the CyBear Center, support many clerical duties, support robust student life events and burgeoning clubs. The needs are to support the annual program fee and scholarships for NSLS students unable to afford the program cost, to create a campus programming budget to support consistent campus-wide programming, an increase in office supplies attendance at a student activities conference (which has not happened in many years), and a camera, which has become increasingly necessary due to social media needs.

- Student Success Teams

The Student Success Teams will be funded by SSSP by agreement with Dean Collier this fiscal year. On-going funding is subject to year-to-year allocations.

- Intercultural Center

The Intercultural Center will receive full funding from Student Equity this year, as an approved on-going project.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
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0000	Petaluma	06	04	\$300.00	(Dean) Professional Development for Staff: Library resources
0000	Petaluma	01	01	\$850.00	(Student Affairs) Scholarships for NLS membership fee
0001	Petaluma	01	02	\$9,000.00	(Student Affairs) Programming budget: To support campus-wide programs that increase engagement of students (lectures, events, etc.)
0001	Petaluma	01	02	\$400.00	(Student Employment) Create a Supplies Budget for Program Needs
0001	ALL	01	02	\$500.00	(Outreach & St Success) Constant Contact Petaluma Contribution
0003	Petaluma	01	01	\$1,400.00	(Student Affairs) National Society for Leadership & Success annual campus fee
0004	Petaluma	01	02	\$1,400.00	(SSSP) Campus App annual fee
0004	Petaluma	01	02	\$750.00	(A&R) JumpStart Budget for promotional supplies
0005	Petaluma	08	07	\$200.00	(ICC) Create Office Supply budget (not Student Equity funded)
0005	Petaluma	06	04	\$1,200.00	(Student Affairs) Attend Student Life Conference
0006	Petaluma	08	01	\$900.00	(A&R) Leadership Petaluma Program involvement for Denise Cooper
0006	Petaluma	08	07	\$800.00	(Student Affairs) Increase Office Supplies budget (to total \$1000)
0007	Petaluma	01	02	\$500.00	(SSSP) Student Success Supplies (not eligible for SSSP funding)
0007	Petaluma	06	04	\$1,200.00	(A&R) Attend CCACRO
0008	Petaluma	08	07	\$400.00	(A&R) A Frames for Signage
0009	Petaluma	01	02	\$500.00	(ICC) Mileage budget- Staff Travel (Student Equity funded)
0010	Petaluma	08	07	\$500.00	(Student Affairs) Wood A Frames for Clubs
0013	Petaluma	06	05	\$1,000.00	(ICC) External Mural
0014	ALL	04	02	\$1,200.00	(Student Affairs) Charging stations in Student Center (SGA Funded)

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administrative Assistant III	40.00	12.00	Provides administrative support to Student Services Dean.
A&R Specialist (2)	40.00	12.00	Support for Admission and Records
Testing Specialist (SSSP Funded)	40.00	12.00	Administration/scoring/recording of student assessments; GED testing
Coordinator, Student Success (SSSP Funded)	40.00	12.00	Coordinate student success teams, Welcome Center and early connections
Assistive Technology Specialist	40.00	12.00	Support DRD students with technology accommodations
Supportive Services Specialist	40.00	12.00	Coordinate academic support for students with disabilities
Intake Facilitator	40.00	12.00	Provides intake support for Disability Resource Services
Coordinator, ELL Outreach	40.00	12.00	Coordinate student recruitment and outreach activities
Financial Aid Technician	40.00	12.00	Assist and advise students seeking to secure Financial Aid. Will spend 8 hours in SR on Fridays.
Coordinator, Intercultural Center (Equity Funded)	40.00	12.00	Coordinate Intercultural Center services and multicultural programming.
Administrative Assistant II (Counseling)	40.00	12.00	Provides office area support for Counseling area
Veteran's Services Specialist (SR based)	4.00	12.00	Provides support for Benefits of SRJC Petaluma Students
Student Employment Coordinator (SR based)	8.00	12.00	Provides support for Student Employment programs at Petaluma

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean of Student Services	40.00	12.00	Lead administrator for SRJC Petaluma Student Services, including strategic enrollment management and community-based outreach
Manager Student Engagement Programs	40.00	12.00	Supervisor for SRJC Petaluma Student Affairs and campus Engagement Programs
Manager, Admissions & Enrollment Services	40.00	12.00	Manager of SRJC Petaluma First Stop Enrollment Services and Outreach

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
STNC-A&R Specialist(1)	25.00	12.00	Provide support/backfill to A&R to cover vacancy and help during peak seasons
STNC-Student Affairs- Operations Assistant (1)	25.00	2.00	Help with scheduling of student ambassadors, process photo ids, weekly recaps, and rush

STNC-Student Affairs-Petaluma Council Advisor (1)	25.00	10.00	Advise Petaluma Council Clubs and Student Government, provide Student Center Event Support (SGA/District Funded)
STNC-Student Affairs-Graphics Assistant (1) (SSSP/	5.00	12.00	Provide as-needed project-based graphics assistance
STNC-Student Success Specialist (1) (SSSP)	25.00	12.00	Provide program support and direct student service in support of the Petaluma Student Success Teams
STNC-Student Success Technician (2) (SSSP)	25.00	12.00	Provide direct student service in support of the Petaluma Student Success Teams
STNC-Dream Center Services (Equity)	10.00	12.00	Provide Dream Center specialized services and outreach.
STNC-Counseling (SSSP)	25.00	12.00	Provide support to the Counseling Suite of Services
STUDENT-Counseling- (2) (FWS/District/SSSP)	23.00	7.00	Provide reception and student intake assistance
STUDENT-Puente (1) (FWS)	5.00	10.00	Provides support to the Puente Learning Community Faculty coordinator
STUDENT- Outreach Assistant (1)	13.00	10.00	Provide support to the ELL Outreach Coordinator
STUDENT-Outreach Ambassadors (5)	5.00	10.00	Provide as-needed outreach event support and serve as outreach mentor to middle and high school students
STUDENT-Health Services PEER (1)	5.00	10.00	Provide peer-based educational services to students at Petaluma
STUDENT-Our House (3) (FWS/District/Equity)	36.00	12.00	Provide support ofr Our House Intercultural Center
STUDENT-Student Affairs- Student Ambassadors (15)	15.00	12.00	Student Ambassadors provide support for SSSP Functions, Events, Welcome Center, and ID operations. Funding source dependent on job duties.

2.2d Adequacy and Effectiveness of Staffing

Student Services

The Student Services units at Petaluma are leanly staffed characterized by periods when offices struggle to keep the doors open if there is an illness or vacations planned. In addition, several offices are primarily staffed by student employees. Furthermore, the Dean's position was not adequate management to support the variety and depth of services, as well as the significant workload associated with SSSP and Student Equity initiatives on campus. We have made great strides in addressing these issues in 2015-16 by:

- consolidating services in fewer office spaces order to provide enough staffing for coverage operational hours;
- adding 4.0 staffing to assist with coverage (ELL Coordinator, ICC Coordinator, Student Success Coordinator, STNC in Counseling, STNC in Student Affairs); and,
- creating two management positions to oversee portions of the student services division in Petaluma, one by converting a classified Coordinator position, and another by expanding the scope of the Activities Advisor management position.

STNC coverage is inherently unstable and short-term. Our efforts will be to move these positions to a permanent basis.

Academic Support

Counseling Services - Counseling Services has four requests, all of which will be made to SSSP. The first is a full-time 1.0 Counselor to provide services to the HSI Connections cohort, as well as provide consistent Financial Aid and Veteran's counseling. The second is to increase the adjunct Counseling budget. This spring marked the first time that Santa Rosa Counseling has not financially or materially supported counseling direct service to students, raising the adjunct counseling budget expenditure dramatically to provide the same number of coverage hours. The third is to provide an AA I for Counseling to assist with check-in, workshop signups, student reception and relief coverage for meetings, trainings, vacation,

medical leave for the AA II. The fourth request is to provide more student employee funds to staff the office.

Career Services – There is a need of a .4/10 month career advisor based in Petaluma to provide more consistent services.

Transfer Center – There is a need to provide more consistent hours and transfer service to students at Petaluma. With new hiring and 2.0 FTE in Transfer counselors for the district, there is a request to have two days a week of transfer Center staffing in Petaluma.

Puente – There is a need for a .2/10 month mentor coordinator to provide a coordinated mentor program.

Enrollment Services

Assessment Services - Due to the increased demand of Gateway to College assessment, new standards and reporting requirements for GED testing, and the new Student Success Act emphasis of assessment services, the current Testing Specialist move from 65% to 100%.

Dream Center - As the Dream Center continues to develop, SRJC Petaluma has discovered needs within our community that have yet to be met. Adding a part time Dream Center Specialist will provided the needed support to current and future students while closing the achievement for many of our undocumented students.

First Stop Center - As the First Stop Center continues to evolve, the goal of creating a true Enrollment Services Center presents self. Best Practice models across the state show a center where students can be served with all enrollment services needs from each staff member in the office. This involves cross training in all areas of Admission & Records, Accounting, Assessment & Financial Aid Services, including Scholarship. This in-depth knowledge base requires the ability to analyze & interpret Financial Aid & Admissions & Records information and data as well as use sound judgement when working with students & colleagues alike. This would require an upgrade in Financial Aid Technician to Financial Aid Program Specialist in an effort to cross train all First Stop Center staff and provide comprehensive and streamline services to students.

Outreach – There is a need for student ambassadors to assist in Outreach activities as a peer-to-peer connection.

Engagement Programs

Student Affairs/Puente/Engagement Programs- The Petaluma Campus has need of a new full time Administrative Assistant II in Engagement Programs. This position would support the budget process of the Engagement Programs area (Student Success, Intercultural Center, Student Affairs), and also support the daily operations of the Student Affairs office and the CyBear Center. Currently the Student Affairs Office and the CyBear Center are all run by student employees which creates inconsistent hours of operation due to their fluctuating schedules and absenteeism, and makes it very difficult to provide a safe environment for employees who are not to be left alone in the building/office by themselves. The Manager is left to daily troubleshooting in order to provide service to the three areas, often requiring her to physically relocate her office time in order to keep one of the facilities open for students. For the PUENTE Program, the two faculty coordinators rely on a PT student worker seven hours a week to assist them with all of their event planning, projects, celebrations and other activities. One Administrative Assistant to assist in all of these areas will assist students and staff in providing much needed support service and consistency of hours of operations.

The Student Affairs AA II for the Petaluma Campus was ranked by the District Student Services managers as the number one need for staffing out of 50 positions requested by the various departments in 2013/14. This demonstrates not only the need but the support from the District Managers as the highest priority position.

In addition, the Student Affairs Advisor's role has been changed to oversee multiple areas, which has taken away time to directly operate the office. A .5/12 month Activities Advisor position would provide the much needed support for events and evening activities, assistance in the advising of the Petaluma Council, and overseeing the expansion of clubs and organizations that is taking placed.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0000	Petaluma	01	02	STNC as needed (Student Success)	Student Success Specialist (2) (SSSP) (.62/12mo)	STNC
0000	Petaluma	01	01	New (Student Success)	Student Success Specialist I (1.0/12mo) (SSSP Fund)	Classified
0000	Petaluma	01	02	New (Student Engagement)	Activities Advisor (.5/12 mo)	Classified
0001	Petaluma	01	02	New (Student Engagement)	Student Affairs & Engmnt Spst (AA II); 1.00/12 mo.	Classified
0001	Petaluma	08	06	New (Enrollment Services)	Reclass Financial Aid Tech to Specialist	Classified
0002	Petaluma	03	02	New (Outreach)	Outreach Ambassadors (60 hours)	Student
0002	Petaluma	03	05	New (ICC)	Dream Center Spec (PT) (.25/12 mo) (Equity Fund)	Classified
0003	Petaluma	01	02	New (Academic Support/Counseling)	Administrative Assistant I (1.0/12mo)	Classified
0003	Petaluma	03	05	New (Assessment)	Testing Technician - Part Time (.75 Permanent)	Classified
0004	Petaluma	01	02	New (ICC)	Puente Mentor Coordinator (.2/10 mo- Part Time)	Classified
0005	Petaluma	01	01	New (Academic Support)	Career Services Advisor (0.4/10mo Part Time)	Classified
0006	Petaluma	01	01	New (Student Engagement)	Operations (Cybear, et) Student Staff (6 St Amb)	Student
0007	Petaluma	01	01	STNC as needed (Student Engagement)	Student Engagement Event Staffing (155 hours)	STNC

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

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

There is a need for a 1.0 FTE Counselor.

This position would support the new Connections Learning Community, Financial Aid and/or Veteran's counseling, and general counseling needs.

Primarily through SSSP funding, the Counseling Office is currently supporting approximately \$132,000 in the cost of adjunct salary hours (approximately 2400 services hours).

With no in-load courses, a 1.0 FTE Counselor would typically support 1260 services hours, and most counselors teach some courses in-load during the academic year. Thus, there are enough services hours required to hire almost 2.0 FTE Counselors.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Petaluma	01	01	Counseling	Position needed to support HSI and Financial Aid

2.4b Rationale 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
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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	06	07	Assessment: Office Furniture	2	\$3,500.00	\$7,000.00	D. Cooper	PC 127	G. Watts
0001	Petaluma	04	07	Counseling: Waiting Room Furniture	1	\$12,000.00	\$12,000.00	M.Long	PC 216	
0001	Petaluma	01	02	(First Stop) Counter Stools	1	\$2,858.00	\$2,858.00	M.Long		
0001	Petaluma	08	07	(Outreach) Cabinets for Outreach Materials in Firs	1	\$2,000.00	\$2,000.00	M.Long		
0001	Petaluma	01	02	(Student Affairs) Camera: In order to document eng	1	\$1,000.00	\$1,000.00	M.Long		
0001	Petaluma	06	02	(Student Affairs) Refrigerator for Student Affairs	1	\$1,000.00	\$1,000.00	M.Long		
0001	Petaluma	04	02	(ICC) Charging Stations in Our House (Student Equi	1	\$400.00	\$400.00	M.Long		
0001	Petaluma	06	07	(SSSP PC 120) Standing Desk for Byron Reaves	1	\$600.00	\$600.00	M.Long		
0001	Petaluma	01	02	Student Seating in Waiting Area (Counseling)	1	\$12,000.00	\$12,000.00	M. Long	PC 216	G. Watts
0002	Petaluma	01	02	Outreach: 10 iPads	10	\$1,000.00	\$10,000.00	D. Cooper	Outreach	M. Pearson
0003	Petaluma	01	02	A&R: Scanner	1	\$400.00	\$400.00	D. Cooper	PC 109	M. Leahy
0004	Petaluma	06	02	ICC: Patio Furniture outside	1	\$2,000.00	\$2,000.00	M. Long	ICC	G. Watts
0005	Petaluma	01	02	Student Services: Walkway Speaker System	1	\$10,000.00	\$10,000.00	M. Long	Walkways	M. Pearson
0006	Petaluma	05	01	First Stop: Event Signage	5	\$266.00	\$1,330.00	D. Cooper	PC 109/PC 116	D. Cooper
0007	Petaluma	06	07	ICC: Office Furniture (ICC Coordinator)	1	\$3,500.00	\$3,500.00	M. Long	ICC	G. Watts
0008	Petaluma	06	07	St Success: Office Furniture (Student Success)	1	\$3,500.00	\$3,500.00	M. Long	ICC	G. Watts
0009	Petaluma	04	02	Student Services: Replace Digital Monitors	2	\$2,000.00	\$4,000.00	M. Long	Health Services/Counseling	M. Pearson
0010	Petaluma	01	03	Counseling: Add video conferencing Conference Rm	1	\$18,000.00	\$18,000.00	M. Long		M. Pearson
0011	Petaluma	05	03	ICC: Add video conferenceing	1	\$18,000.00	\$18,000.00	D. Cooper	PC 116	M. Pearson
0012	Petaluma	06	07	Counseling: Office Furniture for Adjuncts	2	\$3,500.00	\$7,000.00	M. Long	PC 222, PC 223	G. Watts

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0000	ALL	00	00	Urgent			\$0.00	
0001	Petaluma	01	07	Urgent			\$12,000.00	Our House Large Sign in Front

0001	Petaluma	04	07	Urgent			\$750.00	Assesment Signage
0001	ALL	04	02	Urgent	Student Center		\$2,000.00	Game Room Power Install
0002	Petaluma	04	07	Urgent		Counseling	\$4,000.00	Card Reader Access on Rear office door
0003	Petaluma	04	07	Urgent			\$25,000.00	Install sink in counseling kitchen area

2.5b Analysis of Existing Facilities

Student Services facilities have been under discussion as part of the Measure H bond planning. The needs in the Student Services area includes:

GENERAL CONCEPTS

Student Services area is designed for the prospective student:

- A clearly identified "front" of campus
- A clearly evident and unavoidable Welcome Center at the Front Entry of Campus
- Easy to find, free or metered parking directly in front of the welcome center/entry

A Student Center is fully developed, with:

- Food services that include a cafe style eatery
- Food services that include a student run coffeehouse
- Space for programming with a stage and sound system

Transportation area that includes:

- Last mile SmartTrain receipt area - likely adjacent to Student Center
- A bicycle "hub" with repair station and lockable bike storage
- A hygiene area (shower, changing area)

Outdoor Programming Space that:

- Is designed to take advantage of student traffic flow patterns
- Clearance from classrooms so you can carry a higher volume for outdoor performance

Academic Support Services that are:

- Integrated with Students Supports Services
- Work Experience, Tutorial Center, Writing Center

SERVICES/OFFICE NEEDS

Student Affairs/Engagement Area that includes:

- Dedicate Club Meeting Room
- Kitchenette
- Restrooms
- Laundry
- Food Pantry
- Store front/revenue generating space
 - Cybear Center
 - Game Room
 - Video Game
 - Pool
 - Ping Pong

An Assessment area that includes:

- Medium Computer Classroom at approximately 35 (currently have 24) (SR has a 12, 48, and 50)
 - Requires specific computer/software configuration and classroom network support)
- Large Computer Classroom (approximate 50)
- Larger office space that accommodates:
 - 4 workstations (that accommodates rotating SR staff, etc)

- A Separate GED station
- Storage, centralized that accomodates:
 - Files (significant) for tested students
 - Signage (for test days)
 - GED and other Testing Materials
 - Office Supplies

A Veteran's Lounge

An LGBTQ Office/Lounge

Student Success Center that houses:

- Welcome Center at main entrance of campus (also serves at Student Affairs Front Desk)
- Its own disstinct space adjacent to Intercultural Center and Student Affairs/Engagement
- Offices (3)
- Meeting space (shared is okay)

Student Health Services has storefront of service that is open and available to students (rather than current 'hidden' nature)

3.1 Develop Financial Resources

3.2 Serve our Diverse Communities

3.3 Cultivate a Healthy Organization

3.4 Safety and Emergency Preparedness

3.5 Establish a Culture of Sustainability

4.1a Course Student Learning Outcomes Assessment

4.1b Program Student Learning Outcomes Assessment

Petaluma Student Services has developed Program SLOs for the first time, for the 2016-17 year. They are as follows:

Student Services

1. Campus App: 60% of new students will download the app.

First Stop Enrollment Services

ICC				X	X		X	X	X			X	X	X	X	X
Puente Project		X	X	X	X	X		X	X	X	X	X	X	X	X	X
Student Affairs Office		X	X	X	X	X		X	X	X	X	X	X	X	X	X
Student Health Services		X	X		X	X		X	X	X	X	X	X	X	X	X
Student Services		X		X	X											X
Transfer	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X

4.2b Narrative (Optional)

5.0 Performance Measures

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	Petaluma	01	01	1.0 Develop and implement an enrollment management and growth plan for SRJC Petaluma, including short and long-term strategies, increased efficiency, and outreach and marketing	1.1 Coordinate South County Outreach Team to outreach to local high schools and counselors to increase concurrent enrollment; expand Jump Start program area high schools	Throughout 2015-16	Completed. Petaluma High joined in fall 2015 with 62 students. In Spring 16 met with Rancho Cotati and Sonoma High, who are likely to join in fall 16.
0000	Petaluma	01	02		1.2 Identify best practices retention strategies and implement a plan to improve student retention	Throughout 2015-16	In progress. The Student Success Team is in program planning stages.
0000	Petaluma	01	02		1.3 Identify best practices retention strategies and implement a plan to improve student retention	Throughout 2015-16	In progress. The Student Success Team is in program planning stages.
0000	Petaluma	03	01	2.0 In cooperation with on and off-campus constituent groups, develop and implement a plan that will increase student enrollment in ESL credit and non-credit courses at SRJC Petaluma	2.1 Strategically redevelop an enrollment growth and management plan for ESL, including short- and long-range goals, outreach and marketing strategies	Throughout 2015-16	In progress. This is addressed fully in Academic Affairs and Enrollment Management PRPP.
0000	Petaluma	01	01	3.0 Implement Student Success Teams as SRJC Petaluma approach to accomplishing SSSP program goals	3.1 Hire and train staff for Student Success Teams	Throughout 2015-16	In progress. Coordinator hired in March. Staffing plan developed and budget approved in early June. Staff will be fully hired in July.
0000	Petaluma	01	01		3.2 Define Program components, create implementation plan, and begin implementation	Throughout 2015-16	Draft completed. Coordinator completed the pilot of program components and will be rolling them out next academic year.
0000	Petaluma	01	01	4.0 Implement Student Success Technology initiatives at SRJC Petaluma	4.1 Pilot and then implement new Degree Evaluation system at SRJC Petaluma	Throughout 2015-16	In progress. Project timeline has been extended to the next year due to development delays by Hobsons. N. Quiroz continues to be a project lead.
0000	Petaluma	01	01		4.2 Serve as pilot site for new Starfish Retention system	Throughout 2015-16	In progress. Project timeline has been extended to the next year. Coordinator is monitoring progress to be part of implementation.
0000	Petaluma	01	02	5.0 Develop and implement an Outreach Plan for the Petaluma area that supports the Enrollment Management Plan for the campus	5.1 Engage the efforts of the South County Outreach Team consisting of faculty, managers, classified staff and students	Throughout 2015-16	Completed. The team has been structured and has been meeting regularly.
0000	Petaluma	01	02		5.2 Identify and catalogue outreach opportunities with K-12, business/industry, non-profits, government agencies, communities of color, and underserved populations	Throughout 2015-16	Completed. The ELL Outreach Coordinator tracks these on a spreadsheet and will soon be tracking them in the new Workday Outreach software.
0000	Petaluma	01	02		5.3 Implement a plan that maximizes existing human and financial resources while expanding community connections and awareness of the campus, particularly within the Latino community	Throughout 2015-16	Completed. Outreach manager position created. ELL coordinator hired in August.

0000	Petaluma	02	01	6.0 Promote a culture of Career and Major exploration and development for students starting with recruitment and through goal achievement.	6.1 Work with faculty and staff to encourage students to focus on their goals and major choices based on interests	Throughout 2015-16	Incomplete. Goal forwarded to next year.
0000	Petaluma	01	01		6.2 Promote Work Experience, internships and service learning/volunteer opportunities	Throughout 2015-16	Incomplete. Goal forwarded to next year.
0000	Petaluma	01	06		6.3 Examine District procedures and systems for a systemitized approach to career/major exploration for undecided students	Throughout 2015-16	Incomplete. Goal forwarded to next year.
0000	Petaluma	03	05	7.0 Enhance student life opportunities and social media presence for SRJC Petaluma (4.5)	7.1 Support an increase in and variety of student activities at SRJC Petaluma, including multi-cultural events	Throughout 2015-16	In progress. Currently establishing slate of educational and social programming for ICC. Implemented mobile app for campus. Implemented satisfactory level of campus programming.
0000	Petaluma	01	06	8.0 Evaluate and refine allocation and utilization of space, staffing and resources available to SRJC Petaluma Student Services	8.1 Examine outreach efforts toward all students, with responsivity to growing populations, including Latino/a populations	Throughout 2015-16	Completed. South County Outreach Group formend. ELL Coordinator hired Summer '15.
0000	Petaluma	01	06		8.2 Secure additional resources and staff for SRJC Petaluma, and realign existing positions as feasible	Throughout 2015-16	Completed. Restructuring implemented in Spring 16 added. Staff hiring completed.
0000	Petaluma	01	02	9.0 In cooperation with District departments, plan and implement Learning Communities and Hispanic Serving Institution (HSI) programs at SRJC Petaluma	9.1 Plan and develop new Multicultural/Intercultural Center services	Throughout 2015-16	Completed. HSI and Connections starting Summer 16. ICC open in Fall 15. Coordinator hired in May.
0000	Petaluma	01	02		9.2 Plan and develop Dream Center	Throughout 2015-16	Completed. Dream Center services open in ICC in late November '15.

6.2a Program/Unit Conclusions

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

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	Petaluma	01	02	1.0 Develop and implement an enrollment management and growth plan for SRJC Petaluma, including short- and long-term strategies, increased efficiency, and outreach and marketing	1.1 Fully implement the Jump Start program to RCH and SVH and enhance the numbers and effectiveness of the program; continue to expand on relationships with RCH and SVH as well North Marin County	Academic Year 2016/2017	Staff member as liaison; as well as workshop staffing.
0000	Petaluma	01	02		1.2 Develop strategic retention plan for Petaluma.	Academic Year 2016/2017	Working in cooperation with Dean of Enrollment Catherine Williams
0000	Petaluma	03	01	2.0 In cooperation with on and off-campus constituent groups, develop and implement a plan that will increase student enrollment in ESL credit and non-credit courses at SRJC Petaluma	2.1 Develop additional seating capacity to respond to enrollment demands.	Academic Year 2016/2017	Working in cooperation with Dean of Enrollment Catherine Williams
0000	Petaluma	01	01	3.0 Implement Student Success Teams as SRJC Petaluma's approach to accomplishing SSSP program goals	3.1 Complete staffing by the end of summer and secure ongoing funding.	Academic Year 2016/2017	Work with Li Collier to secure permanent funding.
0000	Petaluma	01	01		3.2 Fully implement program components in its 1st year.	Academic Year 2016/2017	TBD during the Academic Year.
0000	Petaluma	01	02		3.3 Find appropriate facility to house student success program.	Academic Year 2016/2017	Facility space.
0000	Petaluma	01	01	4.0 Implement Student Success Technology initiatives at SRJC Petaluma	4.1 Pilot and then implement new Degree Evaluation system at SRJC Petaluma.	Academic Year 2016/2017	Financial support for counselor backfill.
0000	Petaluma	01	01		4.2 Serve as pilot site for new Starfish Retention system.	Academic Year 2016/2017	Investment of Student Success team time.
0000	Petaluma	01	02	5.0 Develop and implement an Outreach Plan for the Petaluma area that supports the Enrollment Management Plan for the campus	5.1 Implement and have a written plan and calendar for the outreach plan utilizing new Workday technology.	Academic Year 2016/2017	Enrollment Services Manager and Outreach Coordinator release time.
0000	Petaluma	01	02		5.2 Stabilize outreach program, full implementation of Workday; measure efficiency through Workday.	Academic Year 2016/2017	Enrollment Services Manager and Outreach Coordinator release time.
0000	Petaluma	01	02		5.3 Continue community campaign to build awareness of who we are, where we are and what we have to offer.	Academic Year 2016/2017	Investment in branding project and continued ad campaign.
0000	Petaluma	02	01	6.0 Promote a culture of Career and Major exploration and development for students starting with recruitment and through goal achievement.	6.1 Work with faculty and staff to encourage students to focus on their goals and major choices based on interests.	Academic Year 2016/2017	Additional staffing in Career Services area.
0000	Petaluma	03	05	7.0 Enhance student life opportunities and social media presence for SRJC Petaluma	7.1 Establish student engagement program delivery and staffing.	Academic Year 2016/2017	Additional staffing in Student Affairs.

0000	Petaluma	01	02		7.2 Establish entrepreneurial student engagement facilities and initiatives.	Academic Year 2016/2017	Investment in Measure H 2030 Master Plan process.
0000	Petaluma	01	02		7.3 Develop the student center including appropriate renovations and consistent programming.	Academic Year 2016/2017	Investment in Measure H 2030 Master Plan process.
0000	Petaluma	01	02		7.4 Develop leadership and peer to peer programs.	Academic Year 2016/2017	Participant program fees.
0000	Petaluma	01	02		7.5 Transition Student Employee Program to Student Ambassador Program that focuses on peer to peer and leadership and customer service.	Academic Year 2016/2017	N/A
0000	Petaluma	01	06	8.0 Continue organizational development for the Student Services Division.	8.1 Continue migration towards a fully integrated enrollment services unit.	Academic Year 2016/2017	Facilities that co-locate Student Services.
0000	Petaluma	01	06		8.2 Continue stabilizing staffing from temporary to permanent positions.	Academic Year 2016/2017	Funding that supports permanent staff.
0000	Petaluma	01	02	9.0 Promote integration of cultural diversity with campus staff, faculty, and program initiatives	9.1 ICC will implement full slate of educational and social programming around cultural issues highlighting a plurality of cultures.	Academic Year 2016/2017	Funding has already been secured.
0000	Petaluma	01	01		9.2 ICC will support learning community initiatives and working partnership with academic faculty.	Academic Year 2016/2017	Funding has already been secured.
0000	Petaluma	01	02		9.3 Introduce more students to ICC.	Academic Year 2016/2017	Continued inreach to the campus community.