

Santa Rosa Junior College

Program Resource Planning Process

Dean Kinesiology Athletics and Dance 2019

1.1a Mission

1.1a Mission Statement:

Kinesiology, Athletics and Dance Department Mission Statement:

The SRJC Kinesiology, Athletics, Dance and Adapted PE Department's mission is to prepare students for successful transfer to baccalaureate (four-year) institutions as well as prepare students for jobs within the fitness, athletic training, and coaching industry. In addition to transfer and career oriented degrees and certificates, courses in kinesiology, athletics, and dance offer opportunities for students to gain knowledge and skills in physical fitness, aquatics, combatives, athletic training and athletics. Students will learn how to sustain safe and effective, lifelong physical activity for a healthy and productive life. In addition, students will understand the connection between physical activity and one's physical and cognitive well-being.

The KAD Dean's office supports all four departments and their respective programs in providing high quality Kinesiology, Dance and Intercollegiate Athletics teams and related lower division courses that satisfy the requirements for General Education, as well as both Kinesiology and Dance majors. The KAD Dean's office also supports a number of Career and Technical programs that serve students and the surrounding community.

A major responsibility of the KAD Dean's office is to maintain and guarantee the athletic eligibility status of over 500 student-athletes annually, and to insure all CCCAA and Big 8 Conference rules and regulations are adhered to fully.

It is the mission of the Santa Rosa Junior College Kinesiology, Athletics, and Dance Cluster to provide instruction and activities founded upon sound physical education theory. We will do our best to offer the athletic, physical education and dance opportunities our students and community desire. The Santa Rosa Junior College Kinesiology, Athletics, and Dance Cluster strives to provide:

1. Physical activities which have meaning and significance for the individual, thereby providing an interest in long term participation and lifelong fitness.
2. Physical activities that provide measurable physiological outcomes for the participant.

1.1b Mission Alignment

1.1b Mission Alignment:

The Dean of KAD supports the mission of the college in the following ways:

Preparing students for transfer

The Dean of KAD supervises and oversees all general education classes and transfer degree programs in the KAD Department.

Services that support student success and enrich student life

The Dean of KAD leads and is directly involved in a new student athlete orientation day, a member of the PASSS group whose function is to support student athlete success and provides leadership for KAD Department to support and enhance student lives.

Promotes personal and professional growth, cultivates joy at work and in lifelong learning

The Dean of KAD is part of a department that is truly a leader in the area of lifelong learning. Lifelong learning is a vital part of all KAD disciplines. The department engages students to learn with joy and is a District leader in in this part of the mission of the college. Faculty members are role models for students and take pride in their personal and professional growth. The KAD Dean promotes and supports all personal and professional growth.

Civic engagement and participation in diverse local and global communities

The KAD Dean leads a group of faculty members who are engaged in community outreach that supports diversity. The athletic discipline often leads or participates in community projects or charitable events. These volunteer projects help many people in need and underrepresented groups, showing SRJC cares for the community and beyond.

We regularly assess, self-reflect, adapt and continuously improve

The KAD Dean along with the department chair support all faculty and staff to assess programs and evaluate ways to constantly improve programs in the department. The dean and chair have led informational and hands on meetings and trainings about student success, curriculum development, SLO assessment, facilities improvement and renovation, and public relations/sports information. The KAD Department has been a district model in regards to organization and completion of SLOs and SLO assessments and in 2018 successfully completed the assessment of all of their majors and certificates (10).

We communicate together in discussions on program excellence and support services for students to help make our department, programs and students great.

1.1c Description

1.1c Description:

The Department of Kinesiology, Athletics and Dance offer a comprehensive, well-rounded program that meets the needs of SRJC's varied student population. A wide variety of lecture, and activity classes accommodate students who range in age from high school students to senior adults. Students may participate in classes on an individual basis that emphasize transferring to 4 year universities as kinesiology majors, obtaining certificates or learning lifelong physical fitness and wellness strategies in one of a variety of fitness courses, including aerobics, step aerobics, body conditioning, pilates, yoga, dance, weight training, aquatic fitness, and aqua calisthenics. Students may also participate in individual sports training by enrolling in classes such as golf, tennis, wrestling, track and field, or combatives. Team sports offerings include badminton, basketball, football, soccer, volleyball, and water polo.

Kinesiology

Kinesiology, the study of human movement, is achieved through scholarly study that includes both lecture core courses and physical activity experience in lab classes. Lab classes, physical instruction, and practice are **fundamental** to the nature of the disciplines of Dance and Kinesiology. One must experience the *kinesthetic* aspect to learn safe and effective physical skills to truly be effective professionals, teachers, and leaders in this growing industry and educational pathway. Currently, Kinesiology is the 7th most popular major at CSUs and careers in this area are expected to grow faster than average according to current labor market data.

Kinesiology majors are required to take a *minimum* of two, one unit courses of physical education/activity. This is a part of the Transfer Model Curriculum for Kinesiology as well as SRJC's Associate's Degree in Kinesiology. Future Physical Education teachers need to take a variety considering they are teaching fitness-based and sport-related physical education and need exposure to all types of movement and forms. Future coaches need to take a variety since they are many times involved in skill development and safe and effective conditioning programs for their athletes.

CSUs that require units of Kinesiology Physical Activity courses in a variety of areas including dance, individual and team sports, fitness, combatives, and aquatics

CSU	Kines Major Requirement	General Ed Requirement for All Majors
SJSU	4 Units	2 units
SFSU	8 units	
SDSU	2 units	
CSU – Long Beach	2 units	
CSU – Fullerton	6 units	

In addition, fitness-based Kinesiology activity courses are required courses for students wanting to complete the Fitness, Nutrition, and Health Certificate or Degree at SRJC. Learning the practical skills in becoming a group fitness instructor or personal trainer come directly from weight training, body conditioning, Pilates, and yoga classes. They use these same courses to become teaching aides to gain practical skills leading group classes and working one-on-one in fitness instruction.

Dance

Dance is also an academic discipline; it encompasses the elements of a performing art, as well as the science of movement. Students enrolled in dance classes have several options of study. The Dance Program at SRJC offers an AA degree, certificates in Ballet, Jazz, Modern, and Hip Hop/Funk and the general student population may experience dance as a means to enhance physical fitness, wellness, coordination, and grace. Dance technique classes are the essential training tools for students preparing to transfer as dance majors. Dance auditions are required for entrance in to public state and private colleges and universities, most of which will hold the transfer student to a higher technical ability level.

The SRJC dance program, specifically the certificate programs, assists in preparing students for careers in dance, including the areas of choreography, dance performance and private dance instruction. It is critical to maintain the diversity of instruction and course offerings to service the students in classes and the many options they have involving their dance training.

Career Paths

Athletic Training/Sports Medicine
Physical or Occupational Therapy
Group Fitness Instructors
Physical Education Teachers
Program Director of Corporate Fitness
Center/Resorts
Yoga and Pilates Instructors
Personal Trainers
Community based sport and fitness instructors
Adapted Physical Activity
Aquatics Director
Sport Coaches
Dance teachers
Athletic Administration
Biomechanist
Cardiac Rehabilitation Specialist
Pre-Chiropractic
Director of Youth Camps/Sport Programs
Epidemiologist- Physical Activity
Exercise Physiologist
Massage Therapy
Pre-Med
Physician's Assistant Preparation
Professor of Kinesiology, Physical Education
Recreational Therapist
Respiration Therapist
Sport Management
Sport Psychologist for Performance Enhancement
Sports Information Director
Sports Journalist
Sports Marketing
Sports Officiating
Strength and Conditioning Coach

What does the SRJC KAD Department Offer?

- ✦ Majors and Certificates for transfer students
- ✦ Alignment with the Transfer Model Curriculum (TMC)
- ✦ We offer lecture courses that include Kinesiology, Health and Wellness, Sports & Training Theory, Athletic Training, Dance & Dance History
- ✦ We offer lab courses that include Kinesiology, Athletic Training, Physical Activity, Team Sports, Individual Sports and Dance

What career paths are available to Kinesiology Majors?

- ✦ There are over 30 existing career paths at the CSU's for Kinesiology Majors
- ✦ Our certificate programs at SRJC offer graduates immediate job opportunities in fitness and training

Kinesiology majors have careers in

Sports Medicine
Cardiac Rehabilitation
Biomechanics
Physical Therapy
Occupational Therapy
Ergonomics

Corporate Fitness
Sports Management
Athletic Administration
Sports Broadcasting
Exercise Physiology
Sports Psychology
Coaching
Sports Officiating
Teaching

The KAD Dean's Office:

Provides support services and leadership for the faculty and staff of KAD.

Supports in the effort to maintain efficient enrollment management in conjunction with the department chair and program coordinators.

Manages the organization and completion of all faculty and staff evaluations.

Manages the operational functions of the cluster including:

- KAD curriculum
- KAD SLOs & Assessments
- Budget development
- Program review
- Instructional equipment
- Facilities requests
- Faculty and classified staffing requests
- Athletics

Acts as a resource for staff development opportunities and policy and procedure interpretations, development, and implementation.

Acts as a liaison to various campus and community functions, committees and advisory groups.

Assists in the procurement, hiring, and evaluation of both part time and full time faculty, staff, and athletic sport coaches.

Assists the department's twenty sport programs in promoting and maintaining their respective sport teams.

1.1d Hours of Office Operation and Service by Location

1.1 Hours of operation and Service

The KAD cluster at Santa Rosa is open during teaching hours:

Teaching hours consist of Monday through Sunday and anywhere from 6:00am until 11:59pm. Our main cluster office is open from 8:00am until 5:00pm Monday through Friday and is staffed by one AA II position and an AA III.

The KAD cluster at Petaluma is open during teaching hours:

Teaching hours consist of Monday through Saturday, from 7:00am until 10:00pm. The department does not have any AA's in Petaluma or student employees. The department currently has one full time faculty member assigned as a coordinator of the KAD program at Petaluma campus on limited release time from the KAD Department Chair. In addition, one full time faculty has been hired to teach classes at the Petaluma campus. Currently there is no administrative support available for the Petaluma campus.

The KAD dean's office is open to the public as follows:

Monday through Friday 8:00 am to 5:00 pm during the fall and spring semesters.

Monday through Thursday 8:00 am to 5:00 pm during the months of June and July.

1.2 Program/Unit Context and Environmental Scan

1.2 Program/Unit Context and Environmental Scan:

Degree Majors and Transfer Majors

The KAD department has recently assessed all of our existing majors and successfully completed 3.6 review for our Athletic Sport Medicine Major. During 2019-2020 the Fitness, Nutrition, and Health Certificate and Major will be under review. In addition, a Transfer Model Curriculum in Kinesiology was written and approved. Kinesiology is still the 7th most popular major at CSUs and the department is responding to this demand by having courses available that transfer for a degree in Kinesiology included KINES 1 - Intro to Kinesiology and a variety of physical activity courses in: combatives, individual and team sports, aquatics, and fitness. Students are required to take 2-6 units of activity courses to fulfill requirements of a major in Kinesiology at CSUs.

In addition, the KAD department has added a course, KINES 53 - Principles of Health and Wellness that satisfies the general education requirement in Area E: Life-long learning for CSU transfer and many times a requirement for Kinesiology majors.

The KAD department has added numerous courses to our on-line offerings. We are seeing great results in the number of students signing up for these on-line courses. This summer we have launched our first on-line fitness course.

Dance still offers a Dance Major that prepares students to transfer for a degree or various careers in dance. In addition, there are four dance skills certificates in: hip hop/funk, modern, ballet, and jazz.

Career and Technical Education (CTE) Certificates and Majors

The KAD department has recently assessed all of our existing certificates and successfully completed 3.6 review for all of the KAD Certificates. The Fitness, Nutrition, and Health Certificate and Major was approved by the State Chancellor's office in spring 2012. This certificate is in response to a growing job market demand and need for qualified personal trainers, fitness instructors, and wellness coaches.

Partnerships with local fitness and wellness facilities have been made to receive industry feedback on the fitness program and create internships opportunities for students. This outreach has been a huge success and currently students have a variety of settings to choose from including corporate fitness centers, private personal training studios, wellness centers (provide yoga, pilates, physical therapy and massage), martial arts studios, and group exercise programs. Students have career goals in yoga, pilates,

personal training, wellness coaching, stroller stride franchise owners, boot camp franchise owners, strength and conditioning coaches, PE instructors, youth fitness, and many more. A course in business management, sport psychology, and specialty courses in working with kids or special formats such as yoga and pilates may help keep up with the growing demand of fitness trends.

24 Hour fitness now accepts the Fitness, Nutrition, and Health Certificate/Major as an official certification to get hired and work as a personal trainer at their facility.

The KAD Dean's office supports a cluster that serves a larger amount of the District's estimated student head count. The cluster employs 14 full time faculty and 61 adjunct faculty and coaches.

2.1a Budget Needs

2.1 Budget Needs

Budget Use:

The KAD Dean's budget must cover expendable supplies, new equipment purchases, used equipment replacement, maintenance of existing equipment and the more usual items: graphics, phone, etc. In the past Three years major efforts have been made to use resources more effectively: The hours of our AAs and Equipment Technicians have been adjusted so they are occasionally staggered to allow for more coverage without increasing the work force. Travel per diem, post season costs, and equipment costs have been cut drastically. The past two years, all of our overtime budget was cut, a position from our front office was transferred to another department. In whole the past two years our area was cut over \$100,000. Our **assistant coaches' stipends are the same as they were in 2003.** The need for an increase to the assistant coaches stipends, travel per diem, equipment budgets, bus travel and officials pay are still in need of augmentation.

2019-2020 Additional Funds:

Additional funding is needed for supplies and to maintain and update equipment. The cost of supplies has risen dramatically and the budgets have not. Our cluster has done its part to address the needs of students and student athletes. When we were asked to cut, we successfully did so. When we were asked to expand we expanded and when asked to become as efficient as possible, once again, we did. In my opinion, our programs are funded well below a base level. SRJC does not compare well in most areas with other Big 8 Conference colleges in terms of per diem, travel, lodging, equipment, supplies and support.

Fiscal Year Expenditures- 2017-2018

Category	Amount	Change	Dist. Total	% of Dist.
Total Expenditures	4,493,058.71	6.04%	154,788,480.66	2.90%
Total Faculty Payroll	2,537,474.50	9.44%	50,884,933.44	4.99%

Total Classified Payroll	285,870.27	-10.90%	22,270,301.15	1.28%
Total Mgt. Payroll	251,641.99	13.56%	10,134,908.88	2.48%
Total Salary/Benefits	3,943,851.05	6.53%	111,941,187.45	3.52%
Total Non-Personal	421,278.57	2.24%	16,406,746.64	2.57%

The cluster, under leadership of the dean's office, has established a history of prudent fiscal restraint, using limited funds judiciously and efficiently. Under the leadership of the dean's office, the cluster has arranged appropriate coverage of the administration office, equipment room and training room, by staggering start and end times for the individuals who staff these very essential components of the cluster.

Budget Characteristics:

The KAD dean's office oversees a department that has unique requirements in terms of equipment and general operating expenses. To meet the mission of the cluster, expensive and specialized equipment is necessary. Much of this equipment requires continual upkeep and scheduled maintenance, which requires a moderately high level of funding. This is particularly true in the operation and maintenance of the department's weight room.

Budget Shortcomings:

KAD's budgets were reduced by from 15 to 50 percent around 15 years ago. Some of those budgets have been restored and some have not been restored. For instance, the assistant coaching stipends, the life blood of our support coaching staff, has had a recent increase but remains at the reduced 2003 level. Per diem amounts were also lowered and have not been restored. Supply budgets were also reduced and likewise, have not been increased. In comparison with other dean's offices and athletic directors in the Big 8 Conference, SRJC is at or near the bottom in most budgetary categories. The support for the department as it pertains to leadership is at the bottom of the conference and the 10 like colleges. To make the problem worse, another 15% level of cuts were imposed six years ago and then this past two years another \$100,000+ was cut from the support staff of the cluster. The KAD cluster is operating with smoke and mirrors.

One of the biggest issues due to shrinking transportation budgets, the dean's office must continually cut charter bus service which means coaches have to drive vans, often extending an already over-taxing work day. Typical game day workdays can often stretch to over twelve hours. This situation is not conducive to a responsible level of safety for faculty or student-athletes. This issue needs to be addressed in a very timely and prescriptive manner. Until this problem is resolved, it is the dean's position that the District is assuming an unreasonable level of liability that could result in unnecessary and preventable lawsuits. The Los Rios districts travels every team on every trip in a bus. Making a safer situation for their employees and students.

Additional Funding Necessary:

Increased and consistent funding levels are needed in several crucial areas significant to the mission of the cluster. Funds are needed for upkeep and purchase of much needed equipment, especially for the weight room, which generates a significant amount of revenue for the District. Frankly, the cluster is currently being funded at below a base level. The cluster's coaches have contributed a huge amount of fundraised dollars in order to sustain their teams at a minimum level. The energy and time coaches have been expending in supporting their respective programs, however, is not sustainable forever. Coaching burnout will become an issue the dean's office will need to address if fundraising demands continue for a prolonged period of time.

Immediate Budgetary Augmentation Requirements:

1. Reinstate the Overtime Budget for Football Games - \$12,000.00
2. Increase transportation funds to enhance charter bus service from \$130,000.00 and investigate the purchase of two 28 passenger mini-busses at \$130,000 each.
3. Increase per diem by \$39,000.00.
4. Increase equipment budget by 20% percent. \$10,500 and increase training room budget by \$9,000.00 for supplies
5. Increase assistant coach’s stipends by 50%
6. Increase funds for entry fees, official’s fees, and hosting fees by \$29,000.00 - a few teams spend their per diem on the entry fees.
7. Allocate \$15,000.00 annually towards uniform purchases.
8. Increase budget for officials by \$15,000.00

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	Santa Rosa	06	07	\$12,000.00	Reinstate Overtime Budget for Football Games
0002	Santa Rosa	06	07	\$15,000.00	Game managers support.
0003	Santa Rosa	01	07	\$50,000.00	Travel and per diem costs far exceed the budget.
0004	Santa Rosa	02	07	\$20,000.00	Dues, entry fees - all teams
0005	Santa Rosa	08	07	\$15,000.00	The cost for officials at sporting events has gone up
0006	ALL	01	06	\$15,000.00	Federal work study funds
0007	ALL	06	07	\$35,000.00	Rising cost of equipment
0008	Santa Rosa	01	07	\$60,000.00	Coaches stipends were increased to get them back to the pre-budget crisis. This addition would get SRJC on a competitive level.
0009	Santa Rosa	01	07	\$5,000.00	Equipment repair for KAD equipment
0010	Santa Rosa	01	07	\$10,000.00	Testing and replacing football helmets-out of compliance
0011	Santa Rosa	08	07	\$20,000.00	To cover costs of recent salary increases and still provide required support and coverage of athletic events (training room)
0012	Santa Rosa	01	07	\$5,000.00	Ambulances Required for home football game

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Equipment Tech I	40.00	12.00	The Equipment Tech I insures all KAD equipment is maintained in proper fashion. This person routinely repairs damaged equipment and orders new parts. The ET I checks out all KAD equipment to student users and maintains logs of equipment checked in and out. This person submits a yearly list of missing equipment and bills students who fail to return issued items. This person assists with the staging of on campus sports events.
Equipment Tech II	40.00	12.00	This person has the overall responsibility for the entire operation of the equipment office. Purchasing and replacement of equipment and uniforms and proper storage and cleaning of equipment and uniforms is a crucial component of this position.
Administrative Assistant III	40.00	12.00	The AAIII position in KAD acts as the office manager and supports the KAD Dean in all phases of operation of the cluster.
Lifeguard Supervisor	15.00	12.00	The lifeguard supervisor is responsible for the hiring, management, scheduling and supervision of all our lifeguards. Lifeguards are needed for classes in our aquatics center.

Administrative Assistant II	40.00	12.00	The AAIL supports the Dean by supervising the travel and scheduling needs of the cluster. In addition, this position supports the Dean by supervising the needs of our PE and Dance faculty and staff.
Instructional Assistant	24.50	10.00	Support APE Program
Instructional Assistant	24.50	10.00	Support APE Program
Instructional Assistant	20.00	10.00	Support APE Program

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean II	40.00	12.00	The dean of KAD has overall responsibility for the entire operation of the cluster.
Kinesiology, Athletics, and Dance Department Chair	30.00	10.00	Manage Department, evaluations, program review, schedule, curriculum, hire, department meetings, and communication.

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

2.2d Adequacy and Effectiveness of Staffing

In the discipline of Athletics, SRJC is understaffed in regard to an Assistant Athletic Director, Gate and Concession Coordinator, Sports Information Director and most important in Student-Success Coordinator.

Federal Work Study positions need to be enhanced. Federal work study was cut two years ago. It is increasingly more difficult to run all the events with-out access to the federal work study program. We would like to use FWS help to maintain the proper functioning of the SRJC Weight Room, Mat Room, Dance Room, Haehl Pavilion Student Study/Computer Lab Room, Haehl Pavilion Hospitality/Meeting Room, both swimming pools, and the Petaluma campus gym and weight room. We would also like to use the FWS students to help run all of our athletic events as score keepers, concession workers, gate keepers, and security support. These FWS students act as instructional aides for both the instructional faculty and the classified staff. They are crucial to the department providing the necessary and minimum service level to our faculty, staff, students, and the community. As a comparison to other similar colleges, American River College has a FWS budget of over \$32,000 and Sacramento City College has approximately the same amount. We are far behind those colleges but offer larger programs and services than they offer. We currently have \$0.00 in FWS.

2.2d Adequacy and Effectiveness of Staffing	Adequacy and Effectiveness of Staffing			
	Employee FTE Totals			
	FTE-S	FTE-F	PEDA Ratio	District Ratio
	950.63	37.6570	for every 1 FTEF there is 25.2444 FTES	
FTE-AF	FTE-F			
22.8970	37.6570	for every 1 FTEF	1.35 Adjunct pe	

			there is 1.64 FTEAF
FTE-F	FTE-SS		
37.6570	5.5365	for every 1 FTEF	1.0053 Support
		there is .14 FTESS	
FTE-SS	FTE-M		
7.3343	2.3000	for every 1 FTEM	5.7079 Support
FTE-ST	FTE-C	there is 3.1888 FTESS	
0.4115	5.1250	for every 1 FTEC	0.00 STNC wor
		there is 0.08 FTEST	
	Student data	PEDA	District Total
	FTES-CR - Credit	898.0660	14738.9657
	FTES-NC Non-Credit	0	2075.9009
	FTES - Combined	898.0660	16814.8666
	Students Enrolled/Served	7979	30000
			% of District
			6.03%
			0%
			5.29%
			26.60%

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	01	07		Student Success Resource Specialist - 100%	Classified
0002	Santa Rosa	06	06		Assistant Athletic Director/SID/Web -100%	Classified

2.3a Current Contract Faculty Positions

Position	Description
Athletic Trainer - Monica	Head Athletic Trainer and supervision
Dance Generalist- Dance Coordinator- Casandra	Teach classes and coordinate dance program
KAD Generalist- Head Coach- Lacey	Teach classes and coach varsity athletics
KAD Generalist- Head Coach- Dante	Teach classes and coach varsity athletics
KAD Generalist- Head Coach- Damon	Teach classes and coach varsity athletics
KAD Generalist- Head Coach- Craig	Teach classes and coach varsity athletics
KAD Generalist- Head Coach - David	Teach classes and coach varsity athletics
KAD Generalist- Head Coach - Jill	Teach classes and coach varsity athletics
KAD Generalist - Petaluma - Tara	Teach classes
KAD Generalist - Karen	Teach classes
KAD Generalist-Petaluma - Andrea	Teach Classes
KAD Generalist - Head Coach - Lenny	Teach classes and coach varsity athletics
KAD Generalist- Keith	Teach classes
KAD Generalist - Head Coach- Marty	Teach classes and coach varsity athletics
APE Generalist/Coordinator - Kathy	Teach classes and coordinate the APE program

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
KAD	14.0000	37.9000	22.8900	62.0000	The KAD cluster lost a full-time instructor two years ago. This instructor was not replaced. Kathy Bell will be leaving this May. There is also an anticipation of another instructor leaving in May. The KAD cluster is already has 62% of it's FTEF taught by adjuncts. With two more retirements that number will continue to grow if not replaced.

2.3c Faculty Within Retirement Range

2.3c Faculty within Retirement Range

Faculty nearing retirement age	Age Group			Grand Total
Department	Under 49	50-54	55+	
Adaptive P.E.			1	1
Kinesiology, Ath, & Dance	7	3	2	12

The cluster also has 3 faculty member within retirement range. Full - Time APE instructor Kathy Bell will be retiring on May 30th 2019. Also, One of the other faculty member has verbally told me they will be retiring at the end of the year.

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

2.3d Analysis of Faculty Staffing Needs

Staffing needs, as determined by the KAD Dean for 2018-2019

1. Full-Time APE instructor
2. Athletic trainer/Faculty
3. Women's Soccer Coach/Kinesiology Generalist Full-Time.
4. Women's Softball Coach/ Kinesiology Generalist
5. Women's Volleyball Coach/Kinesiology Generalist
7. Wrestling Coach/ Kinesiology Generalist
8. Men's and Women's Tennis Coach/Kinesiology Generalist

The KAD department does not have adequate certificated staff to effectively run all the different disciplines at the level they deserve to be run. We currently have a part time women's softball coach, part time wrestling coach, part time men's and women's tennis coach, part time men's and women's water polo coaches, a part time volleyball coach and a part time women's soccer coach. Every one of these disciplines requires full time attention and is operating on part time funding. Our programs are some of the best in the country and even though we are paying these coaches and coordinators part time, because of the pride they have in themselves and their programs they are working as if they are full time. It is not fair to ask a part time faculty member to put those numbers of hours in and not be properly compensated for them.

Currently we are considered a cluster with four disciplines: Kinesiology, Athletics, Dance and Adapted PE in both Santa Rosa and Petaluma.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	Santa Rosa	01	06	Full-Time APE Instructor	
0002	Santa Rosa	01	06	Athletic Trainer/Faculty	
0003	Santa Rosa	01	06	Instructor Generalist/Women's Soccer	
0004	Santa Rosa	01	06	Instructor Generalist/Women's Softball Coach	
0005	Santa Rosa	01	07	Instructor Generalist/Women's Volleyball Coach	
0006	Santa Rosa	01	06	Instructor Generalist/Wrestling Coach	
0007	Santa Rosa	01	06	Instructor Generalist/Men's and Women's Tennis	

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

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

Given the department does not currently have one smart classroom makes this a high priority for our cluster. A focus needs to be placed on replacement of old equipment, media upgrades, replacement of worn out equipment, weight room equipment, and modifications to existing teaching stations throughout our facility inventory. One particular need is the replacement of worn out weight room equipment and the addition of several new pieces of equipment that will insure we maintain a state of the art facility and meet the ever increasing demands of our community. Such attention will enhance our teaching effectiveness and will increase FTES.

All KAD facilities are in dire need of wireless and hard line internet connections. The football stadium and the basketball facility were taken care of during the summer of 16. We would like it to be extended out to the green space facilities, the tennis courts, Tauzer, and pool area.

The KAD Dean is currently examining software to provide greater support for student athlete success.

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	08	07	Football Helmets	30	\$500.00	\$15,000.00	Wagner/Weaver	Bailey 935	Markovich
0002	Santa Rosa	01	07	Soccer Goals	2	\$2,500.00	\$5,000.00	Weaver	Green Space	Weaver
0003	Santa Rosa	01	06	Vehicle to Assist Student Trainers	1	\$15,000.00	\$15,000.00	Markovich	Green Space	Weaver
0004	Santa Rosa	01	07	Replacement equipmet for KAD activity courses	20	\$1,000.00	\$20,000.00	Weaver	Tauzer 905	Weaver
0005	Santa Rosa	01	06	Selected Weight Room Equipment	10	\$1,000.00	\$10,000.00	Justin Weaver	Tauzer 999	Markovich
0006	Santa Rosa	02	01	APE Equipment	2	\$5,300.00	\$10,600.00	Bell	999	Weaver
0007	Santa Rosa	01	06	1 Refinishing diving boards	2	\$2,000.00	\$4,000.00	McCormick	Pools	McCormick
0008	Santa Rosa	06	07	Basketball Scoreboard	2	\$11,000.00	\$22,000.00	Weaver	Haehl 1105	Weaver
0009	Santa Rosa	01	06	Ball Service Machine/Tennis/Raquets/Badmitton	3	\$1,000.00	\$3,000.00	Markovich	Tennis Courts	Markovich
0010	Santa Rosa	08	06	Cold Tank	1	\$45,000.00	\$45,000.00	Markovich	919	Ohkubo
0011	Santa Rosa	04	07	Fence Branding	6	\$1,333.00	\$8,000.00	Kinnahan	Green Space	Bavuso

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	Santa Rosa	08	07	Gator utility vehicle	1	\$15,000.00	\$15,000.00	Markovich	Quinn/Tauzer	Markovich

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Santa Rosa	08	07	Urgent	Haehl Pavillion	Gym Floor	\$100,000.00	Repaint / refinish gym floor HP
0002	Santa Rosa	01	06	Urgent	Haehl Pavillion	Main Gym	\$25,000.00	Replace and update all lighting in gym.
0003	Santa Rosa	04	06	Urgent	Haehl Pavillion	Main Gym	\$40,000.00	Remove Carpet from Walls and put up Pads
0004	Santa Rosa	04	06	Urgent	Haehl Pavillion	Main Gym	\$75,000.00	Update Bleachers /Saftey Rails - Seat back for middle
0005	Santa Rosa	08	07	Urgent	Haehl Pavillion	Snack Bar/Lobby	\$50,000.00	Remodel snack bar/lobby for Haehl
0006	Santa Rosa	01	06	Urgent	Bailey Field	Football/Track Field	\$100,000.00	Renovate football/track scoreboard
0007	Santa Rosa	08	07	Urgent	Men's Varsity Locker Room Bathroom	Tauzer	\$20,000.00	This is one of the oldest facilittes on the campus! It is a definite health and safety concern....t The locker room needs painting and circular fans need to be installed. Lockers need to be repaired and a new row of lockers installed.
0008	Santa Rosa	08	07	Urgent	Tauzer	905,951,958,999, 921	\$75,000.00	Install Air Conditioning/replace all windows(vital in951,958)-health and saftey
0009	Santa Rosa	04	06	Urgent	Tauzer	919	\$15,000.00	New floor for the training room
0010	Santa Rosa	08	07	Urgent	Tauzer Building	Tauzer Gym	\$2,000.00	Chip old paint off the walls of the gym and repaint from the mid point of the wall down to the floor.

2.5b Analysis of Existing Facilities

2.5b Analysis of Existing Facilities

The KAD Dean supervises all the facilities within the cluster. In a broad overview, most of the facilities within the cluster are inadequate to adequate. All of the facilities are old and in need of renovation.

The facilities in KAD are some of the most over used facilities on the campus. They are used by KAD, along with Adaptive PE students, faculty and staff, club sports, various other disciplines throughout the District, and now more increasingly by the Community Education office. Adding a further burden and wear out factor, the facilities are routinely rented to outside groups from the community on a regular basis. The wear and tear from such overextended use has put a severe strain on our buildings making maintenance efforts a real challenge. At the present rate of decline, our buildings will not last much longer in many cases. At this time, improvement and/or renovation is needed for all facilities in the KAD Department.

3.1 Develop Financial Resources

3.1 Diversify Funding- Grants/Contracts

None at this time. Outside groups often rent KAD facilities. Rental fees go to the District.

3.2 Serve our Diverse Communities

3.2 Culture Competency

KAD's hiring practices are congruent with all state and federal hiring laws as well as those policies and procedures of the Sonoma County Junior College District. Our process is open and inclusive in its outreach and our selection process welcomes full participation from underrepresented groups.

KAD is committed to serving our diverse community and addresses this goal by seeking faculty and staff who are sensitive to this effort.

3.3 Cultivate a Healthy Organization

3.3 Professional Development

The KAD Dean's office promotes staff development opportunities for faculty and staff. The Dean supports and encourages the faculty and staff's participation in District sponsored trainings and

in ad-hoc committee participation. The dean supports staff who desire to learn new skills by giving training and mentoring support as well as limited financial help through the Dean's Foundation Trust Account.

The KAD Dean makes a point to discuss committees and the faculties involvement at most department meetings.

3.4 Safety and Emergency Preparedness

3.4 Safety and Emergency Preparedness

KAD Department Area Safety Coordinators:

Monica Ohkubo
Marty Kinahan

KAD Building Safety Coordinators:

Tauzer Gym
Justin Weaver, John McCallum, Cassandra Hillman

Quinn Swim Center
Jill McCormick, Therese Jennings, Rose Hernandez

Haehl Pavilion
Lacey Campbell, Craig McMillian, Ally Deal

Bailey Field
Lenny Wagner, Keith Simons

Green Fields
Damon Neidlinger, Karen Stanley

Required Safety Trainings:

Blood Born Pathogen Training
CPR
AED
Water Safety

Injury and Illness Prevention Program:

Discussed, analyzed, and implemented at department meetings annually

3.5 Establish a Culture of Sustainability

3.5 Sustainable Practices

The cluster is sensitive to positive sustainable practices within the discipline. We routinely provide recycling boxes for all activities that require plastic bottles and aluminum cans of any type. The faculty and staff continually finds ways to recycle equipment and supplies. We focus on recycling used copy paper and properly recycle used ink cartridges and other printing materials.

Sustainability Categories:

1. GREEN SPACE ARTIFICIAL TURF
2. RECYCLING
3. PAPERLESS
4. ENERGY EFFICIENCY
5. TRANSPORTATION

SRJC Office Recycling Guide:

1. MIXED PAPER
2. BEVERAGE CONTAINERS
3. TONER AND INK CARTRIDGES
4. ELECTRONIC WASTE
5. BATTERIES

Areas for Improvement:

KAD identifies the following areas that we could improve sustainability, yet need some guidance and input as to how we can move in that direction:

1. RECYCLING
2. ENERGY EFFICIENT PROCEDURES
3. OUTREACH & EDUCATION

4.1a Course Student Learning Outcomes Assessment

4.1a Course Student Learning Outcomes Assessment:

In Spring 2019 the KAD cluster completed an SLO assessment workshop, where over 200 SLO assessments were completed. SLO workshops happen every semester in our cluster and include full-time and adjunct faculty members. Our plan is to continue the workshops and strive to gain 100% completion.

4.1b Program Student Learning Outcomes Assessment

4.1b Program Student Learning Outcomes Assessment:

Our cluster supports student learning by teaching a variety of beginning level courses; encouraging more advanced students to enroll in more advanced levels of the class and in combo classes serve as examples and tutors for the beginning students.

SLO's have been completed. We are currently working on 100% completion of our SLO Assessments.

Kinesiology Program Outcomes

Not Applicable - done at dept level prpp																		
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4.2b Narrative (Optional)

4.2b Narrative

The Dean of KAD fully supports the cluster's goal of providing programs and courses that challenge students mentally and physically. Students must apply and therefore practice foundational skills, time management, and critical thinking in most KAD courses. In a number of lecture courses offered by the department, oral presentations, projects, and reports are routinely a part of the learning process. Many of our classes involve fitness related calculations and critical thinking for the attainment of a sound and fit mind and body. KAD's courses and programs attract students of varied backgrounds, with varied fitness levels, with many different goals in mind. This setting creates a unique learning environment forcing students to interact and co-exist with many different types of people. This environment allows our students the opportunity to experience people of various age groups, cultural backgrounds, and fitness levels thus creating a rich learning setting.

The Dean of KAD fully supports the department's philosophy that the lessons taught by the disciplines instructors are conducive to lifelong fitness and well-being and in many cases result in life changing experiences for those who participate.

The Kinesiology, Athletics, and Dance Department's SLOs are listed in the KAD Department PRPP, and the Assessments for those SLO's are in share point. Please see the department's PRPP, and/or share point for detailed information regarding SLOs and SLO Assessments.

5.0 Performance Measures

5.0 Performance Measures

The Dean of KAD fully supports the department's effort to effectively measure the true performance levels of student learners who participate in our offerings. This is accomplished using a variety of data sources provided by the District. The dean also supports the training of faculty and staff on the use of such data sources by supporting and creating KAD trainings and workshops on a regular basis.

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

5.1 Effective Class Schedule

- The KAD Cluster offers a wide variety of courses in kinesiology, athletics and dance. The department routinely examines various times, days, and hours to offer courses that enhance our ability to maximize enrollments, meet student's needs, and align with the District's priorities. Further use of the EMS will give further data to have an effective class schedule.
- The discipline currently offers a wide range of offerings at both the Santa Rosa Campus and the Petaluma Campus.
- Currently the KAD Department teaches multiple classes using the online delivery system. This is something that the cluster has been working. The dean fully supports and has a distinct interest in increasing the number of courses offered online. The dean suggests continues to offer and grow courses such as KFIT activity, Athl courses and Dance courses on-line. These courses are pushing our comfort level for the online delivery mode. The cluster is also working at introducing some hybrid courses that would generate huge student participation.
- The effectiveness of our class schedule could be improved if we had the ability to offer KAD classes in a technology mediated classroom that was dedicated to KAD classes.
- The number of completers of our certificates and majors has been low, however we have been working on streamlining our AA- T, AA, Dance major, Dance certificate, Sports Medicine major and our fitness, nutrition and health certificate and major. We anticipate that number to steadily go up due to a recent overhaul of our majors and certificates.

5.2a Enrollment Efficiency

5.2 Enrollment Efficiency

The courses offered by KAD are slightly below the efficiency targets of the District at this time. Since the changes in the repeatability restrictions of KAD classes the efficiency numbers have been pretty consistent. With the reduction in the schedules we should start to see an increase in the efficiency numbers. The department has worked very hard on curriculum to give students multiple options to enroll in classes needed to reach their educational and life goals. The KAD Dean feels greater efficiency will be met as the department reduces its offerings, grows the basic classes for the families and increases the number of families we offer.

Enrollment efficiency and class maximums are being addressed in athletic classes. KAD has 17 athletic programs, some very large and some very small. These adjustments will help in the future with the efficiency of the cluster.

Data Element:	Fall 2017	Spring 2018	Fall 2018
Enrollment Efficiency	76.9%	79.2%	81.9%

5.2b Average Class Size

5.2b Average Class Size:

Average Class Size

Discipline	S2018	X2018	F2018
Aquatics	17	0	19
Athletics	21	22	24.2
Combative	31	0	0
Dance	26.5	22	19.7
Fitness	20.7	10.7	24.8
Individual	0	0	0
Kinesiology	21.7	31	26.3
Physical Education (PHYED)	0	0	0
Team	19	0	0
ALL Disciplines	25.2	23.5	25.7

- Due to the new repeatability restrictions, class sizes have decreased slightly since last PRPP - With the reductions in offerings we should see a increase.
- There are some limits in many classes due to facility limitations.
- In order to perform at the highest level, athletic teams are limited in the number of student athletes that can participate.

5.3 Instructional Productivity

5.3 Instructional Productivity:

The KAD Dean and Department Chair analyze enrollment reports, EMS data, and communicate with faculty to help ensure productive class offerings. With the reduction of class offerings we are projected to raise our productivity back to 18+.

Data Element:	Fall 2017	Spring 2018	Fall 2018
Instructional Productivity	17.38	17.85	17.55

5.4 Curriculum Currency

5.4 Curriculum Currency:

All KAD course outlines have recently been edited and approved by our district curriculum committee. In addition to editing and updating every course outline, we have successfully completed a majority of our SLO assessments, as well as 100% completion of our major's and certificate's assessments.

5.5 Successful Program Completion

5.5 Successful Program Completion

- The majority of our classes are offered at least once a year. Classes that are not offered once a year are on a rotation plan to allow students the opportunity to achieve successful completion of KAD majors and certificates.
- Support for students in our programs is provided by faculty and staff that include:
 1. Individual advising
 2. Counseling
 3. Career guidance, mentorship, and placement
 4. Certificate and major advisory committees
- The discipline currently offers a Kinesiology major with the emphasis in teaching, coaching, personal training, sports medicine, nutrition, and dance. Certificates are offered in fitness, nutrition, dance, youga, and health. The number of completers has been low for our majors and certificates in the past, but recent assessments and revisions to our majors and certificates will improve the number of completers significantly.
- In addition to revising our majors and certificates, we have closed the gap between our online class offerings and the current demand for online classes. We have seen an increase in enrollment and major and certificate completers.

5.6 Student Success

5.6 Student Success

Average GPA for academic year 2017-18

Fall	3.17
Spring	3.05
Summer	2.99

Retention Rate for Academic Year 2017-18

Fall	84.4%
Spring	82.5%
Summer	81.0%

Completion Rates for Academic year 2017-18

Fall	82.9%
Spring	81.0%
Summer	87.1%

5.7 Student Access

5.7 Student Access

Students KAD served by Ethnicity for Academic Year 2017-18:

This data is for all courses at all locations by department:

KAD Department	Total	Percent
White	3380	42.75%
Asian	337	6.95%
Black	214	3.03%
Hispanic	2443	33.28%
Native American	42	.41%
Pacific Islander	98	.87%
Filipino	49	.76%
Other Non-White	531	6.40%
<u>Decline to State</u>	<u>408</u>	<u>7497%</u>
Total	7,502	

1. Students from diverse backgrounds enroll in KAD classes at rates equal to or greater than the District as a whole.
2. Outreach is a vital part of the KAD Department. The department actively recruits students and participates and provides a number of community outreach projects. Athletic Programs are very active in recruiting students from underrepresented groups.

5.8 Curriculum Offered Within Reasonable Time Frame

5.8 Curriculum Offered Within Reasonable Time Frame

With few exceptions, the large majority of our courses are offered at least once every year and the for the most part, are offered every semester. The cluster attempts to schedule in such a way as to allow students to move through the sequence of courses in a very timely manner.

5.9a Curriculum Responsiveness

5.9a Curriculum Responsiveness

The dean fully supports the efforts of the cluster to continue to actively write, re-write, and to propose new curriculum in order to keep abreast of both student demand and industry and labor market forecasts and assumptions. The cluster depends on research and suggestions provided by the local workforce through advisory committees and other contacts with the public.

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

Not Applicable

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

5.10 Alignment with Transfer Institutions

With the approval of our Transfer Model Curriculum degree in Kinesiology, the KAD cluster is in line with a number of transfer institutions throughout California, and within the CSU system. The dean supports efforts by the faculty to continue the articulation process with additional public and private colleges in our region, and throughout the state and nation.

5.11a Labor Market Demand (Occupational Programs ONLY)

Not Applicable

5.11b Academic Standards

Not Applicable

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	Santa Rosa	05	07	Secure funding with-in the athletics operational budgets. continual cost increases in officials, equipment, travel, and meals has left the athletic budgets in the red.	Secure additional operational funding.	on-going	Witht the help of the VP's we will improve some of these areas during the 2019-2020 academic year.
0002	Santa Rosa	01	01	Secure funding to improve assistant coaches salaries.	Provide additional support for our studnet-athletes, faculty, and program.	2018-2020	District funds - Still continues to be a priority.
0003	Santa Rosa	02	06	Hire full time head coaches, Assistant AD/SID and Resource Specialist	Provide greater support and teaching excellence for students	continuing	Hopefully we are making some progress.
0004	Santa Rosa	02	02	Continue to look for and finally find a way to improve the Student-Athlete Success Center.	Support Student-Athlete academic success, matriculation, retention and citizenship.	2018-2019	We have implemented non-credit classes with adult education. We still need to Institutionalize this program.
0005	Santa Rosa	04	07	Effectively provide materials, input, and leadership that will help secure and manage bond measure funds to complete existing facility projects as well as new facility projects in KAD.	Provide students and staff with facilities that promote success	2018-2023	This is happening and will be on going for some time.
0006	Santa Rosa	01	06	Upgrade existing equipment and labs to meet student needs.	Secure funding to improve equipment and saftey of our teaching stations.	2018-2020	This has happened and we will conitnue to improve more of our facilities.
0007	ALL	02	01	Curriculum development and implementation	Current and meaningful curriculum that will keep KAD relevant.	on-going	KAD is 100% up to date on their curriculum. We continue to write on-line classes and hybrid classes.

6.2b PRPP Editor Feedback - Optional

Matt is an able administrator and accomplished Dean. He has provided great leadership to an already strong team of faculty and staff. His decisions are always based on data and he has worked hard to make a good team better. Under his leadership an already very good department is becoming great. This year the hardest choices will revolve around increasing enrollment without increasing costs. His budget has historically been inadequate to meet all of the travel required for his teams and to do the Athletic Director duties. Unfortunately, this will not be resolved easily with the current District fiscal situation. I'm delighted to have Matt on the AAC Team.

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	Santa Rosa	05	07	Continue to work on securing annual funding with-in the athletics operational budgets. continual cost increases in officials, equipment, travel, and meals has left the athletic budgets in the red.	Secure additional operational funding.	on-going	District funds
0002	Santa Rosa	01	01	Secure funding to improve assistant coaches salaries.	Provide additional support for our studnet-athletes, faculty, and program.	2019-2021	District funds
0003	Santa Rosa	02	06	Hire full time head coaches, Resouces Specialist and Assistant AD/SID	Provide greater support and teaching excellence for students	continuing	District funds
0004	Santa Rosa	02	02	Continue to work to institutionalize the Student-Athlete Success Center by improving the non-credit classes with adult education.	Support Student-Athlete academic success, matriculation, retention and citizenship.	2019-2020	District funds, foundation funds, and fundraising funds
0005	Santa Rosa	04	07	Effectively provide materials, input, and leadership that will help secure and manage bond measure funds to complete existing facility projects as well as new facility projects in KAD	Provide students and staff with facilities that promote success	2018-2023	Bond, district, and state funds
0006	Santa Rosa	01	06	Upgrade existing equipment and labs to meet student needs	Secure funding to improve equipment and saftey of our teaching stations.	2019-2020	District funds and instructional equipment funds
0007	ALL	02	01	Curriculum development and implementation	Current and meaningful curriculum that will keep KAD relevant.	on-going	District college service from full-time faculty