

# Santa Rosa Junior College

## Program Resource Planning Process

### Adult Education 2019

#### 1.1a Mission

The mission of the Adult Education Department is to

#### 1.1b Mission Alignment

How is the program/unit mission consistent with the District's Mission and Strategic Plan Goals?

#### 1.1c Description

Describe the program/unit's activities, including services provided, and whom the program/unit serves.

*Writing Tips: This description gives the reader an overview of your program/unit. Describe it as you would to an interested outsider who doesn't really know your program/unit.*

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

Describe the program/unit's hours and days of operation, including staff coverage during those times, at each location.

### 1.2 Program/Unit Context and Environmental Scan

Degree programs, transfer majors, general education, and basic skills:

- Have there been any changes in the transfer requirements for this major, particularly at CSU or UC campuses or at other common transfer destinations in this discipline? If so, describe those.
- Are there trends in industry or technology that could affect this discipline or major?
- Are there new trends in general education or basic skills that affect courses in this discipline or major?
- What partnerships or cooperative ventures exist with local employers, transfer institutions, or other community colleges?

Career and Technical Education (CTE) certificates or majors:

- What significant changes have occurred in the labor market that might impact demand for these courses, certificates or majors?
- What changes are anticipated over the next three years in this industry that might impact instruction?
- Are there any requirements of licensing/accrediting agencies related to this program? If so, please explain.
- What partnerships or cooperative ventures exist with local employers, transfer institutions, other community colleges, or local high schools?
- Has there been an increase or decrease in outside funding resources and/or industry/business support?

Other programs/units

Describe any changes in the social, business, cultural, educational, technological or regulatory environment that could impact your program/unit over the next three years.

*Writing Tips: The purpose of this section is to convey to the reader the “big picture,” highlighting any aspects of the social, business, cultural, educational, technological, or regulatory environment that may impact your program/unit over the next three years or that provide insights into future trends.*

## 2.1a Budget Needs

### 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	00	00	\$0.00	
0001	ALL	02	01	\$0.00	

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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## 2.2d Adequacy and Effectiveness of Staffing

### 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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## 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

### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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### 2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

### 2.4c Instructional Equipment 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 and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 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

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

5.2b Average Class Size

5.3 Instructional Productivity

5.4 Curriculum Currency

5.5 Successful Program Completion

5.6 Student Success

5.7 Student Access

1. Do students from diverse ethnic backgrounds enroll in the disciplines at rates equal to their participation rates in the District as a whole? If not, how could the program attract students that may be underrepresented in the program?
2. Do students from diverse ethnic backgrounds enroll in the disciplines at rates equal to their participation rates in the District as a whole?
3. Do male or female students constitute 75% or more in this discipline? If so, what strategies are being used or planned to increase enrollment of the non-traditional gender?
4. Has the program/unit experienced changes to its student population or changes in the needs of students in the last four years?
5. What types of outreach or retention efforts are occurring or should be implemented to better serve under-served or under-represented populations in this program?
6. How does this program/unit serve students that are often underrepresented in college including various ethnic groups, lower socioeconomic groups, English language learners?

## 5.8 Curriculum Offered Within Reasonable Time Frame

Are all courses in certificates and majors offered on a regular or rotational basis so that students can complete their programs within a reasonable time frame?

Are your course sequences (program maps) current on the majors/certificate website?

## 5.9a Curriculum Responsiveness

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

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

### 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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6.2b PRPP Editor Feedback - Optional

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
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